

**Administrative Report**  
**December 17, 2023 to January 5, 2023**

**Administration**

1. Civil Service Commission will have a meeting on Thursday, January 12<sup>th</sup> at 1:00 PM in the Board Room to certify the results from the Fire Chief Exam.

**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. Celina Tent- new building
  - b. 617 Devonshire Dr.- fence
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 505 S Mill St
  - c. 243 Leona St-trash PD involved
  - d. 625 Jay St-trash (working on it)
  - e. 314 Armstrong- litter receptacle
  - f. 107 N Brandon-trash
5. Planning Commission:
  - a. Meeting held December 22. For new business on Havemann Road (approved), signage & façade S. Main St. (tabled), senior living facility on West Livingston (approved), addition to Dickman Supply (approved) and Boardwalk District Phase 2 (approved).
6. 2023 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 are 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.
- xii. The interior of restrooms are near completion, we are just waiting on the electric panel to be delivered so the contractor can bring power to all installed fixtures. The exterior has received trim pieces, concrete countertop, and caulking this past week to finish up the outside of the facility. Muhlenkamp anticipates completion the week of the 9th, less the site work and seeding that will be done in the spring.**

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. **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.**

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
- iii. **No change**

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
- iii. **Pre-construction meeting is scheduled for Wednesday, January 11th**

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
- iii. **No Change**

- 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
  - iii. **No change**

### **Fire Department**

- 1. 2022 Responses:
  - a. Squad- 1,826
  - b. Medic Assist- 212
  - c. EMS Responses- 2,038 (record for EMS Responses)
  - d. Fire- 364
  - e. Total for all Responses- 2,402

\*\*EMS Responses have increased 20% since 2017\*\*
- 2. 2022 Primary Squad Responses and Assist to other branches:
  - a. Rockford- 73
  - b. Coldwater- 12
- 3. Responses to Date:
  - a. Squad- 21; Total- 21
  - b. Fire- 3; Total- 3
  - c. Primary Squad Runs & Assist for other branches- 1; Total- 1
- 4. The cold weather over Christmas December 23<sup>rd</sup>-December 26<sup>th</sup> resulted 41 EMS and Fire response. Sprinkler problems at Tri Star, Celina Intermediate School, Marshall's, JES Foods. Frozen water lines and busting at Williamsburg Square damage numerous apartments in the west building at the complex.
- 5. Fire at 800 E. Wayne Street Grand Lake Family Dentistry at 6:10 PM on December 29<sup>th</sup>. The fire was contained to the front part of the building in the attic. Estimated Loss \$175,000. Cause is under investigation.

### **Police Department**

- 1. Calls for Service- 890
- 2. Reports Written- 256
- 3. Arrests- 35
- 4. Citations- 33
- 5. Crashes- 27
- 6. Reports of Interest:
  - a. On 12/26/2022 at about 6PM Celina Police were serving a warrant at 812 Pro Drive and found a woman in the midst of a drug overdose. Once the emergency was handled officers obtained a search warrant for the Celina residence. They located a significant amount of suspected methamphetamine and fentanyl. A Celina man at the scene was arrested. During the arrest he destroyed his phone and did resist arrest. A second man at the scene was also in possession of drugs and had a warrant for his arrest. He was taken into custody without incident. Other were held in jail pending formal charges.
- 7. Total Police Dept. Calls for Services, YTD: 190

### **Parks and Recreation**

1. We had our first ever Christmas Break Softball Camp, held on December 27<sup>th</sup> and 29<sup>th</sup>. 20 girls in 1<sup>st</sup>-3<sup>rd</sup> grades and 21 girls in 4<sup>th</sup>-6<sup>th</sup> grades enrolled, which are great numbers. Gracie Chilcoat and Sydney Lehman were the instructors.

### **Parks Maintenance**

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

### **Public Works**

1. Work on equipment
2. Plowed and salted city streets
3. Dug out rest of asphalt at Bryson Park
4. Cleaned up dump
5. Cut brush on 4 lane
6. Demo of 920 N. Brandon Street

### **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 2,750 customer billings
2. Sent out 302 delinquent letters
3. Shut off 9 customers- called several customers and put green tags on door due to cold temperatures and shut off
4. Sent out finals/refunds
5. Meter readers continue to read routes/shovel-salt Administration Building

### **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
    - i. Lead map was updated for the OEPA prior to the 12/31/22 deadline
  - d. Completed WTP yard valve repairs
  - e. Thawed out 16 frozen water meters over the holidays
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 12/20/2022 – 5.60 ug/L
    - ii. Raw Water 12/27/2022 – 1.00 ug/L

- iii. Raw Water 01/03/2023 – 0.60 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. North clarifier tank floor grinding & wall painting continued
    - ii. #1 Ozone basin dewatering pump piping replacement
      - 1. Pipe installation completed, pump testing after holidays
    - iii. Carbon exchange for tank #7 completed January 4<sup>th</sup>, 2023
    - iv. Carbon exchange for tank #2, scheduled for February 1<sup>st</sup>, 2023
    - v. Sand Filter Bldg. Project
      - 1. Revised equipment quotes have been requested
      - 2. Gallery walls & floor grinding & cleanup started, painting to follow
- 3. Water Dept. Training
  - i. AWWA district water meeting scheduled for April 20<sup>th</sup>, 2023 @ Celina WTP
  - ii. Technology Committee Meetings
    - 1. Scheduled zoom meeting February 21<sup>st</sup>, 2023
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Pool, closed for season
    - i. Winterization completed

### **Wastewater**

- 1. Snow removal duties
- 2. Troubleshoot Fairground LS level alarm (cleaned probe)
- 3. Assembled shut off valves – tested all sewer plugs and used to store 1 psi on large plugs
- 4. Called Cherne Industries and was informed that our 15’-30” sewer plug was discontinued and therefore could not be repaired; researched sewer plugs
- 5. Unplugged drain on grit classifier
- 6. Purchased ice melt and distributed to WWTP building
- 7. Transferred AD#4 to sludge mixing tank
- 8. Removed plug from influent sampler
- 9. Ordered Cherne 20”-40” sewer plug to replace defective plug
- 10. Assisted Sewer Maintenance crew with vactor truck to remove grease from Bruns, Myers Rd., and Walmart wet wells
- 11. Hosed Martz wet well, replaced both pump lifting cables, and replaced MultiSmart controller with spare unit until repair made
- 12. Pulled #3 pump at Kessler LS and removed plug
- 13. Verified that screen gates would open regardless if screw pumps were in Hand or Auto mode; modified Cold Weather Operating Procedures memo

14. Started up Vertimix mixing system in East sludge mixing tank and verified airline thawed out; adjusted air feed parameters for winter operation and added water to 4' mark to prevent from freezing
15. Pumped out East Wasting tank with 4" mobile pump and hosed tank/floor down and repaired flights/chain

### **Electric Distribution**

1. Set 26 poles
2. Street Lights
  - a. Repairs 9
  - b. New Installs 1
  - c. Replaced 7
3. Underground Locates (OUPS) 28
4. Tree Trimming
  - a. Assist County on Miller Road
5. Trouble Calls
  - a. Replace transformer- Williamsburg Square- 12/23/2022
  - b. Feeder 1 outage- squirrel- 12/31/2022
  - c. Broken riser wire, Celina Mendon Road- 12/23/2022
6. Large Projects
  - a. Miller Road- moving pole line for County Road widening project
7. EV Charging Stations
  - a. Number of Sessions- 17
  - b. Total Length of Sessions- 56 hours 15 minutes



### Income Tax – December 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
<b>Business</b>	227,001.03	148,256.44	75,215.85	1,056,100.79	1,410,837.00	1,103,688.03	-307,148.97	-21.7
<b>Non Resident Bus</b>	1,613.02	6,638.84	7,711.36	82,125.59	129,287.00	91,592.58	-37,694.42	-29.1
<b>Resident</b>	20,568.72	16,141.02	16,942.96	796,973.33	802,291.59	843,712.51	41,420.92	5.1
<b>Non-resident</b>	1,716.45	2,088.55	938.80	84,330.44	100,298.85	106,650.27	6,351.42	6.3
<b>Withholding</b>	357,580.21	367,457.05	382,797.16	4,302,304.35	4,533,187.07	4,856,805.70	323,618.63	7.1
<b>Non Resident W/H</b>	5,862.10	6,037.85	7,467.07	116,508.27	123,883.85	135,547.55	11,663.70	9.4
<b>Grand Total</b>	614,341.53	546,619.75	491,072.40	6,438,342.77	7,099,785.36	7,137,996.64	38,211.28	0.5

	2019	2020	2021	2022
<b>January</b>	\$457,302.65	\$458,919.27	\$572,934.33	\$478,116.36
<b>February</b>	\$416,481.74	\$466,258.90	\$395,309.69	\$473,587.98
<b>March</b>	\$509,758.48	\$553,445.37	\$492,151.79	\$448,002.22
<b>April</b>	\$655,859.08	\$768,825.17	\$850,639.88	\$698,445.36
<b>May</b>	\$828,197.94	\$495,500.19	\$778,967.41	\$719,166.91
<b>June</b>	\$754,024.14	\$625,636.75	\$797,943.26	\$653,890.17
<b>July</b>	\$434,062.65	\$466,411.86	\$520,341.61	\$733,311.33
<b>August</b>	\$393,088.65	\$539,462.46	\$472,333.24	\$781,346.45
<b>September</b>	\$647,270.08	\$581,692.39	\$707,295.13	\$549,578.60
<b>October</b>	\$489,731.44	\$431,152.95	\$489,278.54	\$602,278.54
<b>November</b>	\$410,789.77	\$436,695.93	\$475,970.73	\$509,200.32
<b>December</b>	\$580,818.02	\$614,341.53	\$546,619.75	\$491,072.40
<b>Grand Total</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	<b>\$7,099,785.36</b>	<b>\$7,137,996.64</b>