

**Administrative Report**  
**February 25, 2022 to March 10, 2022**

**Administration**

1. Patrolman exam will be on March 12, 2022 at 9:00 AM. (4 signed up to take the exam)
2. Firefighter/Paramedic exam will be on March 26, 2022 at 9:00 AM. (6 signed up to take the exam but only 5 are eligible)
3. March 24<sup>th</sup> is the Chamber Banquet
4. Special Trash Collection will be held Saturday of each week per the following schedule:
  - a. Saturday, April 9; the regular Monday route
  - b. Saturday, April 16; the regular Tuesday route
  - c. Saturday, April 23; the regular Thursday route
  - d. Saturday; April 30; the regular Friday route
5. Interviewed 4 applicants for the Human Resources Coordinator position.

**Engineering Department**

1. 2022 Construction Update:
  - a. Celina Community Parks Building
    - i. Plans have been prepared and are at present being reviewed for changes before being put out for bids.
    - ii. No Change**
  - b. 2022 Street Resurfacing Project
    - i. The Engineering Department is currently planning for next year's resurfacing project and plans to put out for bid this fall.
    - ii. The Street Resurfacing is scheduled to be advertised 10-28 and 11-4. The bid opening will be Thursday, November 18th.
    - iii. The bid opening will be held today, November 18th at 11:00am.
    - iv. 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.
    - v. No Change**
  - c. 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.**

- d. West Bank Road Development (Utility Extension)
  - i. This project was advertised on February 10th and 17th 2022. The bid opening will be Thursday, February 24th at 11:00am.
  - ii. **The bid opening for this project was held on February 24th, 2022, and our Engineer's Estimate was \$160,000. Bruns Construction was the apparent low bidder at \$132,954. The notice of award was sent on March, 4th and we have a final completion date of July 1st, 2022.**
- e. Lakeshore Park Basketball Court
  - i. Degen Excavating Company out of Lima, OH was given Notice of award on October 19th 2021. They intend to begin work come spring with a substantial completion date of May 15th 2022.
  - ii. **No Change**

### **Fire Department**

1. Runs to Date:
  - a. Squad- 88; Total- 392
  - b. Fire- 11; Total- 50
  - c. Primary squad runs & assist for other branches- 2; Total- 11
2. Auxiliary training was held March 2 with another scheduled for March 16
3. Two personnel will be taking their open water diving certification on March 12<sup>th</sup> and 13<sup>th</sup> in Hilliard, Ohio. To complete their certification, they will be diving in the Gilboa Quarry near Findlay later this Spring.
4. Will be attending the County EMS Advisory Board meeting on March 13<sup>th</sup>
5. A department officer's meeting was held on February 28<sup>th</sup>

### **Police Department**

1. Calls for Service- 678
2. Reports Written- 181
3. Arrests- 23
4. Citations- 21
5. Crashes- 6
6. Warnings- 39
7. Reports of Interest:
  - a. On Tuesday, 3/8/2022, Celina Police responded to a report of a reckless driver coming into the City from the north on US127. Sergeant Bartlett was at the intersection on N. Main Street (US127) and Summit Street. He clocked the vehicle entering the City at 111MPH in a 50 MPH zone. The driver, a 30-year-old Celina man, was uncooperative with officers and did resist arrest. He was held in Mercer County Jail pending arraignment on several charges.
8. Total Police Department Calls for Services, YTD: 2,960

### **Parks and Recreation**

1. Sign up for Rec Baseball and Softball is now available on Team Sideline
2. Getting sponsors for Baseball and Softball

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Working on equipment
5. Working on ball diamonds for High School Spring sports
6. Install outside batting cage nets at Montgomery Fields and Westview Park

### **Public Works**

1. Work on equipment
2. Replaced 10 Catch Basins (Resurfacing Project 2022) 16 more needed
3. Repaired 13 miscellaneous sewers needed (Resurfacing Project 2022)
4. Made repairs to 30-inch storm sewer line in rear easement of Pennyroyal Lane found 30-inch sewer was improperly installed by developer. Installed a 48-inch pipe patch to cover opened joints
5. Made repairs to 12-inch sanitary sewer line with 48-inch pipe patch

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs
4. Jet storm an Ash Street for future project
5. Hydro excavate for sewer repairs
6. Assist contractor on W. Fulton Street on manhole cleaning
7. Completed tap locations for residents with sewer issues (locates)

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

1. Billed 2,032 customer billings
2. Sent out 435 delinquent accounts
3. Shut off 24 customers
4. Worked on final bills and refunds
5. Meter readers continue to read

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement program
  - c. Installed a few new service taps
  - d. Fulton Street Project
    - i. Contractor has not started waterline yet
    - ii. Pipe & fittings ordered for College Ave, Water Dept. to install in two weeks
    - iii. Had a meeting with local plumbers, to connect inside houses where any lead or galvanized service lines are found & replaced during project
  - e. Sludge line replacement at WTP south lot

- i. Completed and in full operation
- 2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 03/02/2022 – <0.30 ug/L
    - ii. Raw Water 03/09/2022 – 0.60 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)
  - b. WTP Buildings, Grounds, & Operations:
    - i. Working with crews on an updated 10-year capital program / budget
    - ii. Sand filters (4)
      - 1. Turbidity meters: price quoted, as they are no longer supported with service or parts, \$15,000
      - 2. Sand: waiting for price quote
      - 3. Valves and actuators: waiting for price quote
    - iii. North raw water pump
      - 1. Removed and sent out for reconstruction, re-installation completed
  - c. WTP Maintenance
    - i. Carbon exchange for tank #2 completed, tank #4 scheduled for April 5<sup>th</sup>, 2022
    - ii. WTP Bldg. exterior cleaning & prep for foundation painting, Spring
    - iii. DAF tank #2, drained, cleaned, & inspected, and back online
    - iv. Started Spring equipment oil changes, complete by months' end
- 3. Water Dept. Training
  - i. 3 operators & 2 distribution guys are scheduled to attend Spring Ohio AWWA District meeting in Waldo, Ohio, on March 24<sup>th</sup>, 2022, for continuing education credits
  - ii. Technology Committee Meetings
    - 1. Scheduled zoom meeting for February 15<sup>th</sup>, 2022, completed
      - a. New lead & copper rules for be finalized over the next few months
        - i. Mapping must be revised by the end of the year
        - ii. Lead service line replacement plan must be completed by the end of year, funding is available to systems with “dig ready projects”, systems must show annual progress, if lead is detected above the 90<sup>th</sup> percentile this progress must be expedited, no details yet
      - b. Lime sludge permit has been renewed for

2. Sludge Handling Sub-Committee, TBA
  - a. We are going to be participating in a Water Research Foundation Project 5120, "Utility Field Guide for Developing a Cyanobacteria & Cyanotoxin Monitoring Program"
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, old removed

### **Wastewater**

1. Met with RoviSys staff for liftstation SCADA meeting
2. Met with Jon Shumm/ Fire Dept to tour wwtp for confined-space rescue training
3. Resubmitted April 2020 eDMR report with correct bypass flow data
4. Inspected fiber at Rec-Plex and Scott's lift stations; inspected all other stations
5. Met with Mark Alspaugh to discuss SCADA for liftstations
6. Purchased two steel cabinets for SCADA splice boxes (bypass and Kessler)
7. Submitted Purchase Requisition to Electro Controls for 15-amp bucket with cover for East Vertimix system
8. Electric Dept set pole by blower building for WW SCADA; hung fiber cable
9. Electric Dept switched out East wall-pack light above screw pumps with LED unit
10. Called Rick Arnold to set up meeting to discuss fiber splicing
11. Met with Pelton Environmental and Marion County Sanitary Engineer and Supt to show them Huber screw presses
12. Power outage caused #1 screw press plc to fault out; consulted with Elemech to reset
13. WWTP bypass event; submitted report to OEPA
14. Worked on material list for stainless steel piping/fittings needed for East Verti-mix system
15. Met with RoviSys at WTP to view Sudman's VTScada format
16. Met with Rick Arnold to discuss WW fiber splicing needs and received quote
17. Cored holes for 1" air lines in East sludge mixing tank for 2<sup>nd</sup> Vertimix system
18. Ordered stainless pipe and fittings for Vertimix system
19. Mounted fiber junction box in blower building and installed conduit to outside pole

### **Electric Distribution**

1. Set 12 poles
2. Service Replacement
  - a. Upgrade Overhead 2
3. Street Lights
  - a. Repairs 10
  - b. Replaced 12

4. Underground Locates (OUPS) 71
5. Traffic Signals
  - a. Replaced green light at Touvelle and Summit
6. Tree Trimming
  - a. Continued tree trimming in town as needed
7. Request or Miscellaneous Jobs
  - a. Pull fiber at lift station on Cottonwood
  - b. Remove street lights and poles for Fulton Street project
8. Trouble Calls
  - a. 2/26/2022- half power Shore Street and Pleasant Ridge- bad lug in a vault
  - b. 3/2/2022- blinking lights at the Willow- loose connections
9. Large Projects
  - a. Move pole line to back of right of way on Neptune Mendon for county road widening project

### Income Tax – February 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>	16,101.53	28,380.40	35,070.43	31,402.60	96,989.58	43,418.52	-53,571.06	-55.2
<b>Non Resident Bus</b>	1,327.96	5,488.91	9,594.97	4,472.96	8,285.87	10,886.17	2,600.30	31.3
<b>Resident</b>	49,294.34	25,241.56	28,444.71	98,193.77	73,612.01	74,161.23	549.22	0.7
<b>Non-resident</b>	3,762.14	2,201.52	2,496.22	6,878.50	7,539.53	6,567.20	-972.33	-12.8
<b>Withholding</b>	385,730.79	321,604.12	385,018.74	759,234.76	755,201.80	792,384.13	37,182.33	4.9
<b>Non Resident W/H</b>	10,042.14	12,393.18	12,962.91	24,995.58	26,615.23	24,287.09	-2,328.14	-8.7
<b>Grand Total</b>	466,258.90	395,309.69	473,587.98	925,178.17	968,244.02	951,704.34	-16,539.68	-1.7

	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	
<b>April</b>	\$655,859.08	\$768,825.17	\$850,639.88	
<b>May</b>	\$828,197.94	\$495,500.19	\$778,967.41	
<b>June</b>	\$754,024.14	\$625,636.75	\$797,943.26	
<b>July</b>	\$434,062.65	\$466,411.86	\$520,341.61	
<b>August</b>	\$393,088.65	\$539,462.46	\$472,333.24	
<b>September</b>	\$647,270.08	\$581,692.39	\$707,295.13	
<b>October</b>	\$489,731.44	\$431,152.95	\$489,278.54	
<b>November</b>	\$410,789.77	\$436,695.93	\$475,970.73	
<b>December</b>	\$580,818.02	\$614,341.53	\$546,619.75	
<b>Grand Total</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	<b>\$7,099,785.36</b>	