

**Administrative Report**  
**October 20, 2023 to November 9, 2023**

**Engineering Department**

1. 2023 Construction Updates:

a. Electrical Department Building

- i. Arcon Builders was the apparent low bidder for this project at \$2,080,695.00. This project is underway and they are currently working on the concrete footing and walls. The Final Completion date for this project is 10-31-23.
- ii. Footing and Walls are complete. Consolidated Hunter has finished the plumbing rough in and the first half of the floor is being poured the morning of October 21st. This project is ahead of schedule to get the concrete in before winter and we expect them to pull out for a month as they are waiting for the steel building to be delivered in December.
- iii. All concrete has been completed less the apron around the building. Most of the dirt spoils have been cleaned up and stone brought in to tidy up the job site. Building ship date is December 31st.
- iv. Arcon has begun to erect the steel structure that was delivered on the 28th of December. To this date all exterior columns, purlins, and trusses have been installed and they plan to have the building dried in by the 20th of January as of now.
- v. Arcon continues to work on the pre-manufactured steel structure. Windows are set to be delivered on January 23rd, crews will then erect the walls and continue on to the roof.
- vi. Progress continues with insulation and the metal siding. They have started installing the roof this week and will continue as weather allows.
- vii. All exterior metal and insulation has been installed, contractor is now working on the inside electrical, framing, and metal. They anticipate the crews have 2 more weeks before building structure is said to be done, and the building manufacturer will come in with punch list items to complete.
- viii. Interior fit out is in progress. Plumbing and Electrical is being ran, as well as gas, electrical, and water connections on the outside of building are being made. The building manufacturer (Kirby) is scheduled to do a walk around inspection the first of April.
- ix. Arcon and the building manufacturer are putting together a list of items that need attention for the building's exterior. Inside fit up is in progress as plumbing, HVAC, and electrical is being installed. Interior office insulation is scheduled for Monday, April 10th.
- x. The sub-contractors are working on punch list items. Interior office space is being dry walled and the pipe fitters are working on the sprinkler system. This project is ahead of schedule as Arcon plans on being done by the end of May.
- xi. Interior office area is being finished with paint, flooring, cabinet install. The shop part of the building is coming to a close as the fire suppression is completed and the electrical contractor is finishing up light installs. Other

sub-contractors are continuing to work on punch list items as this project gets closer to being finished.

**xii. This project is complete.**

**b. North Walnut Street Reconstruction**

- i. This project is being advertised and the bid opening is on 12-6-22.
- ii. Hohenbrink Excavating was the apparent low bidder at \$1,348,790.49
- iii. Pre-Construction meeting is scheduled for 3-10-23
- iv. Hohenbrink Excavating plans to move in mid-April, no specific date yet.
- v. Contractor has moved in and started installing storm line on 4-20-23.
- vi. Phase 1 of this project is underway. All storm work in between Market Street and Wayne Street has been completed. Contractors are working on sidewalk and curb, with asphalt patching and resurfacing beginning in the next 2 weeks. Once completed, Hohenbrink will move onto the reconstruction phase of this project North of Wayne.
- vii. Phase 1 of this project is complete less the line striping (Wayne-Market). Hohenbrink has started on phase 2 north of Wayne. They will begin on storm work and a second crew is planned to start on waterline the week of the 12th. A contractor for the gas company has also moved in to begin long service and mainline replacement.
- viii. Waterline main progress continues to the north. All of the storm main and laterals is done between Wayne and Blake. Contractor continues despite being slowed by the gas company.
- ix. Water mainline is installed. Hohenbrink has pulled off the job for 1-2 weeks due to conflict with the gas company. As soon as gas has relocated their main they will move back onto the jobsite.
- x. Hohenbrink is back on site and working on storm sewer laterals. They will begin working on sidewalk removals next week before bringing road to grade. The contractor is working diligently on what they can, despite the delay on shipment for all brass water service parts.
- xi. Hohenbrink has completed all storm work and removals for the project. They have started installing water services between Wayne and Blake.
- xii. All water services have been installed from the main to a curb stop near existing meter pits. The contractor is still waiting on meter setters to complete the service install. Concrete removals are near completion and the next step will be cutting the road to grade in the next couple weeks.
- xiii. Hohenbrink continues to work on water service installs and road grading. Smith Paving is scheduled for concrete work beginning October 1st, and The Shelly Company is scheduled for asphalt November 1st.
- xiv. Smith Paving started curb work on Wednesday, October 4th and plans to have that finished in 2 days. The week of the 9th they will begin pouring drive approaches and sidewalks to follow. The Shelly Company is still planning for the first week of November to pave asphalt.
- xv. Smith paving has completed all concrete work. Hohenbrink is following up with dirt work and plans to top dress and seed in the spring. The road will begin to be graded the week of the 23rd with The Shelly Company scheduled to pave on the 30th.

- xvi. The Shelly Company has completed all paving. Hohenbrink plans to complete the Mr. Manhole process next week, then all work for the year will be complete. In the spring the contractor plans to add topsoil and finish grading so they can seed all dirt areas. The stop bars and parking will be painted when 70-degree weather permits.

### **Fire Department**

1. Responses to Date:
  - a. Squad- 114; Total- 1,632
  - b. Fire- 24; Total- 286
  - c. Primary Squad Runs & Assist for other branches- 0; Total- 5
2. Conditional job offers for full-time Firefighter/Paramedic were accepted by Firefighter Emma Ayers and Firefighter Andrew Groegan.

### **Police Department**

1. Calls for Service- 857
2. Reports Written- 265
3. Arrests- 36
4. Citations- 23
5. Crashes- 10
6. Warnings- 70
7. Reports of Interest:
  - a. On November 8<sup>th</sup> about 4:20 PM a former Celina woman, 19 years old, was driving her car on Romer's Catering Drive between US127 and West Bank Road eastbound. As she approached a left hand turn she swerved hard to make the turn and lost control. She went over an embankment and into a retention pond on the east side of the catering business.

Two Celina men, Brandon Green and Josh Reese were fishing near the spillway when they heard the crash. They found the car sinking in the pond. The two men went into the water and got the woman out. She was unable to get out on her own.

8. Total Police Department Calls for Services, YTD: 14,704

### **Parks and Recreation**

1. All football teams have been eliminated and most of the equipment has been returned and is being inspected.
2. Most of the equipment needed for next season has been ordered except football helmets, which should be ordered very soon.

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mulch leaves and sweep leaves in parks
5. Mow and edge parks

### **Public Works**

1. Work on equipment
2. Crack seal streets
3. Fix concrete streets around town
4. Leaf pickup
5. Sweep the streets around town
6. Dura patch alleys
7. Trim trees around town
8. Path at Westview Pond
9. Fix storm pipe on Bruns Avenue

### **Sewer Collection**

1. Locates for utilities
2. Completed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines
4. Collect data for GIS
5. Camera utilities for next year's projects

### **Customer Accounts/Meter Readers**

1. Billed 2,050 customer billings
2. Sent out 296 delinquent letters
3. Shut off 19 customers
4. Sent out finals and refunds
5. Meter readers continue reading routes

### **Water Treatment Plant**

1. Water Distribution
  - a. Fire Hydrant painting to continue in 2024, purchase paint in Dec 2023
  - b. Full system flushing scheduled for April 2024
  - c. Lead service line research & replacement program
    - i. Mapping of service types, continued, due to OEPA 10/16/2024
    - ii. 9 customer services on Echo for City to replace
      1. Contacting customers to coordinate and schedule with plumber
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Lake Water 10/31/2023 - 2.9 ug/L
    - ii. Raw Lake Water 11/07/2023 - 9.8 ug/L
    - iii. All finished water samples were Non-Detect for Microcystin Toxin
    - iv. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
    - v. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
    - vi. Continued seasonal Microcystin testing of State monitored beaches on the lake.

1. Camp Beach 09/19/2023 – 25.0 ug/L
  2. West Beach 09/19/2023 – 21.7 ug/L
  3. East Beach 09/19/2023 – 25.0 ug/L
  4. Windy Point Beach 09/19/2023 – 15.2 ug/L
- b. WTP Buildings, Grounds, & Operations:
- i. Carbon Exchange for tank #5 completed
  - ii. Carbon Exchange for tank #7 scheduled for December 2023
  - iii. WTP fence painting, continue in Spring 2024
  - iv. Lime silo mixer
    1. New mixer installed & operating
  - v. Sand Filter Bldg. Project
    1. Sand Filter #1
      - a. Completed and returned to service
    2. Sand Filter #2
      - a. Completed and returned to service
    3. Sand Filter #3
      - a. Completed and returned to service
    4. Sand Filter #4
      - a. Filter underdrains,
        - i. New underdrains on order, January 17<sup>th</sup>, 2024 delivery date
        - ii. Currently working on removal of old drains and mortar
      - b. All window opening framed, sheeted, sided, and sealed
  - vi. Carbon Dioxide System
    1. Compressor equipment received, replacement in November 2023?
3. Water Dept. Training
- i. NW OAWWA District meeting scheduled for April 18<sup>th</sup>, 2024
  - ii. Technology Committee Meetings
    1. Scheduled for November 14<sup>th</sup>, 2023
    2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
- a. Big Slide
    - i. Sanding and re-gel coat next spring
    - ii. Replacement recommended within 5 years
  - b. Pool season completed for 2023
    - i. Winterization process completed

### **Wastewater**

1. Relocated light switch, outlet, and conduit in East sludge bunker
2. Troubleshoot #3 pump running continuously at Fairgrounds LS; cleaned probe sensors

3. Switched over to East WML tank to make flight repairs in West tank; pumped out and cleaned West tank; repaired broken flights and worn wear shoes
4. Picked up steel siding and trim from Menards for covering old blower building
5. Completed mounting treated boards on old blower building 10/19, 10/25; installed trim
6. Installed new FRP slide gates in WML channel; made sealing modifications
7. Contacted Jones & Henry on status of smoke testing summary report
8. Contacted Pelton Environmental for quotation for spare flights and wear shoes
9. Completed flight repair/replacement in West WML thickening tank
10. Worked on installing metal sheeting on old blower building
11. Received quote for spare flights and wear shoes, submitted Purchase Requisition
12. Contacted UV supply vendors and requested quotes for lamps and sleeves; received quotes and submitted Purchase Requisition
13. P&R Communications reprogrammed older Motorola radios
14. Purchased new hot water heater for Secondary building; worked on replacing old unit
15. Completed SOUR test on AD#1; transferred to sludge mixing tank
16. Worked on scheduling meeting with Jones & Henry/City officials to discuss findings of smoke testing and next steps of NFA Analysis
17. Replaced under-cabinet drinking water system in breakroom
18. Installed new flowmeter display in Raw and Office buildings to push 4-20 mA signal to new Blower building (needed for SCADA connection)
19. Renewed Scott's OEPA WW Operator certification
20. Removed leaves from inside 4-H LS fence
21. Troubleshoot Scotty's LS voice reporter not working (reconnected power wire)
22. Programmed flow meter displays in office and Raw building, Wayne/Gilson Engineering stopped to reprogram flow meter display in office to provide 4-20mA output parameter
23. Mowed grass inside fence
24. Measured for conduits & signal cable to get WWTP Admin office operating data to SCADA hub in blower building
25. Walk through with Schreiber equipment Rep to inspect recently installed Schreiber equipment
26. Cleaned accumulated biosolids from east bunker trench drain & unplug drain line to manhole
27. Replaced cabinet air filters on north Eaton mixing compressor
28. Switched Case loader from roll-out truck loading bucket back to standard bucket for winter operations & adjusted slipping parking brake

### **Electric Distribution**

1. Set 12 poles
2. New Services
  - a. Underground 3
  - b. Overhead 1
3. Service Replacement
  - a. Upgrade Underground 3
4. Street Lights
  - a. Repairs 7
  - b. New Installs 1

- c. Replaced 2
  - d. Pole New/Replace 3
- 5. Underground Locates (OUPS) 69
- 6. Request or Miscellaneous Jobs
  - a. Turn off irrigation transformer at Lynx while they dug near primary
  - b. Work on aerators along lake
  - c. Directional bore at Fairgrounds for Chapel service
- 7. Trouble Calls
  - a. 10/28/2023- Cancer Center- inside switchgear work
  - b. 11/2/2023- Crown- shut down transformer to check switchgear
  - c. 11/6/2023- Fast Road- pad mount transformer hit by farm machinery
  - d. 11/8/2023- Daily Standard- 3 phase transformer pole hit
- 8. Large Projects
  - a. Replace poles, Gause Road, Erastus Durbin Road
  - b. Work on storm drainage at shop
- 9. EV Charging Stations
  - a. Number of Sessions 8
  - b. Total Length of Sessions 29 hours 45 minutes

### Income Tax – October 2023

	2021 Month-to-date	2022 Month-to-date	2023 Month-to-date	2021 Year-to-date	2022 Year-to-date	2023 Year-to-date	2023 vs 2022 Year change	2023vs 2022 Year percent
<b>Business</b>	30,671.57	67,152.66	19,019.20	1,104,116.52	959,464.75	1,249,017.99	144,651.77	15.08
<b>Non Resident Bus</b>	1,652.55	(501.81)	3,388.60	107,445.64	82,636.00	117,619.67	24,809.64	30.02
<b>Non-Resident</b>	5,322.10	4,896.83	4,628.46	101,243.26	104,530.36	95,996.81	(3,287.10)	(3.14)
<b>Resident</b>	33,145.90	35,111.59	37,073.73	845,066.36	817,912.12	767,116.47	27,154.24	3.32
<b>Non Resident W/H</b>	12,116.79	15,777.92	22,168.21	154,953.03	115,891.02	105,766.90	39,062.01	33.71
<b>Withholding</b>	406,369.63	479,841.35	521,267.52	4,453,724.33	4,057,289.67	3,741,677.04	396,434.66	9.77
<b>Grand Total</b>	489,278.54	602,278.54	607,545.72	6,766,549.14	6,137,723.92	6,077,194.88	628,825.22	10.25

	2020	2021	2022	2023
<b>January</b>	\$458,919.27	\$572,934.33	\$478,116.36	\$581,676.70
<b>February</b>	\$466,258.90	\$395,309.69	\$473,587.98	\$502,513.66
<b>March</b>	\$553,445.37	\$492,151.79	\$448,002.22	\$539,278.80
<b>April</b>	\$768,825.17	\$850,639.88	\$698,445.36	\$906,561.14
<b>May</b>	\$495,500.19	\$778,967.41	\$719,166.91	\$1,096,153.11
<b>June</b>	\$625,636.75	\$797,943.26	\$653,890.17	\$770,037.48
<b>July</b>	\$466,411.86	\$520,341.61	\$733,311.33	\$528,827.50
<b>August</b>	\$539,462.46	\$472,333.24	\$781,346.45	\$639,141.86
<b>September</b>	\$581,692.39	\$707,295.13	\$549,578.60	\$594,813.17
<b>October</b>	\$431,152.95	\$489,278.54	\$602,278.54	\$607,545.72
<b>November</b>	\$436,695.93	\$475,970.73	\$509,200.32	
<b>December</b>	\$614,341.53	\$546,619.75	\$491,072.40	
<b>Grand Total</b>	<b>\$6,438,342.77</b>	<b>\$7,099,785.36</b>	<b>\$7,137,996.64</b>	