

**Administrative Report**  
**November 19, 2021 to December 16, 2021**

**Administration**

1. Miscellaneous items being sold on Gov Deals

**Engineering Department**

1. 2021 Construction Update:
  - a. Bryson Park Restroom
    - i. No change
  - b. Celina Community Parks Building
    - i. No change
  - c. 2022 Street Resurfacing Project
    - i. Our Engineer's estimate for this project was \$2,950,000.00. The Shelly Company was the apparent low bidder for the project at \$2,838,125.00 and has been given Notice of Award.
  - d. 2022 Fulton Street Reconstruction
    - i. The bid opening for this project was held on December 10<sup>th</sup> at 11:00 AM. 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.

**Fire Department**

1. Runs to Date:
  - a. Squad- 159; Total- 1,915
  - b. Fire- 26; Total- 336
  - c. Primary Squad Runs & Assists for other Branches- 4; Total- 89
2. Auxiliary Training was held on December 8<sup>th</sup>
3. Attended the Mercer County EMS Advisory Board Meeting on December 7<sup>th</sup>
4. Attended the Zoom Meeting for the Northwest Ohio Chief's meeting on December 8<sup>th</sup>
5. Fire Extinguisher training was conducted at CAPT on December 9<sup>th</sup> and December 15<sup>th</sup>
6. Removed some of the old phone lines on the 1<sup>st</sup> floor at City Hall

**Police Department**

1. Calls for Service- 1,205
2. Reports Written- 380
3. Arrests- 31
4. Citations- 47
5. Crashes- 19
6. Warnings- 110
7. Reports of Interest:
  - a. On 12/15/2021 the School Resource Officer and the Celina City Schools investigated an incident of children playing a gun game using candy canes as "guns". It became a bit rambunctious and a teacher put a stop to it. That was all it was.

This turned into a rumor posted by an irresponsible parent on social media. The post began “I don’t know but....” This resulted in some kids being kept home and numerous calls to the Celina Police Department and the City Schools.

There never was a threat the schools or students out of this incident. This was childish horseplay. We urge people to not run with rumors and make these uniformed and irresponsible posts.

8. Total Police Department Calls for Services, YTD: 15,493

### **Parks and Recreation**

1. Collecting football uniforms
2. Inspecting and cleaning- helmets, pants, and jerseys
3. Entering grades for all sport participants

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Deicing pumps serviced for docks
5. Mulch leaves

### **Public Works**

1. Sweep streets
2. Work on equipment, everything is ready for snow removal
3. Leaf pickup
4. Patch potholes in alleys
5. Special collection on limbs- (finished Wednesday- 12/15/2021)

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs
4. Inspect sewers for 2022 street projects

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

1. Billed 2,025 customer billings
2. Sent out 192 delinquent billings
3. Shut off 10 customers
4. Sent out finals and refunds
5. Meter readers continue routes

### **Water Treatment Plant**

1. Completed Total Coliform / E. Coli samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement program

- c. Installed a few new service taps
- 3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 12/01/21 – 11.4 ug/L
  - b. Raw Water 12/08/21 – 5.4 ug/L
  - c. Raw Water 12/15/21 – 3.0 ug/L
  - d. All finished water samples were Non-Detect for Microcystin Toxin
  - e. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - f. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
- 4. Bryson Pool Operations
  - a. Pool closed for season
    - 1. Pool painting project
      - a. Re-paint pool, waiting for 50 degrees overnight low or higher (Spring)?
    - 2. Main pool pump elbow cracked, parts in stock, spring repair
    - 3. Changing area curtain replacement - stall walls received
- 5. Water Dept. Training
  - i. Operators are completing continuing education with internet classes
  - ii. Technology Committee Meetings
    - 1. Scheduled zoom meeting completed
      - a. Sludge Handling Sub-Committee, TBA
- 6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump, VFD installed and operating great!
    - i. North pump to be completed in January 2022
  - b. WTP Maintenance
    - i. All outside valves to be exercised, have completed some of them
    - ii. Carbon exchange for tank #7 scheduled for January 4<sup>th</sup>, 2022
    - iii. WTP Bldg. exterior cleaning & prep for foundation painting, Spring
    - iv. Painting continuing in Bio-Reactor area
    - v. DAF tank #3 cleaned and inspected, pump anti-vibration dampener cracked
      - 1. New ones ordered under warranty
      - 2. Working with manufacturer on why they cracked
- 7. WTP Capital Projects
  - i. Parking lot & driveway concrete project completed till Spring

### **Wastewater**

- 1. Replaced cabinet air filters on screw air compressor
- 2. Removed plugs from influent sample pump
- 3. Worked on sodium aluminate feed

4. Replaced missing insulation in LS enclosure vents and replaced bad heaters
5. Scheduled visit from Pelton Environmental and City of Greenville to see Huber sludge presses
6. Removed leaves from inside 4-H lift station fence
7. Requested quote for two (2) 3,000 gallon SNYDER tanks to replace existing 5,000-gallon tank
8. Worked on plumbing design for new sodium aluminate tanks
9. Cut brush along west side of 4-H LS fence
10. Replaced engine block heater on Martz LS generator and resealed thermostat housing
11. Worked plug valves and air-release valves in collection system
12. Replaced Martz LS check valve springs
13. Installed lower suction pipes to Wasting tank suction pipe assemblies
14. Replaced insulation in Scotty's control panel
15. Replaced heaters in Havemann LS chemical feed and Kessler control cabinets
16. Cut metal mesh out of vents in Kessler control panel and added board insulation
17. Replaced chemical feed tube head at Walmart LS
18. Completed all monthly reports and submitted eDMR to OEPA
19. Blocked check valves in bypass station for winter operation
20. Put some fittings together for new sodium aluminate feed and venting
21. Fixed door seal on Eaglebrooke LS chemical shed door
22. Transferred calcium nitrate to Eaglebrooke and Walmart LS tanks
23. Submitted Special Waste Profile Recertification to Republic Services for grit/grease/skimming's/trash
24. Replaced new inoperable board (Scottys LS voice reporter) with older board that operates
25. Competed and submitted bypass event to OEPA
26. Requested three quotes for two 4,100 gallon HDLPE tanks
27. Rebuilt Stenner chemical feed pump head for spare

### **Electric Distribution**

1. Set 26 poles
2. New Services
  - a. Underground 2
  - b. Overhead 1
3. Service Replacement
  - a. Upgrade Overhead URD 3
4. Street Lights
  - a. Repairs 10
  - b. New Installs 3
  - c. Replaced 21
5. Underground Locates (OUPS) 40
6. Traffic Signals
  - a. Clean, repair, and test all traffic lights, controllers and tornado sirens
7. Tree Trimming
  - a. Trim trees and remove 1 tree in town
8. Request or Miscellaneous Jobs
  - a. Assist Parks Department with red tent

- b. Replace pole on West Market Street car accident
  - c. Replace bad recloser on Celina Mendon Road
  - d. Assist Crown with breaker replacement
  - e. Set lift pole on Buckeye Street for URD service
9. Trouble Calls
- a. 11/24/2021- pole hit on West Market Street
10. Large Projects
- a. Transfer fiber and phone lines on feeder 2 reconstruction project
  - b. Replace URD primary going to the Water Treatment Plant
  - c. Set remote meters
  - d. Replace poles and 1 mile of primary conductor on Adams Road
  - e. Replace poles  $\frac{3}{4}$  mile of primary conductor on Hellwarth Road
  - f. Assist New River with reconstruction project
  - g. Reinstall primary conductors on Tama Road- county road project
  - h. Haul dirt away from North Street building

### Income Tax – November 2021

	2019 Month-to-date	2020 Month-to-date	2021 Month-to-date	2019 Year-to-date	2020 Year-to-date	2021 Year-to-date	2019 vs 2020 Year change	2021vs 2020 Year percent
<b>Business</b>	10,413.03	12,311.92	13,562.57	912,978.74	829,099.76	1,262,580.56	433,480.80	52.2
<b>Non Resident Bus</b>	5,290.36	2,532.66	5,028.49	81,336.97	80,512.57	122,648.16	42,135.59	52.3
<b>Resident</b>	16,439.75	20,519.28	19,034.10	752,698.59	776,404.61	786,150.57	9,745.96	1.2
<b>Non-resident</b>	2,642.22	1,131.00	2,213.49	76,654.57	82,613.99	98,210.30	15,596.31	18.8
<b>Withholding</b>	366,714.06	388,865.52	424,052.98	4,046,536.76	3,944,724.14	4,165,730.02	221,005.88	5.6
<b>Non Resident W/H</b>	9,290.35	11,335.55	12,079.10	126,360.99	110,646.17	117,846.00	7,199.83	6.5
<b>Grand Total</b>	410,789.77	436,695.93	475,970.73	5,996,566.62	5,824,001.24	6,553,165.61	729,164.37	12.5

	2018	2019	2020	2021
<b>January</b>	\$476,665.83	\$457,302.65	\$458,919.27	\$572,934.33
<b>February</b>	\$400,627.74	\$416,481.74	\$466,258.90	\$395,309.69
<b>March</b>	\$489,686.20	\$509,758.48	\$553,445.37	\$492,151.79
<b>April</b>	\$676,370.43	\$655,859.08	\$768,825.17	\$850,639.88
<b>May</b>	\$805,364.57	\$828,197.94	\$495,500.19	\$778,967.41
<b>June</b>	\$592,217.55	\$754,024.14	\$625,636.75	\$797,943.26
<b>July</b>	\$446,556.17	\$434,062.65	\$466,411.86	\$520,341.61
<b>August</b>	\$364,374.69	\$393,088.65	\$539,462.46	\$472,333.24
<b>September</b>	\$695,848.58	\$647,270.08	\$581,692.39	\$707,295.13
<b>October</b>	\$475,426.79	\$489,731.44	\$431,152.95	\$489,278.54
<b>November</b>	\$404,081.65	\$410,789.77	\$436,695.93	\$475,970.73
<b>December</b>	\$627,345.52	\$580,818.02	\$614,341.53	
<b>Grand Total</b>	<b>\$6,454,565.72</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	