

Administrative Report
November 23, 2022 to December 16, 2022

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//end of year paperwork reports
2. Zoning Permits:
 - a. 1243 Brittany Dr.- new home
 - b. One pending
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 426 W Anthony St-trash
 - c. 505 S Mill St
 - d. 243 Leona St-trash police department involved
 - e. 625 Jay St-trash (working on it)
 - f. 920 N Brandon St- house being demolished
 - g. Zoning dispute Canterbury Dr. being resolved
5. Planning Commission:
 - a. Meeting scheduled for December 22. For new business on Havemann Road, signage & facade S. Main St., senior living facility on West Livingston and addition to Dickman Supply.
6. 2022 Construction 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.
- x. We continue to move forward with this project; the roof and tar paper is on, they have enclosed the structure with plastic so they are able to heat the area and move forward with masonry despite the colder weather.
- xi. **All Concrete and Masonry is complete as of 12-16-22. The interior of restrooms is being painted and HVAC and plumbing fixtures are scheduled to be installed the week of 12-19-22. This project is moving along and Muhlenkamp has done everything they can to move quickly despite the weather.**

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.
- xix. Hohenbrink is finishing the Mr. Manhole process in phase 2 & 3 on Wednesday 11-23-22. The line striping that consists of parking stalls, crosswalks and stop bars will be completed in the spring due to the colder weather.**

xx. No Change

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.**

iv. No Change.

d. Eastview Park Playground Project

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

e. 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

f. 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

g. 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

h. North Ash Street Reconstruction

- i. **This project is being advertised and the bid opening is on 12-15-22.**

ii. PAB Construction was the apparent low bidder at \$908,734.00

Fire Department

1. Runs to Date:

- a. Squad- 145; Total- 1,917
- b. Fire- 20; Total- 349
- c. Primary Squad Runs & Assist for other branches- 5; Total- 76

2. Assisted Mendon Fire Department on a fire at 7884 Denny Road on Thanksgiving Day. The fire was started by a trash fire that spread to a double wide house and to three vehicles. Between the vehicles and the double wide was a propane tank. The tank had direct flame impingement, which caused it to vent. Due to large amount of fire, the tank exploded. The tank split in half and traveled approximately 400' into a corn stubble field. The explosion caused the tall grass on the property to ignite and spread to other junk vehicles, storage buildings, two corn stubble fields and a house. All items were a total loss. The explosion thankfully only injured 1 firefighter from Mendon Fire

Department. He was transported to St. Rita's Medical Center and spent two days in the hospital and since has fully recovered. The Celina Fire Department ambulance and engine were just arriving when the explosion occurred Mendon Fire Department had four personnel at the time and we are thankful that it wasn't more serious outcome.

3. The department conducted a preplan of the two Ferguson properties (Harris and Albers Road) on December 7th. We invited Mendon, City of St. Marys, and St. Marys Township Fire Department as well.
4. Interviews for the open full-time was conducted December 14th
5. Held fire department officers meeting on December 14th
6. Celina City Schools is conducting a full-scale safety exercise on Tuesday, December 20th at 2:00 PM. Celina Police Department and Fire Department will be participating in the drill.

Police Department

1. Calls for Service- 1,019
2. Reports Written- 304
3. Arrests- 37
4. Citations- 34
5. Crashes- 10
6. Warnings- 82
7. Reports of Interest:
 - a. On 12/11/2022 Celina Police Department took a report of a stolen gray, 2018 Hyundai Tuscon, OH license plate JTL1577. The owner, Jammer Kammomi, reported that the vehicle was being used by her 22-year-old daughter, Momita Joseph the night before and not returned to their Sycamore Street residence. She was last known to be in the company of her boyfriend, Couland Kalejar. The couple was last contacted by phone around noon on the day of the call and have not been heard from since. Anyone who has been in contact with either Momita Joseph of Couland Kalejaer or have seen the missing car are asked to contact Celina Police Department 419-586-2345.
8. Total Police Department Calls for Services, YTD: 16,076

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mulch leaves in parks
5. Mowing parks

Public Works

1. Work on equipment
2. Installed sanitary at Electric Building
3. Installed storm sewer at Bryson Park
4. Clean up dump
5. Leaf pickup
6. Fix manholes on College 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. Clean leaves out of catch basins

Customer Accounts/Meter Readers

1. Billed 2,074 customer billings
2. Shut off 17 customers
3. Sent out 326 delinquent letters
4. Sent out finals and refunds
5. Meter readers continue to read

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, map updates due 12/31/22
 - d. Continued repairing WTP yard valves
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 11/29/2022 – 11.60 ug/L
 - ii. Raw Water 12/06/2022 – 10.70 ug/L
 - iii. Raw Water 12/13/2022 – 1.10 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. North clarifier tank floor grinding & wall painting continued
 - ii. #1 Ozone basin dewatering pump piping replacement
 1. Continued pipe installation, pump testing after completed
 - iii. Carbon exchange for tank #7 scheduled for January 2023
 - iv. South low service pump coupling replaced and realigned, running well
 - v. Hypo feed room & system
 1. Sodium Hypochlorite feed line replacement
 2. New flow meters installed
 3. Room paint scraping & painting started
3. Water Dept. Training
 - i. AWWA district water meeting scheduled for April 20th, 2023 @ Celina WTP

- ii. Technology Committee Meetings
 - 1. Scheduled zoom meeting February 21st, 2023
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Pool, closed for season
 - i. Winterization completed

Wastewater

1. Rescheduled Jones & Henry meeting to 1/11/23 due to confined-space entry training scheduled on 1/10/23
2. Removed plug from influent sample pump
3. Pulled #2 pump at Eaglebrooke and removed plug
4. Transferred AD#4
5. Installed new style thermometer and probe at Influent sample trough
6. Insulated ventilation intake openings in all buildings
7. Worked on vestibule enclosure project
8. Pumped water out of west WML tank and sealed gate with sand
9. Troubleshoot Havemann flowmeter display not working; removed potting compound from wet end connection port and checked continuity and confirmed wiring ok
10. Van Wert Fire completed annual fire extinguisher inspection
11. Pulled bad MultiSmart display at Havemann and replaced with spare unit; sent bad display in for repair
12. Worked on and completed monthly reports; submitted eDMR report to OEPA server
13. Communicated with Ryan Klear/CAPT on oil & grease exceedance
14. Continued troubleshooting Havemann flowmeter display not working – modified dip switch settings and started working; ordered new potting compound for flowmeter
15. Added stone around St.Rt. 703 flowmeter
16. Received shipment of sodium aluminate
17. Repotted wet-end connection port of Havemann flowmeter
18. Added sodium aluminate fill pipe support bracket to south wall
19. Updated Biosolids Records
20. Lake Contracting charged Mitsubishi mini-split in breakroom
21. Lowered grade of cleanout in drive in front of vestibule enclosure to prevent damage from trailer
22. Worked on 2023 Biosolids Record books

Electric Distribution

1. Set 7 poles
2. New Services
 - a. Underground 2
3. Street Lights
 - a. Repairs 5
 - b. Replaced 13
4. Underground Locates (OUPS) 111
5. Traffic Signals

- a. Annual conflict monitor testing done
 - b. New radar loop installed at Main and Johnson, westbound
- 6. Trouble Calls
 - a. 11/30/2022- Outage- north of Meyers Road (replaced 800' of wire and 2 transformers)
 - b. 12/15/2022- pole broke at Carlin Automotive
- 7. Large Projects
 - a. Continue replacing poles on feeder 6 on Brandon Street area
 - b. Install sanitary main at new building, including oil interceptor
 - c. Install water main at new building
- 8. EV Charging Stations
 - a. Number of Sessions- 4
 - b. Total length of sessions- 10 hours 50 minutes

Income Tax – November 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	12,311.92	13,562.57	69,007.43	829,099.76	1,262,580.56	1,028,472.18	-234,108.38	-18.5
Non Resident Bus	2,532.66	5,028.49	1,245.22	80,512.57	122,648.16	83,881.22	-38,766.94	-31.6
Resident	20,519.28	19,034.10	8,857.43	776,404.61	786,150.57	826,769.55	40,618.98	5.1
Non-resident	1,131.00	2,213.49	1,181.91	82,613.99	98,210.30	105,712.27	7,501.97	7.6
Withholding	388,865.52	424,052.98	416,718.87	3,944,724.14	4,165,730.02	4,474,008.54	308,278.52	7.4
Non Resident W/H	11,335.55	12,079.10	12,189.46	110,646.17	117,846.00	128,080.48	10,234.48	8.6
Grand Total	436,695.93	475,970.73	509,200.32	5,824,001.24	6,553,165.61	6,646,924.24	93,758.63	1.4

	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	\$509,200.32
December	\$580,818.02	\$614,341.53	\$546,619.75	
Grand Total	\$6,577,384.64	\$6,438,342.77	\$7,099,785.36	