

Administrative Report
February 23, 2024 to March 7, 2024

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:
 - a. 1219 Brittany Dr.- house
 - b. 909 Echo St- fence
 - c. 1244 Brooke Ave- house
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 1901 E Livingston St. – trash
 - c. 310 W Fayette St- business violation
 - d. 901 N. Sugar St. trash
7. Planning Commission:
 - a. Meeting scheduled for March 7th for conditional approval for a home occupation at 119 Wild Cherry St
8. 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
- iii. PAB construction plans to start this project in August with a completion date of 10-31-24.**

c. Meyers Road and Pond Street Improvements

- i. This project was bid and opened by the county on 12-21-23. PAB Construction was the apparent low bidder at \$674,298.40. The final completion date is 8-15-24.
- ii. A pre-constructing meeting was held on 3-5-24. PAB Construction plans to start this project in May.**

d. 2024 Street Resurfacing

- i. This project will be advertised on 2-13-24 and 2-20-24, with a bid opening on 2-29-24 at 11:00am. The final completion date will be 8-30-24
- ii. The Shelly Company was the apparent low bidder at \$869,432.00.**

e. 2024 Bryson Park Paving Lot Paving Program

- i. This project will be advertised on 2-20-24 and 2-27-24, with a bid opening on 3-7-24 at 11:00am. The final completion date will be 7-15-24.

ii. **Wagner Paving was the apparent low bidder at \$386,758.75.**

Fire Department

1. Totals since Feb. 21st
 - a. Squad- 55
 - b. Fire- 11
 - c. Inspections- 17
 - d. Training Hours- 27
 - e. Primary Squad Runs & Assists for other Branches- 2
2. Totals for 2024
 - a. Squad- 319
 - b. Fire- 59
 - c. Inspections- 54
 - d. Training Hours- 90
 - e. Primary Squad Runs & Assists for other Branches- 21
3. Other
 - a. Mutual Aid structure fire at 7360 Wabash Road on 3/6/2024
 - b. Presented at the Medical explorer's program at Mercer Health from 3/5/2024-3/6/2024

Police Department

1. In the overnight hours of 3/6/2024 to 3/7/2024 two cars were stolen in the City of Celina. Police took a report of a stolen car at 421 E. Fulton St. It was later found wrecked in rural Auglaize County. It was later reported that a car had been stolen from Walnut St. and later returned. Both cases are related.

The investigation revealed that a 15-year-old boy and his 14-year-old girlfriend were responsible for taking a car from a family member of the boy (Walnut St.). They returned it and found the second car parked with keys in it on Fulton St. and they took it. It is believed at this time they intended to run away. The driver of the second car apparently lost control and wrecked the car in a field in Auglaize Co. The pair fled on foot.

Officers from Celina P.D. were able to identify the pair and arrest them. They were ordered into detention by Judge Gilmore. The investigation continues.

2. TOTAL POLICE DEPT. INCIDENTS, YTD: 1,953

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	3	Bank Detail	7	Domestic Violence	2
Abandoned Vehicle	2	Drugs	1	Domestic Dispute	2
Injury Accident	1	Bond Sign Charges	5	False Alarm	1
Non Injury Accident	8	Business Checks	199	Fight	2
Assist Another Agency	12	Impound Retrieval Notice	1	Follow Up	24
Alarm	2	Disorderly Conduct Issues	9	Funeral Detail	1
Animal Complaint	6	Open Door/Window	1	Menacing/Threats/Harassment	2
Sex Offense	1	Trespassing Report	1	Vandalism	1
Parade/Event	1	Welfare Check	1	Traffic Stop	34
Investigate Liquor Permit	4	Returning Property	5	Unruly Juvenile	12
Juvenile Transport	3	Release From Impound	1	Lock Out/Vehicle	4
Meeting	1	Special Detail	6	Warrant/Paper Service	12
Miscellaneous	1	Suspicious Person	14	Civil	2
Found Property	5	Suspicious Vehicle	6	Juvenile Abuse	1
Parking Enforcement	2	Theft/Larceny	5	Not Defined	1
Public Information Request	48	Special Traffic Detail	4	Golf Cart Inspection	1
Active Theft	1	Death Investigation	1		

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Batting cages put up at Eastview and Westview Parks
5. Put up outfield fence on diamond #1 at Westview

Public Works

1. Work on equipment
2. Started on combination curb sidewalk at Bryson Park
3. Salted streets 2/24
4. Fixed 3 catch basins for resurfacing and grouted 10 others
5. Dura patch alleys
6. Replaced 25 street name signs
7. Started grading Bryson Parking lot for pavement

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. Collect data for GIS
5. Camera utilities for next year's projects
6. Investigated Jones & Henry's list from smoke testing
7. Installed 6 pipe patches in SW Quad ahead of resurfacing

Customer Accounts/Meter Readers

1. Billed 2,059 customer billings
2. Sent out 255 delinquent letters
3. Shut off 23 customers
4. Sent out final billings and refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in Spring of 2024, purchased paint in Dec 2023
 - b. Dead end system flushing scheduled for April 2024
 - c. Locate Water Main and service lines to ensure no other contractors hit and damage our infrastructure
 - d. Removed an obsolete Eddie fire hydrant that had been damaged and made inoperative
 - e. Diagnosed a problem with a customer's service line, provided temporary water while plumber fixed the problem
 - f. Located a water main with a leak and excavated safely around gas and storm lines to repair the water main
 - g. Gathered quotes for the live tap to start Pond St Waterline
 - h. Scheduled live tap for Pond St 3/14/2024
 - i. Organized parts for the start of Pond Street waterline
 - j. Future school building(s) meeting @ GAC Facility
 - k. Meyer Rd preconstruction meeting @ Access
 - l. Meeting for dump truck quote
 - m. Restore water to seasonal residents returning to their Celina homes
 - n. Repaired malfunctioning radio read devices
 - o. Completed moving Distribution Crew, equipment, and inventory to Water Plant GAC Facility
 - p. Lead service line research & replacement program
 - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 02/20/2024 – 3.1 ug/l
 - ii. Raw Lake Water 02/27/2024 – 2.0 ug/l
 - iii. Raw Lake Water 03/05/2024 – 4.8 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)
 - vii. 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 scheduled for April 2nd, 2024
 - ii. WTP fence painting, purchased paint to complete in Spring 2024
 - iii. Helping organize Water Distribution into GAC Facility basement
3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for April 18th, 2024
 - ii. Technology Committee Meetings
 1. Zoom meeting completed on February 20th, 2024
 2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
 - a. Big Slide
 - i. Sanding and paint (ordered) – spring 2024
 - ii. Replacement recommended within 4 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. Completed SOUR test on AD#3; transferred to sludge mixing tank
2. Replaced broken pump tube on #2 sodium aluminate pump and cleaned up mess
3. Removed West check valve in Eaglebrooke valve pit; brought back to shop and cleaned up to improve operation and reinstalled; removed, cleaned and reinstalled East check valve
4. Troubleshoot skimmer hoist motor tripping breaker, discovered bad motor (still tripped with no load on it), switched out with spare unit and contacted Paddy / Parkson Corporation for warranty needs reassembled bad motor to gearbox to send in for warranty
5. Completed SOUR test on AD #4
6. Cleaned all three check valves at Havemann LS
7. Switched locations of pumps in Bruns wet well to determine if reduced pumping is in pump or piping
8. Checked heaters bolted inside piping side of bypass enclosures and discovered both bad, replaced with new milk house heaters
9. Completed SOUR test on AD#4; transferred to sludge mixing tank
10. Calibrated pH meters
11. Calibrated gas meters
12. Cleaned AD blower filters and installed outdoor filter elements
13. Greased bridge, mechanical bars screen, grit blower, and classifier

14. Worked on clearing faults on Martz LS MultiSmart controller
15. Removed insulation from Secondary control room vents and installed filters
16. Worked on fabrication of remaining two influent screen channel gates
17. Completed SOUR test on AD#1
18. Submitted February eDMR and Minimum Staffing Reports to OEPA

Electric Distribution

1. Set 1 pole
2. Service Replacement
 - a. Upgrade Underground 8
 - b. Upgrade Overhead 2
3. Street Lights
 - a. Repairs 2
4. Underground Locates (OUPS) 51
5. Request or Miscellaneous Jobs
 - a. Take service down for building demo- 208 S. Main Street
 - b. Take old 3 phase service out at Market Hall- Fairgrounds
6. Trouble Calls
 - a. None
7. Large Projects
 - a. Continue work on Twp. Line Road for county widening project
 - b. Directional bore to replace bad lines with no conduit in multiple areas
 - i. Irmischer Blvd. (street light)
 - ii. Jewett (bad secondary)
 - iii. Fochs (line extension for new home)
 - iv. Leisure Lane (bad primary)
8. EV Charging Stations
 - a. Number of Sessions 10
 - b. Total Length of Sessions 28 hours 57 minutes

Income Tax – February 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	35,070.43	41,352.73	65,284.15	71,038.21	86,210.66	43,418.52	(15,172.45)	(17.60)
Non Resident Bus	9,594.97	7,304.54	13,969.43	14,691.43	11,524.86	10,886.17	3,166.57	27.48
Non-Resident	2,496.22	2,027.80	5,206.73	10,300.22	5,690.11	6,567.20	4,610.11	81.02
Resident	28,444.71	22,343.72	53,524.83	106,837.33	62,733.79	74,161.23	44,103.54	70.30
Non Resident W/H	12,962.91	12,767.67	15,644.96	42,178.09	26,994.74	24,287.09	15,183.35	56.25
Withholding	385,018.74	416,717.20	423,091.72	929,07.37	891,036.20	792,384.13	28,471.17	4.32
Grand Total	473,587.98	502,513.66	576,721.82	1,174,552.65	1,084,190.36	951,704.34	90,362.29	8.33

	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	\$576,721.82
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	