

Administrative Report

March 24, 2023 to April 6, 2023

Administration

1. Accepting seasonal applications for Assistant Managers, Lifeguards, and Basket House workers for this Summer at the Bryson Memorial Swimming Pool.
2. Accepting seasonal applications for Seasonal Parks Maintenance Crew Members.
3. Brush and Limb Pick Up begins Monday, April 3rd
4. 2023 Special Trash Collection will be held on Saturdays of each week per the following schedule in April:
 - a. Saturday, April 1; the regular Monday route
 - b. Saturday, April 8; the regular Tuesday route
 - c. Saturday, April 15; the regular Thursday route
 - d. Saturday, April 22; the regular Friday route

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:
 - a. 302 Summit St-fence
 - b. 708 S Elm St-fence
 - c. 1918 Meadowview-fence
 - d. 429 Jay St (St John's Builders)-house
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
5. Planning Commission:
 - a. March 23, 2023 heard cases from:
 - b. 2408 Eaglebrooke Pkwy-lot split approved
 - c. 1445-1447 Irmscher Blvd- lot split approved
 - d. Boardwalk Real Estate LLC site plan approved
 - e. 314 S Main St- conditional use granted to sell vehicles
 - f. 207 S Main St- conditional use denied for games of chance
 - g. 121 E. Forest St-conditional use denied for games of chance
6. Board of Zoning Appeals:
 - a. March 23, 2023 heard cases from:
 - b. 825 Linden Ave-denied variance for shed that covered allowable lot coverage
 - c. 560 Touvelle St- accepted variance for shed less than allowable setbacks and lot coverage
 - d. Meeting scheduled for April 20, 2023 for three cases filed
7. 2023 Construction Updates:
 - 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.
- xii. The interior of restrooms is 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.
- xiii. Lions Club building is near completion. The electric panel has been installed and has Miami County Stamp of approval as of today 2-23-23. Next week we will walk through a list of punch list items to wrap this building up.

xiv. No Change

b. 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.
- v. Arcon continues to work on the pre-manufactured steel structure. Windows are set to be delivered on January 23rd, crews will then erect the walls and continue on to the roof.
- vi. Progress continues with insulation and the metal siding. They have started installing the roof this week and will continue as weather allows.
- vii. All exterior metal and insulation has been installed, contractor is now working on the inside electrical, framing, and metal. They anticipate the crews have 2 more weeks before building structure is said to be done, and the building manufacturer will come in with punch list items to complete.
- viii. Interior fit out is in progress. Plumbing and Electrical is being ran, as well as gas, electrical, and water connections on the outside of building are being made. The building manufacturer (Kirby) is scheduled to do a walk around inspection the first of April.
- ix. **Arcon and the building manufacturer are putting together a list of items that need attention for the building's exterior. Inside fit up is in progress as plumbing, HVAC, and electrical is being installed. Interior office insulation is scheduled for Monday, April 10th.**

c. 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. PAB Construction started with asphalt and concrete removals as of 2-13-23 and has now started with water main install.
- iv. Water main and storm sewer installs are complete. PAB will begin working on water services the week of the 13th and move to concrete work shortly after.
- v. Underground utilities are complete. PAB is working on cutting the road to grade before prepping for curb and sidewalk the week of the 27th.
- vi. **Curb was poured on Monday, April 3rd. PAB continues prepping for sidewalk through the week in hopes to start concrete pours the week of April 10th (weather depending).**

d. 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
- iv. Shinn Brothers anticipates starting work the first week of March. They will begin on Echo Street with 12" water main and continue south towards Schunck Rd.

- v. Shinn Brothers as made a live tap into the 12" main at Schunck Rd and Echo on 2-23-23. Next week they will start here and head north with water main.
- vi. Shinn brothers will start on this project Monday, March 13th 2023.
- vii. Shinn brothers has made significant progress with main line installation. To date they have installed approximately 1,500 feet of 12" water main. Between Schunck road and South street.
- viii. Progress continues to the north as Shinn Brothers have made the tie in at Logan St. We are awaiting pressure test results before they begin on water services for this phase of the project.**
- e. 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.**
- f. 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. The pre-construction meeting was held on 2-12-23 and discussion was had that PAB will move to Ash once all utilities are in on Fayette.
 - iv. Construction has started the week of March 13th. PAB has removed curb and roadway in the first block north of Wayne and has started storm sewer removal/replacement.
 - v. PAB has installed approximately 300' of new storm sewer and will continue north to Johnson Ave. in the coming weeks. Once their second crew is finished on Fayette, they will begin waterline on Ash as well.**

Fire Department

- 1. Responses to date:
 - a. Squad-87; Total-498
 - b. Fire-14; Total-87
 - c. Primary squad runs & assist for other branches-0; Total-0
- 2. Attended the County EMS Advisory Board meeting on April 3rd
- 3. Auxiliary training will be held April 19th
- 4. One of our personnel completed their swift water training on March 31st

Police Department

- 1. Calls for Service-609
- 2. Reports Written-193
- 3. Arrests-29
- 4. Citations-27
- 5. Crashes-11
- 6. Warninngs-47
- 7. Reports of Interest:

- a. On March 27, 2023 at approximately 1132 hours Celina Officers responded to America's Best Value Inn on a report of a female acting strangely. A Celina Fire Department squad was on scene as well for male that was found to have fallen down a set of stairs. Further investigation found that the couple, from Berne, Indiana, had been involved in a crash on SR49 in the morning early hours and received a ride to the hotel afterwards.

While speaking with the couple Officers observed criminal indicators of drug abuse. Officers located a substantial amount suspected heroin in the hotel room (over 20 grams). The couple was arrested and booked into the Mercer County Jail for possession of felony drugs.

8. Total Police Dept. Calls for Services, YTD: 4,518

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Open up restrooms
5. Worked on ball diamonds for Spring sports

Public Works

1. Work on equipment
2. Graded stone at Bryson Park
3. Installed storm at Bryson Park
4. Replaced street signs around town and new post
5. DORA signs around town
6. Removal of playground in woods at Eastview
7. First brush pickup
8. Removed more asphalt parking lot at Bryson Park
9. Installed catch basins on Sycamore 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. Collected data for GIS
5. Grind red paint off crosswalks

Customer Accounts/Meter Readers

1. Billed 2,026 customer billings
2. Sent out 234 delinquent bills
3. Shut off 21 customers
4. Sent out finals/refunds
5. Meter readers continue to read routes

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program
 - i. Waiting for ordered meters to be delivered
 - b. Fire Hydrant painting to continue in the Spring 2023
 - c. Fayette Street Project
 - i. Lead service line replaced, 124 S. Main Street
 - d. Lead service line research & replacement program
 - i. Replacement of customer lines will continue with water main projects
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 03/28/2023 – 10.70 ug/L
 - ii. Raw Water 04/05/2023 – ug/L (still testing when submitted)
 - 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. Spring maintenance program continued
 - ii. Carbon exchange for tank #4, completed
 - iii. Carbon exchange for tank #6, scheduled for May 2nd, 2023
 - iv. Sand Filter Bldg. Project
 1. Equipment PO's have been submitted
 2. Piping painting continued
 3. HACH Turbidity meters received, install next week
 - v. DAF Bldg.
 1. Airline water separators installed on all units
 - vi. Carbon Dioxide System
 1. Compressor equipment replacement, on order still
3. Water Dept. Training
 - i. AWWA district water meeting scheduled for April 20th, 2023 @ Celina WTP
 - ii. Technology Committee Meetings
 1. Scheduled zoom meeting May 16th, 2023
 2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
 - a. Pool, closed for season

Wastewater

1. Removed large bundle of rags from influent sample pump suction line
2. WWTP bypassed; reported event to OEPA

3. Troubleshoot #2 Kaeser blower faulting out; determined bad vfds; contacted Electro Controls to discuss
4. Received confirmation from Automation Direct that temp sensors needed for SCADA backordered longer; cancelled order and ordered from Gilson Engineering Sales Inc.
5. Work on forming wall extension on East Storage building to divert runoff
6. Celina Fire Dept completed Annual inspection on exit/emergency lighting
7. Checked all dehumidifiers for proper operation; replaced admin basement dehumidifier
8. Removed algae from oxidation ditch weirs
9. Ron Hollingsworth/CNT made site visit to bring new Firewall and look at SCADA system
10. Verified critical dimensions on new bridge for installation
11. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations
1. Power outage event due to tornado/high winds 4/1
2. Myers Rd generator did not operate during outage / bypassed fuel shut-off; diagnosed bad over temp switch
3. Notified ROVISYS that all backordered parts for SCADA were delivered and that Woolace Electric could be scheduled to install
4. Looked into effluent chart recorder not totalizing, unable to determine cause, called Gilson Engineering Sales for assistance
5. Prepped for storm 4/5

Electric Distribution

1. Set poles 13
2. Service Replacement
 - a. Upgrade Underground 3
3. Street Lights
 - a. Repairs 5
4. Underground Locates (OUPS) 86
5. Traffic Signals
 - a. Repair loop detections after storm- Main & Wayne; Main & Fayette
6. Request or Miscellaneous Jobs
 - a. Temporary electric pole-Tama Road for new building
 - b. Temporary electric for house addition -St. Anthony Road
 - c. Pour concrete light foundations -E. Fayette Street
7. Trouble Calls
 - a. 3/25/2023-Broken riser wire (wind)-St. Anthony Road
 - b. 3/27/2023-Pole hit SR 49, traffic accident, phase down
 - c. 4/1/2023-(Storm) System outage-5 poles broke, multiple scattered outages
8. Large Projects
 - a. Contractors continue work on 127 North
 - b. Install conduit for electric to new building
9. EV Charging Stations
 - a. Number of Sessions- 4
 - b. Total Length of Sessions- 20 hours a5 minutes

Income Tax – March 2023

	2021 Month-to-date	2022 Month-to-date	2023 Month-to-date	2021 Year-to-date	2022 Year-to-date	2023 Year-to-date	2023 vs 2022 Year change	2023vs 2022 Year percent
Business	49,170.96	10,023.29	24,367.30	110,577.96	53,441.81	146,160.54	57,136.15	106.91
Non Resident Bus	3,126.95	2,815.80	9,032.17	20,557.03	13,701.97	11,412.82	6,855.06	50.03
Non-Resident	5,957.54	1,296.20	14,373.52	20,063.63	7,863.40	13,497.07	12,200.23	155.15
Resident	56,556.02	38,750.12	110,044.21	172,778.00	112,911.35	130,168.03	59,866.65	53.02
Non Resident W/H	5,569.83	5,093.50	7,520.55	34,515.29	29,380.59	32,185.06	5,134.70	17.48
Withholding	371,770.49	390,023.31	373,941.05	1,264,977.25	1,182,407.44	1,126,972.29	82,569.81	6.98
Grand Total	492,151.79	448,002.22	539,278.80	1,623,469.16	1,399,706.56	1,460,395.81	223,762.60	15.99

	2020	2021	2022	2023
January	\$458,919.27	\$572,934.33	\$478,116.36	\$581,676.70
February	\$466,258.90	\$395,309.69	\$473,587.98	\$502,513.66
March	\$553,445.37	\$492,151.79	\$448,002.22	\$539,278.80
April	\$768,825.17	\$850,639.88	\$698,445.36	
May	\$495,500.19	\$778,967.41	\$719,166.91	
June	\$625,636.75	\$797,943.26	\$653,890.17	
July	\$466,411.86	\$520,341.61	\$733,311.33	
August	\$539,462.46	\$472,333.24	\$781,346.45	
September	\$581,692.39	\$707,295.13	\$549,578.60	
October	\$431,152.95	\$489,278.54	\$602,278.54	
November	\$436,695.93	\$475,970.73	\$509,200.32	
December	\$614,341.53	\$546,619.75	\$491,072.40	
Grand Total	\$6,438,342.77	\$7,099,785.36	\$7,137,996.64	