

## **Administrative Report**

**April 22, 2022 to May 5, 2022**

### **Administration**

1. Boat Docks on West Bank Road have all been rented out for this Summer. We do have boat docks available at the Hot Water Hole for \$330.00 for the Summer.
2. Full time opening for a Tax Administrator- deadline to apply is Monday, May 9<sup>th</sup> at 4PM
3. Full time opening for a Dispatcher- deadline to apply is Friday, May 13<sup>th</sup> at 4PM

### **Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects///Bryson Park Restroom//Fulton St. project
2. Zoning Permits:
  - a. 1014 Briar Ln-fence
  - a. 816 Hemlock-room addition
  - b. Hierholzer-St Johns Builders house
  - c. 1707 Meadowview Dr.- shed
  - d. 2500 Eaglebrooke Pkwy- new home
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 1466 Greenview Dr.- zoning (fixed)
  - c. 517 Echo St- trash
  - d. 214 Summit St- grass
  - e. 425 S Mill St- trash (gone)
  - f. 623 Cron St-trash
5. Planning Commission:
  - a. Meeting 5/5/22 for plat change on 2500 Eaglebrooke Parkway. Requesting two lots become one to build a single family home on.
6. Board of Zoning Appeals:
  - a. Meeting 5/5/2022 for variance to place a sign less than allowable side yard setback at 441 E Market St
7. 2022 Construction Update:
  - 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.**
  - 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. A pre-construction meeting was held on 3-22-22. The Shelly Company plans to have their mill crew move in the week of April 11th with paving to start later that week. (weather depending)
  - vi. Street Resurfacing started north of Myers Road in the Meadowview area on April 14th. The milling crew will progress to the southwest with the paving crew following just a couple days behind them.
  - vii. **This project continues with a couple setbacks due to weather. North of Myers Road Meadowview area is complete as well as Industrial Drive and Warrick. Holly, Rosewood and Lilac area will be paved the week of the 9th and they will progress to the west.**
- 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.
  - iv. Hohenbrink has started waterline installation as of March 23rd. They completed their 20" tie in at sugar street and have mainline installed heading west past mill street. They continue to make good progress despite a couple rain delays.
  - v. Phase 1 continues. Hohenbrink has all water main installed and continues to install STM structures. The plan is to pressure test the main next week before installing service lines. All is going according to plan and on schedule.
  - vi. Hohenbrink continues to work on water services and has 2 main tie-ins they plan to have completed by the 29th. Once the water utilities are installed they will begin excavation and placement of the aggregate base roadway.
  - vii. **All water main and service lines are complete for phase 1. Hohenbrink is completing some storm work the week of the 9th and plans to begin roadway excavation and curb work the week of the 16th.**
- 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.
  - iii. A pre-construction meeting has been scheduled for March 31st.
  - iv. Bruns Construction plans to start this project the week of April 11th.
  - v. **No progress on this project to date.**
- 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. A pre-construction meeting has been scheduled for March 30th.
  - iii. Degen Excavating plans to start this project mid-April (weather depending).
  - iv. **April 11th was the first day of work. The stone base for basketball court is in and Degen has started installing sidewalk on the back side of court. They continue to pour sidewalk and plan to have all concrete completed by April 29th.**
  - v. **All sidewalk and basketball court concrete is installed. Some finish grading and basketball pole installation will happen the week of the 9th. Taylor Painting plans on moving in when we have consistent warmer weather for the paint to adhere properly.**

### Fire Department

1. Runs to Date:
  - a. Squad- 74; Year Total- 656
  - b. Fire- 17; Year Total- 95
  - c. Primary Squad Runs & assist for other branches- 2; Year Total- 21
2. On Tuesday evening May 3<sup>rd</sup> several trailers suffered moderate damage at 751 Deford Street (West Side Trailer Court) by high winds during the thunder storm
3. Will be conducting Dorm Fire Safety for the High School Seniors going to college on Friday, May 6<sup>th</sup> at the High School
4. Will be participating in the Tri Star career day on Friday, May 6<sup>th</sup>
5. On April 28<sup>th</sup> had a trailer fire at 537 Touvelle Street Lot 15. Cause was electrical in nature and the estimated loss approximately \$7,000.00
6. On Sunday, April 24<sup>th</sup> had a house at 525 S. Walnut Street suffer from a collapse of the front porch, no injuries
7. Will have a squad for the harness racing at the Fairgrounds on Saturday, May 14<sup>th</sup>
8. On Saturday, May 14<sup>th</sup> we will conduct a department training on confine space. We will be doing an exercise at the lift station on Staeger Road, water tower on Summit Street and the Wastewater Treatment Plant

## **Police Department**

1. Calls for Service- 738
2. Reports Written- 236
3. Arrests- 34
4. Citations- 17
5. Crashes- 10
6. Warnings- 51
7. Reports of Interest:
  - a. On April 20<sup>th</sup> and again on April 25<sup>th</sup> the Celina Police Department took reports of a vehicle being stolen each day in the early afternoon. One from N. Buckeye Street and another from Magnolia Street. Both cars were recovered. Patrolman Poppe and School Resource Officer Miller worked together and developed a suspect and subsequently made an arrest of a 15-year-old student who was leaving school early. He found cars with keys in them and drove them around. Nothing was damaged or taken from the cars.
  - b. On April 24<sup>th</sup> Patrolman Poppe checked a motorcycle related to a call he was investigating and found it to be stolen out of an Indianapolis area impound yard. The suspect, a 23-year-old Celina man, had his motorcycle impounded by law enforcement in Indiana and then stole it back after breaking into the impound. The case has been transferred to the Mercer County Prosecutor's Office and Indiana officials.
8. Total Police Department Calls for Services, YTD: 5,613

## **Parks and Recreation**

1. Practices have started for baseball and softball; rain has cause a lot to be cancelled
2. Tried to have a softball pitching clinic for grades 2<sup>nd</sup> -6<sup>th</sup> on Monday and Tuesday, but was only able to have it Monday due to the weather
3. Shirts/Jerseys have been delivered and games will start next week

## **Customer Accounts/Meter Readers**

1. Billed 2,747 customer billings
2. Sent out 3036 delinquent letters
3. Shut off 16 customers
4. Worked on finals/sent out 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
    - i. Replacing services on Fulton Street Project
    - ii. Replaced leaking lead service line on N. Walnut St.
    - iii. Locating services on the following streets
      1. N. Ash St. & N. Walnut St. (2023 Street Projects)
      2. Echo St. & Sycamore St. (2023 Street Projects)

- c. Fulton Street Project
  - i. Main St. – West water main completed, connecting services
  - ii. Starting at College heading West, Mid-May 2022
  - iii. College Ave water main replacement by Water Dept.
    - 1. Main line completed and tested
    - 2. Connections completed on Anthony St. and Wayne St.
- 2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 04/26/2022 – 15.70 ug/L
    - ii. Raw Water 05/04/2022 – 13.80 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. Driveway & S. Parking Lot, concrete to be started next month after pool painting
    - ii. Chem Lab Re-Certification scheduled for May 19<sup>th</sup>, 2022
  - c. WTP Maintenance
    - i. Carbon exchange for tank #6 completed, Tank #8 scheduled for July 5<sup>th</sup>, 2022
    - ii. 1952 Settling Basins, OEPA Sanitary Survey hit, repair crumbling concrete
      - 1. N. Settling Basin
        - a. Loose wall concrete removed, reforming and pour next week
        - b. Flaking at grating to be patched
      - 2. S. Settling Basin
        - a. Flaking at grating to be patched
      - 3. Sand Filter inlet trench
        - a. Exterior wall flaking to be patched
      - 4. Recarbonation Basin
        - a. Exterior wall flaking to be patched
        - b. Top of wall into #2 Ozone Contactor to be removed & patched
    - iii. WTP Bldg. exterior cleaning & prep for foundation painting, after pool startup
- 3. Water Dept. Training
  - i. (5) Hydrant Training completed May 3<sup>rd</sup>, 2022
  - ii. Technology Committee Meetings

1. Scheduled zoom meeting for May 17<sup>th</sup>, 2022
2. Sludge Handling Sub-Committee, TBA
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)?
      - b. Hosed and pumped out, ready for paint
    2. Main pool pump elbow cracked, parts in stock, spring repair
    3. Water turned on and pool basket house flushed
    4. Changing area curtain replacement - stall walls received, old removed

### **Wastewater**

1. Relocated intrinsically safe raw wet well float wiring in control room
2. Contacted Pelton Environmental about startup for Universal blower
3. Used grader and box blade from PWB on 4-H and Eaglebrooke drives; compacted loose stone on 4-H drive with CASE loader
4. Researched Aqua Storm cloth media wet-weather treatment technology
5. Installed fiber optic patch panels in 4-H / Scotty's liftstation SCADA panels; added splice kits inside panels
6. Tilled, graded, seeded, and mulched boring sight for 4-H fiber
7. Picked up trash outside wwtp fence
8. Mark Couch / Universal Blower completed startup on new blower
9. Replaced intrinsically safe sensor control module for influent wetwell level alarms
10. OEPA completed 24-hr composite sampling of effluent and grab samples
11. Received new self-dumping hopper from WASTEQUIP for screenings

### **Electric Distribution**

1. Set 7 poles
2. New Services
  - a. Underground 4
3. Street Lights
  - a. Repairs 5
  - b. Replaced 4
4. Substations
  - a. Meeting with GPD for substation relay replacement project
5. Request or Miscellaneous Jobs
  - a. Replace poles on Riley Street & Deford Street
  - b. Move material to new storage building on North Street
  - c. Attended safety meeting at AMP for Mutual Aid program
  - d. Replace pole, transformer and service drop on Tama Road from traffic accident
6. Trouble Calls
  - a. 4/30/2022 Riley Road customer problem
  - b. 4/30/2022 Miller Road bad cutout door

- c. 5/1/2022 Grier Road broken riser wire
  - d. 5/3/2022 Deford Street roof blown off trailer hit the power lines and broke off a pole. FDR 5 and 5 were off ¼ hour.
7. Large Projects
- a. Continue work on 3 phase pole line upgrade on Fleetfoot Road and Brown Road
  - b. Directional bore on York Street for overhead to URD project
8. EV Charging Stations
- a. The EV Charging station have been used 35 times since activation
  - b. They were used 4 times in the month of April
  - c. The average charging time was 1 hour 38 minutes

### Income Tax – April 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>	220,704.29	298,006.96	217,119.19	336,475.56	444,167.50	270,561.00	-173,606.50	-39.0
<b>Non Resident Bus</b>	19,868.53	25,657.87	5,612.82	30,727.64	37,070.69	19,314.79	-17,755.90	-47.8
<b>Resident</b>	153,068.45	130,992.45	116,506.84	357,145.77	261,160.48	229,418.19	-31,742.29	-12.1
<b>Non-resident</b>	12,558.65	15,238.55	12,160.92	27,621.04	28,735.62	20,024.32	-8,711.30	-30.3
<b>Withholding</b>	351,159.45	370,312.53	337,671.23	1,454,042.92	1,497,284.82	1,250,078.67	22,793.85	1.5
<b>Non Resident W/H</b>	11,467.80	10,431.52	9,374.36	41,435.78	42,616.58	38,754.95	-3,861.63	-9.0
<b>Grand Total</b>	768,825.17	850,639.88	698,445.36	2,247,448.71	2,311,035.69	2,098,151.92	-212,883.77	-9.2

	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	\$448,002.22
<b>April</b>	\$655,859.08	\$768,825.17	\$850,639.88	\$698,445.36
<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>	