

Administrative Report
March 22, 2024 to April 4, 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. 515 W Fayette St-fence
 - b. 921 Chestnut St- shed
 - c. 213 Lincoln Dr.- fence
3. Plumbing Permits/Inspections (2)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 515 N Walnut St- trash
 - c. 553 E Livingston St- trash
 - d. 809 Sycamore St- trash
7. Planning Commission:
 - a. Meeting scheduled for April 18th for conditional approval for site approval for Celina City Schools and Peels Pit Stop

Fire Department

1. Totals since March 20th, 2024
 - a. Squad- 71
 - b. Fire- 12
 - c. Inspections- 8
 - d. Training Hours- 14
 - e. Primary squad runs & assists for other branches- 5
2. Totals for 2024
 - a. Squad- 463
 - b. Fire- 89
 - c. Inspections- 79
 - d. Training Hours- 123
 - e. Primary squad runs & assists for other branches- 29
3. Other
 - a. Lt. Adam Schroyer attended the Midwest Arson Seminar on March 23rd in Sidney.
 - b. Participated in search and rescue training with Montezuma Fire Department on March 21st
 - c. House fire at 2104 State Route 703 on March 26th at 0000 hours
 - d. Commercial fire at 218 S. Walnut Street “Kerns Chevy” on April 3rd at 0100 hours

Police Department

1. On April 3rd, 2024 a Celina Police Officer was on patrol downtown at shortly after 1:00 AM when he noticed ash and smoke in the air over S. Main Street. He quickly found that the main building at Kerns Chevrolet on S. Walnut Street was on fire. He summoned the Fire Department. The building is a total loss. Celina Police Department is assisting the State Fire Marshall's Office and the Celina Fire Department in the investigation as the cause remains undetermined.
2. Total Police Department Incidents, YTD: 2,865

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	2	Bank Detail	5	Internal Administrative Details	2
Abandoned Vehicle	2	Drugs	1	Domestic Dispute	1
Noise Complaint	1	Bond Sign Charges	4	False Alarm	6
Non Injury Accident	14	Business Checks	197	Fire	2
Assist Another Agency	12	Welfare Check	5	Follow Up	30
Alarm	4	Disorderly Conduct Issues	4	Funeral Detail	5
Nature Unknown	1	Open Door/Window	1	Menacing/Threats/Harassment	6
Trespassing Report	1	Prisoner Transport	2	Vandalism	3
Debris in/on Roadway	2	Welfare Check		Traffic Stop	23
Investigate Liquor Permit	4	Returning Property	3	Unruly Juvenile	5
Miscellaneous	3	Nuisance Vehicle Complaint	1	Lock Out/Vehicle	7
Found Property	5	Special Detail	3	Warrant/Paper Service	13
Parking Enforcement	5	Suspicious Person	9	Juvenile Abuse	4
Public Information Request	34	Suspicious Vehicle	2	Utility Need	3
Nuisance	2	Theft/Larceny	7	Golf Cart Inspection	2
Mental Subject Call	1	Special Traffic Detail	2	Animal Complaint	2
Injury Accident	1	Overdose	1	Animal Abuse/Neglect	1
Assault	3				

Parks and Recreation

1. Registrations deadline for Baseball & Softball was April 1st
 - a. Baseball #'s
 - i. Batman- 68 (-10 from 2023)
 - ii. Minors- 61 (-2 from 2023)
 - iii. Little League- 55 (+15 from 2023)
 - b. Softball #'s
 - i. Bantam- 47 (-9 from 2023)
 - ii. Minor- 66 (+16 from 2023)
 - iii. Little League- 38 (+10 from 2023)
 - c. T-Ball- 46
 - d. Total- 381 kids
2. Practices will begin the week of April 22nd
3. Games will begin the week of May 6th

Parks Maintenance

1. Dump trash from Parks
2. Clean restrooms
3. Working on equipment
4. Prep diamonds for games
5. Mowing in Parks

Public Works

1. Work on equipment
2. Poured combination curb sidewalk at Bryson Park
3. Remodel inside of Westview Building
4. Prep work for Pickleball Courts
5. 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. Clean catch basins

Customer Accounts/Meter Readers

1. Billed 2,766 customer billings
2. Sent out 237 delinquent billings
3. Shut off 24 customers
4. Sent out final billings and refunds
5. Meter readers continue reading meters

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 22 – 26, 2024
 - c. Located waterlines to ensure no other contractors hit and damage our infrastructure
 - d. Completed work orders from Utilities Office
 - e. Pond Street Waterline Project
 - i. Started installation of 6-inch waterline
 - ii. Hauled stone
 - iii. Repaired Street Department dump truck tailgate
 - iv. Projected slowed down due to weather and lack of dump trucks
 - f. Dump truck quotes received, reviewed, and submitted for ordering approval
 - g. Shut water off to Kern's Chevy, repair street valve next week
 - h. 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 03/26/2024 – 9.5 ug/l
- ii. Raw Lake Water 04/02/2024 – 9.5 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 #4 completed April 2, 2024
- ii. Carbon Exchange for tank #6, scheduled for April 30, 2024
- iii. WTP fence painting, started painting sections, continue as weather permits
- iv. Continued Spring maintenance oil changes & greasing
- v. Painted 1952 bldg. floor hole plates & GAC iron rust spots
- vi. Painted interior yellow handrails
- vii. Completed DAF area ladder platform construction
- viii. Completed Microbiological Lab re-certification w/ OEPA

3. Water Dept. Training

- i. NW OAWWA District meeting -?
- ii. Technology Committee Meetings
 1. Scheduled for May 21, 2024
 2. Sludge Handling Sub-Committee, TBA

4. Bryson Pool Operations

- a. Main Pool pumps cleaned, rust inhibited, primed, and painted
- b. Big Slide
 - i. Sanding and paint (ordered) – spring 2024
 - ii. Replacement recommended within 4 years, working on designs and quotes

Wastewater

1. Completed SOUR on AD#3; transferred to mixing tank
2. Replaced Martz voice reporter battery and put new connections
3. Removed plug from influent sample pump, replaced belts, unlocked impeller, reprimed pump
4. Mowed
5. Greased grit & grease bridge, mechanical bar screens, grit blower, and classifier
6. Installed switched flood light at Kingswood LS

7. Submitted Compliance Schedule Update Report to OEPA regarding obtaining compliance with future Permit limitations on new parameters (Selenium, Cadmium, Butyl Benzyl Phthalate)
8. Installed small catch basin at Kingswood LS near generator and trenched/installed tile to existing catch basin on south side of drive
9. Researched pump isolation circuit wiring in 4-H control panel; removed 40 Hz control option; ordered needed materials to complete Kingswood and Havemann control panels same as 4-H
10. Started WWTP de-winterization procedures
11. Cleaned UV channels with citric acid
12. Replaced block heater, hoses, and thermostat gasket on Martz LS generator
13. Removed plug from influent sample pump
14. Completed SOUR test on AD#4; transferred to sludge mixing tank
15. Collected high flow samples for Jones & Henry
16. Completed maximum pumping evaluation during high flow/bypass event
17. SSO event in Highland Park (Scotty's LS sewer shed) from manhole 4-70; reported to OEPA
18. Pulled #1 pump at Kessler LS and brought back to shop; removed 6" volute from pump and installed spare pump motor (spare volute only 4"), verified that vfd fault was failed motor
19. Bypass event; reported to OEPA; sent to Jones & Henry Engineers
20. Sent Jones & Henry Engineers March operating / lift station reports
21. Scheduled meeting with Jones & Henry Engineers to discuss next step of Bypass NFA
22. Discussed fiber installation at Fairground LS with Brian Shannon/Electric Dept

Electric Distribution

1. Set 4 poles
2. New Services
 - a. Underground 1
3. Service Replacement
 - a. Upgrade Underground 3
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 3
 - b. New Installs 1
 - c. Replaced 4
5. Underground Locates (OUPS) 82
6. Request or Miscellaneous Jobs
 - a. Truck testing by American Test Center
 - b. Brandon Shafer and Ryan Heins to AMP training
7. Trouble Calls
 - a. 3/24/2024- Switching- Staeger Substation
 - b. 3/26/2024- Fire- 404 W. Market Street
 - c. 3/26/2024- Fire- 2104 State Route 703
 - d. 3/30/2024- Shut off transformer to repair secondary, Reynolds
 - e. 4/1/2024- Blown fuse- Wabash Road

- f. 4/3/2024- Broken cutout- Fast and US 127
 - g. 4/3/2024- Fire- Kerns Chevy
 - h. 4/4/2024- Grand Manor Trailer Park- their problem
- 8. Large Projects
 - a. Complete work for road widening- Twp. Line Road
 - b. Set poles to move lines, bridge replacement Monroe Road
 - c. Complete storm work and cleanup
- 9. EV Charging Stations
 - a. Number of Sessions 12
 - b. Total Length of Sessions 35 hours 10 minutes

Income Tax – March 2024

	2022	2023	2024	2022	2023	2024	2024 vs 2022	2024vs
	Month-to-date	Month-to-date	Month-to-date	Year-to-date	Year-to-date	Year-to-date	Year change	2023
								Year percent
Business	10,023.29	24,367.30	59,648.06	130,686.27	110,577.96	53,441.81	20,108.31	18.18
Non Resident Bus	2,815.80	9,032.17	12,389.46	27,080.89	20,557.03	13,701.97	6,523.86	31.74
Non-Resident	1,296.20	14,373.52	10,312.68	20,612.90	20,063.63	7,863.40	549.27	2.74
Resident	38,750.12	110,044.21	118,729.04	225,566.37	172,778.00	112,911.35	52,788.37	30.55
Non Resident W/H	5,093.50	7,520.55	11,597.79	53,775.88	34,515.29	29,380.59	19,260.59	55.80
Withholding	390,023.31	373,941.05	430,429.92	1,359,937.29	1,264,977.25	1,182,407.44	94,960.04	7.51
Grand Total	448,002.22	539,278.80	643,106.95	1,817,659.60	1,623,469.16	1,399,706.56	194,190.44	11.96

	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	\$643,106.95
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	