

Administrative Report
October 21, 2022 to November 10, 2022

Administration

1. The Firefighter/Paramedic Exam was November 5th. Five applicants signed up for the exam and all 5 showed up for the exam. Civil Service Commission will meet sometime the week of November 14th to certify the test results.

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Fulton St. project//Johnson Ave. project
2. Zoning Permits:
 - a. 1211 Yorkshire-garage
 - b. 1160 Irmscher Blvd- apartments
 - c. 823 Heirholzer- new home
 - d. 1107 Grand Ave- garage
 - e. 1113 Fleck Ave- new home
 - f. 1107 N Main St- sign
 - g. 518 Touvelle- addition
 - h. 1139 Princeton- fence
 - i. 217 Godfrey- garage addition
 - j. 1247 Brooke Ave- pool
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 625 Jay St-trash
 - c. 903 N Sugar St-trash
 - d. 1005 Rosewood-grass
 - e. 517 Echo St-trash
5. Planning Commission:
 - a. Meeting scheduled for November 10th to review lot split on Industrial Drive, site plan approval for Celina Tent, site plan approval for Celina City Schools, right of way acquisition off Meyer Road and proposed duplex.
6. 2022 Constriction Update:
 - a. Lions Club Building
 - i. Plans have been prepared and are at present being reviewed for changes before being put out for bids.
 - ii. This project is to be advertised 4-7-22 and 4-14-22. Bid opening will be held 4-28-22 at 10am
 - iii. This project is to be advertised 5-5-22 and 5-12-22. Bid opening will be held 4-19-22 at 10am.
 - iv. Bid opening on 5-19-22 presented 2 bidders: Muhlenkamp Building Corp. and Alexander & Bebout, INC. The bids are currently under review.

- v. Muhlenkamp Building Corp. was the apparent low bidder at \$373,324. They are currently ordering materials and getting a construction schedule together.
- vi. Delivery of the structure is planned to take place on September 27th. Our public works is to demolish the old structure the week prior to.
- vii. The shelter house has been delivered, Muhlenkamp is mobilizing through the first week of October and plans to start work on Monday, October 8th.
- viii. The shelter house is underway as Muhlenkamp has the footers poured, and the underground block work started for the restroom portion. The plan is to have the plumbing rough in started the week of the 24th as well as setting posts and pouring concrete for the rest of the shelter.
- ix. The plumbing rough in is complete, the floor is poured in the restroom area, and all concrete under the shelter is complete. Muhlenkamp has set trusses and plans to install the roof the week of the 14th. Once the shelter is complete the stone mason can come in and put the restroom walls up.**

b. 2022 Fulton Street Reconstruction

- i. The bid opening for this project was held December 10th at 11:00am. Our Engineer's estimate was \$2,500,000.00. Hohenbrink Excavating was the apparent low bidder for the project at \$2,319,496.37 and has been given notice of award.
- ii. A pre-construction meeting was held on 2-1-22. Hohenbrink Excavating anticipates a start date of 3-1-22.
- iii. This project is underway. Hohenbrink Excavation has removed asphalt in the 400 and 300 blocks of West Fulton St. They have started at the west end with storm sewer installation, and will continue to move towards Main Street in the upcoming weeks. Their schedule shows them completing all storm sewer in Phase 1 (west of Main St.) by March 24th before beginning water line installation on the 25th.
- iv. Hohenbrink has started waterline installation as of March 23rd. They completed their 20" tie in at sugar street and have mainline installed heading west past mill street. They continue to make good progress despite a couple rain delays.
- v. Phase 1 continues. Hohenbrink has all water main installed and continues to install STM structures. The plan is to pressure test the main next week before installing service lines. All is going according to plan and on schedule.
- vi. Hohenbrink continues to work on water services and has 2 main tie-ins they plan to have completed by the 29th. Once the water utilities are installed they will begin excavation and placement of the aggregate base roadway.
- vii. All water main and service lines are complete for phase 1. Hohenbrink is completing some storm work the week of the 9th and plans to begin roadway excavation and curb work the week of the 16th.
- viii. Roadway excavation and subbase improvements continue through this week in Phase 1 (main to west). No scheduled date for curb work yet as

crews ran into some gas line conflicts that are to be resolved toward the end of this month. To keep moving forward Hohenbrink plans to start some milling and removals in Phase 2 (buckeye to east) in the next week.

- ix. Hohenbrink has finished rough grading in prep for curb work in phase 1. We are told it will be approximately 1 more week until the curb company will be in. At this time the contractor has started sanitary work in phase 2 (buckeye to college) replacing the main in roadway and all laterals up to the right of way.
- x. Phase 2 of this project is underway with Hohenbrink working on Storm and Waterline East of Buckeye Street. Due to some conflicts with gas service lines, Dominion has now contracted out some mainline replacement in this section. Weather depending, Both the Gas Company and Hohenbrink are scheduled to have most work done by the end of August for phase 2.
- xi. Water service installs are complete. Hohenbrink continues to work around the gas company to get as much done as they can. They have a few hundred feet of storm line and one water main connection to make before being able to cut the road and prepare for curb. The gas company is still on track to be done with their mainline and services by the end of August before moving into phase 3 where they will continue with updates to their system.
- xii. Hohenbrink continues to make progress with curb being scheduled for Friday, August 19th. After curb is in they will work on all drive approaches and sidewalks within the next week, and begin phase 3 the week of August 29th.
- xiii. Phase 3 is underway. Waterline from main to buckeye has been installed and Hohenbrink is currently working on storm sewer. Water service lines are to be installed the week of the 12th.
- xiv. Phase 2 concrete is complete and we have The Shelly Company scheduled to lay asphalt on September 19th.
- xv. The Shelly Company has moved in and is laying intermediate course of asphalt in phase 2, as well as laying surface in phase 1. Hohenbrink continues to work in phase 3 on storm lines and water services.
- xvi. Phase 3 is scheduled for Curb and gutter on Monday, October 8th. All flat concrete work will be done the week thereafter and Hohenbrink has The Shelly Company scheduled to move in and finish all asphalt starting October 28th.
- xvii. All concrete work is now complete. Hohenbrink is working on miscellaneous punch list items and placing top soil. The week of the 24th they will be finalizing stone grade in preparation for The Shelly Company who is scheduled to lay asphalt on October 31st.
- xviii. The Shelly Company moved in on November 9th and has paved all of Fulton. Hohenbrink continues to work on miscellaneous items like dirt work, seeding, Mr. Manhole, line striping, and cleaning up the lay down yard. This project is near completion.**

c. 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.**

d. West Side Storm Water Project

- i. Tom's Construction was the apparent low bidder for this project at \$98,750. All material has been ordered and they plan to start the work late November. The Final Completion date for this project is 12-31-22.
- ii. Tom's Construction started this project on Monday 10-24 and had it completed by the end of the week.**

e. Eastview Park Playground Equipment

- i. We have received equipment, just waiting on the contractor to install spring of 2023.**

f. Fayette Street Reconstruction

- i. This project is being advertised and the bid opening is scheduled for November 3rd.
- ii. PAB Construction was the apparent low bidder at \$286,952.55**

g. Southwest Quadrant Waterline Replacement

- i. This project is being advertised and the bid opening is scheduled for November 10th.
- ii. Shinn Bros. Inc. was the apparent low bidder at \$1,554,000.00**

Fire Department

1. Runs to Date:
 - a. Squad- 123; Year Total- 1,702
 - b. Fire- 26; Year Total- 311
 - c. Primary Squad Runs and Assist for other Branches- 10; Year Total- 69
2. Assisted the following departments on grass and field fires:
 - a. November 5th- Coldwater
 - b. November 8th- Chattanooga
3. Annual pump tested was completed on the three engines and the aerial ladder
4. Auxiliary training is being held on November 16th
5. The new pickup truck is at Parr Equipment to install the emergency lights and cap. Projected to be completed by middle of December.
6. The area Fire Departments have been busy due to dry conditions (field and grass fires)

Police Department

1. Calls for Service- 863
2. Reports Written- 287
3. Arrests- 29
4. Citations- 60
5. Crashes- 16
6. Warnings- 83
7. Total Police Dept. Calls for Services, YTD: 14,477

Parks and Recreation

1. Football has ended:
 - a. Varsity Green lost in the first round of playoffs
 - b. Varsity Black went undefeated during the regular season and playoffs, winning the Championship game
2. Trying to coordinate indoor softball and baseball camps during the Christmas break

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Winterize restrooms, splash pad, concessions, and drinking fountains
5. Mow parks

Public Works

1. Work on equipment
2. Crack seal roads
3. Install sanitary for Lions Shelter House
4. Clean up dump
5. Trim trees at intersections
6. Leaf pickup

Sewer Collection

1. Locates for utilities
2. Completed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines

Customer Accounts/Meter Readers

1. Billed 2,034 customer billings
2. Sent out 202 delinquent accounts
3. Shut off 23 customers
4. Worked on final billings and refunds
5. Meter readers continue to read meters

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program, continued replacing

- b. Fire Hydrant painting to continue in the Spring 2023
 - c. Lead service line research & replacement program continuing, as well as map updates
- 2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 10/25/2022 – 50.00 ug/L
 - ii. Raw Water 11/01/2022 – 17.60 ug/L
 - iii. Raw Water 11/08/2022 – 17.60 ug/L
 - iv. All finished water samples were Non-Detect for Microcystin Toxin
 - v. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - vi. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
 - b. WTP Buildings, Grounds, & Operations:
 - i. Foundation concrete repairs & painting (completed)
 - ii. Loading dock metal painting (completed)
 - iii. North clarifier tank cleaning started, painting over next few weeks
 - c. WTP Maintenance
 - i. Carbon exchange for tank #7 scheduled for January 2023
 - ii. 1952 Settling Basins, OEPA Sanitary Survey hit, repair crumbling concrete
 - 1. Recarbonation Basin
 - a. Top of wall into #2 Ozone Contactor removed & patched (completed)
 - iii. North low service pump coupling replaced and realigned
 - iv. North quick mix chamber drained and mixer scraped and cleaned
 - v. Primary Sodium Hypochlorite feed line replacement (started)
- 3. Water Dept. Training
 - i. AWWA district water meeting scheduled for November 17th, 2022
 - ii. Technology Committee Meetings
 - 1. Scheduled zoom meeting November 16th, 2022
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Pool, closed for season
 - i. Winterization completed

Wastewater

- 1. Replaced Havemann/EB/Walmart Stenner pump heads, lines, and fittings; rebuilt pump heads for spare units
- 2. Repaired Schreiber mechanical bar screen
- 3. Mowed

4. Picked up materials from Lefeld Welding for forklift extensions and cut to size; cut/formed/welded angled fronts on extensions
5. Updated 2022 Biosolids Record Book
6. Removed leaves from 4-H lift station enclosure
7. Submitted minimum staffing hours for September to OEPA
8. Submitted Bioassay Report to OEPA
9. Made Biosolids Record Book for Schmitmeyer
10. Replaced Eaglebrooke voice reporter battery
11. Sprayed weeds
12. Attempted to exercise 6" Godwin mobile pump by recirculating AD#1 but battery dead; replaced battery; recirculated tank
13. Rebuilt old Gorman-Rupp influent sample pump for spare unit
14. Fabricated and installed pipe rack for Influent building vestibule
15. Gave WTP staff tour of WWTP
16. Completed forklift extensions
17. Raked leaves
18. Completed SOUR test on AD#1; transferred to sludge mixing tank
19. Took scrap metal to 3-Sons
20. Completed October liftstation reports
21. Gave Hazen engineering firm tour of WWTP
22. Interviewed Hazen and Wessler engineering firms for bypass elimination study
23. Interviewed Jones & Henry and Fishbeck engineering firms for bypass elimination study
24. Picked up lumber and related materials for vestibule and wasting drive enclosures
25. Submitted priority pollutant reports to OEPA
26. Rovisys and Woolace Electric on site for pump station visits prior to SCADA integration
27. Working on framing for enclosing vestibule
28. Working on insulated winter enclosure cover for wasting tank drive sprockets
29. Spec'ing & ordering siding and insulation for vestibule enclosure
30. Working on October monthly OEPA & in-house reporting

Electric Distribution

1. Set 4 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 1
 - b. New Installs 17
 - c. Replaced 5
 - d. Pole New/Replace 17
5. Underground Locates (OUPS) 49
6. Tree Trimming
 - a. Springer- brush and tree clearance, Frahm Pike, Mercer Road
7. Trouble Calls
 - a. 10/30/2022- broken cutout Monroe Road

- b. 11/5/2022- broken riser wire Fleetfoot Road
- c. 11/7/2022- broken riser wire E. Livingston
- d. 11/8/2022- pole hit on Township Line Road
- 8. Large Projects
 - a. Clean up dirt and replace with stone at new building
 - b. New street lighting on E. Fulton Street
 - c. New Lighting along new concrete at Bryson Park
 - d. Dig in conduit for Lions Club Building
 - e. Continue replacing poles on Feeder 6 in N. Brandon area
- 9. EV Charging Stations
 - a. 5 charging sessions
 - b. Total charging time- 9 hours 15 minutes

Income Tax – October 2022

	2020 Month-to-date	2021 Month-to-date	2022 Month-to-date	2020 Year-to-date	2021 Year-to-date	2022 Year-to-date	2020 vs 2021 Year change	2022vs 2021 Year percent
Business	11,211.89	30,671.57	67,152.66	816,787.84	1,249,017.99	959,464.75	-289,553.24	-23.1
Non Resident Bus	1,851.08	1,652.55	-501.81	77,979.91	117,619.67	82,636.00	-34,983.67	-29.7
Resident	28,708.93	33,145.90	35,111.59	755,885.33	767,116.47	817,912.12	50,795.65	6.6
Non-resident	5,357.79	5,322.10	4,896.83	81,482.99	95,996.81	104,530.36	8,533.55	8.8
Withholding	373,837.94	406,369.63	479,841.35	3,555,858.62	3,741,677.04	4,057,289.67	315,612.63	8.4
Non Resident W/H	10,185.32	12,116.79	15,777.92	99,310.62	105,766.90	115,891.02	10,124.12	9.5
Grand Total	431,152.95	489,278.54	602,278.54	5,387,305.31	6,077,194.88	6,137,723.92	60,529.04	0.9

	2019	2020	2021	2022
January	\$457,302.65	\$458,919.27	\$572,934.33	\$478,116.36
February	\$416,481.74	\$466,258.90	\$395,309.69	\$473,587.98
March	\$509,758.48	\$553,445.37	\$492,151.79	\$448,002.22
April	\$655,859.08	\$768,825.17	\$850,639.88	\$698,445.36
May	\$828,197.94	\$495,500.19	\$778,967.41	\$719,166.91
June	\$754,024.14	\$625,636.75	\$797,943.26	\$653,890.17
July	\$434,062.65	\$466,411.86	\$520,341.61	\$733,311.33
August	\$393,088.65	\$539,462.46	\$472,333.24	\$781,346.45
September	\$647,270.08	\$581,692.39	\$707,295.13	\$549,578.60
October	\$489,731.44	\$431,152.95	\$489,278.54	\$602,278.54
November	\$410,789.77	\$436,695.93	\$475,970.73	
December	\$580,818.02	\$614,341.53	\$546,619.75	
Grand Total	\$6,577,384.64	\$6,438,342.77	\$7,099,785.36	