

Administrative Report
January 19, 2024 to February 8, 2024

Engineering Department

1. 2024 Construction Update

a. 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.

xvii. No Change

b. Yorkshire & Barnsbury Court Improvements

- i. This project will be advertised 11-30-23 & 12-7-23. The Engineers estimate is \$700,000.00
- ii. The bid opening was held on 12-14-23. PAB Construction was the apparent low bidder at \$613,087.20

c. 2024 Street Resurfacing

- i. This project will be advertised on 2/13/2024 and 2/20/2024, with a bid opening of 2/29/2024 at 11:00 am.

Fire Department

- 1. Totals since January 18th 2024
 - a. Squad- 103
 - b. Fire 21
 - c. Inspections- 13
 - d. Training Hours- 9
 - e. Primary Squad Runs & Assists for other Branches- 5
- 2. Totals for the year 2024
 - a. Squad- 198
 - b. Fire- 38
 - c. Inspections- 26
 - d. Training Hours- 19
 - e. Primary Squad Runs & Assists for other Branches- 15
- 3. Structure fire at 3081 Carmel Church Road 1/20/2024
- 4. Lieutenant Chad Willrath retired on 2/3/2024
 - a. 26.5 years fulltime
 - b. Staying on Auxiliary staff
- 5. Firefighter Adam Schroyer was promoted to Lieutenant on 2/3/2024

Police Department

- 1. On 2/3/2024 the Celina Police Department responded to a man with a gun at Mercer Savings Bank on Market Street. The report was that the man was acting erratically pointing a finger gun at vehicles and people yelling. He was reported to have a gun tucked in his belt at the small of his back.

Officers located the man nearby. He partially complied with Officer's commands, but then grabbed the gun. Officers showed great judgement and risked their safety. They did not shoot, but gave the man a second, which he used to throw the gun away. It turned out to be an air pistol that looked like a real gun. The man is currently in jail.

2. Total Police Department Incidents, YTD: 1,046

Parks and Recreation

1. Baseball and Softball registration will be open from March 1- April 1
 - a. Practices will start the week of April 22nd
 - b. Games will start the week of May 6th
2. New this year, we will be trying a T-Ball League on Saturdays
 - a. There will be 2 full practices then 5-6 weeks of having short practices followed by a short game

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment

Public Works

1. Work on equipment
2. Replaced two catch basins in southeast quad ahead of resurfacing
3. Salted streets on 1/19/2024 and plowed
4. Cold patch potholes in roadways
5. Dura patch alleys
6. Fixed 12 street signs around town
7. Replaced 100 feet of storm sewer on Bruns Avenue and fixed 25 yards of concrete in the street

Sewer Collection

1. Locates for utilities
2. Completed tap locations doe 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
6. Investigated Jones & Henry's list from smoke testing

Customer Accounts/Meter Readers

1. Billed 2,722 customer billings
2. Sent out 421 delinquent letters
3. Shut off 23 customers
4. Sent out finals/refunds
5. Meter readers continue reading

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in 2024, purchased paint in Dec 2023
 - b. Full system flushing scheduled for April 2024
 - c. Lead service line research & replacement program

- i. Mapping & Spreadsheet info. 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 01/30/2023 - 1.5 ug/L
 - ii. Raw Lake Water 02/06/2023 - 1.3 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 #2 completed January 30th, 2024
 - ii. Carbon Exchange for tank #2 scheduled for April 2nd, 2024
 - iii. WTP fence painting, purchased paint to complete in Spring 2024
 - iv. Chain Hoist annual inspections and repairs completed
 - 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. Issues with underdrain joints, repairing this week
 - 4. Sand Filter #4
 - a. Completed and returned to service
- 3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for April 18th, 2024
 - ii. Technology Committee Meetings
 - 1. Zoom meeting on February 20th, 2024
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Big Slide
 - i. Sanding and re-gel coat – spring 2024
 - ii. Replacement recommended within 5 years

- b. Pool season completed for 2023
 - i. Winterization process completed
 - ii. Main Pool pumps cleaned, rust inhibited and primed. Final painting to be completed in spring of 2024.

Wastewater

1. Removed plug from influent sample pump
2. Replaced Martz LS MultiSmart battery
3. Worked screw press drain valves
4. Snow duties
5. Completed SOUR test on AD#3
6. Replaced voltage regulator in WWTP generator
7. Replaced Adm. SCADA high level alarm cube relay with time-delay relay
8. Fabricated E-stop guard on grit bridge control panel
9. Completed SOUR test on AD#3; transferred to sludge mixing tank
10. Took scrap steel to 3-Sons
11. Observed WWTP generator exercise and discovered low coolant causing faults (not voltage regulator), topped off, reinstalled old voltage regulator
12. Crane 1 Services completed annual crane inspections
13. Reset 4-H flowmeter dip switches due to power outage
14. Completed SOUR test on AD#4
15. Verified status of flowmeter dip switches at Havemann LS; created SOP on how to reset flowmeters not recording flow after a power failure
16. Troubleshoot Havemann LS flowmeter not working: verified status of flowmeter dipswitches
17. Received, unpacked, and setup sandblast unit
18. Watched infiltration videos of sanitary sewer in alley behind Utilities office
19. Completed SOUR test on AD#1; transferred to sludge mixing tank
20. Received polymer shipment (4 totes)
21. Cleaned up mess in West sludge bunker from plugged drain event last month

Electric Distribution

1. Set 2 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 9
 - b. Replaced 10
5. Underground Locates (OUPS) 77
6. Traffic Signals
 - a. Put new street signs up at Myers/Lilac
 - b. Put new pedestrian lights up Myers/Lilac
7. Substations

- a. Power Services in to test Summit Substation
- 8. Request or Miscellaneous Jobs
 - a. Continue work organizing new shop
- 9. Trouble Calls
 - a. 1/29/2024- Tree limb, Livingston and Redbud
 - b. 1/30/2024- Fire, Carmel Church Road
 - c. 1/19/2024- Transformer hit, Westwood Car Wash
 - d. 1/21/2024- Blown fuse, 440 Touvelle
- 10. Large Projects
 - a. Take alley between Mill and Sugar to single phase
- 11. EV Charging Stations
 - a. Number of Sessions- 10
 - b. Total Length of Sessions- 45 hours 56 minutes

Income Tax – January 2024

	2022 Month-to-date	2023 Month-to-date	2024 Month-to-date	2022 Year-to-date	2023 Year-to-date	2024 Year-to-date	2024 vs 2022 Year change	2024vs 2023 Year percent
Business	8,348.09	44,857.93	5,754.06	5,754.06	44,857.93	8,348.09	-39,103.87	-87.17
Non Resident Bus	1,291.20	4,220.32	722.00	722.00	4,220.32	1,291.20	-3,498.32	-82.89
Non-Resident	4,070.98	3,662.31	5,093.49	5,093.49	3,662.31	4,070.98	1,431.18	39.08
Resident	45,716.52	40,390.07	53,312.50	53,312.50	40,390.07	45,716.52	12,922.43	31.99
Non Resident W/H	11,324.18	14,227.07	26,533.13	26,533.13	14,227.07	11,324.18	12,306.06	86.50
Withholding	407,365.39	474,319.00	506,415.65	506,415.65	474,319.00	407,365.39	32,096.65	6.77
Grand Total	478,116.36	581,676.70	597,830.83	597,830.83	581,676.70	478,116.36	16,154.12	2.78

	2021	2022	2023	2024
January	\$572,934.33	\$478,116.36	\$581,676.70	\$597,830.83
February	\$395,309.69	\$473,587.98	\$502,513.66	
March	\$492,151.79	\$448,002.22	\$539,278.80	
April	\$850,639.88	\$698,445.36	\$906,561.14	
May	\$778,967.41	\$719,166.91	\$1,096,153.11	
June	\$797,943.26	\$653,890.17	\$770,037.48	
July	\$520,341.61	\$733,311.33	\$528,827.50	
August	\$472,333.24	\$781,346.45	\$639,141.86	
September	\$707,295.13	\$549,578.60	\$594,813.17	
October	\$489,278.54	\$602,278.54	\$607,545.72	
November	\$475,970.73	\$509,200.32	\$512,720.44	
December	\$546,619.75	\$491,072.40	\$578,608.60	
Grand Total	\$7,099,785.36	\$7,137,996.64	\$7,587,878.18	