

Administrative Report
April 21, 2023 to May 18, 2023

Administration

1. Firefighter/Paramedic Exam will be June 10th at 9:00 AM.

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system//DORA project
2. Zoning Permits:
 - a. 148 Margo Lane-fence
 - b. 216 Redbud Ave-pool
 - c. 793 West Bank Rd-sf dwelling
 - d. 795 West Bank Rd-sf dwelling
 - e. 1910 Heritage Dr-shed
 - f. 701 Grand Ave-sign
 - g. 109 Stella St-room addition
 - h. 317 S Main St- sign
 - i. 813 Kensington- fence
 - j. 149 Margo Ln- shed
 - k. 211 S Main St-fence
 - l. 910 South St- shed
 - m. 910 Cheshire Cir-fence
 - n. 309 W Fulton St- shed
 - o. 221 E Oak St- fence
 - p. 229 W Logan St- grass
 - q. 322 W Logan St- grass
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (3)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 214 Summit-grass
 - c. 301 E Market St- grass
 - d. 303 N Brandon St grass
 - e. 515 N Walnut St- grass
 - f. 516 W Market St- grass
 - g. 611 Vining St- grass
 - h. 649 N Walnut St- grass
 - i. 819 South St- grass
 - j. 903 N Sugar St- grass
 - k. 229 W Logan St- grass
 - l. 322 W Logan St-grass
 - m. 1205 Canterbury-zoning violation-law director
6. Planning Commission:

- a. Meeting May 11, 2023 heard case from:
 - i. 137 S Leblond St requesting alley vacation-accepted
 - ii. 1901 Havemann Rd requesting conditional use auction-denied/tabled until representation
- 7. Board of Zoning Appeals:
 - a. Meeting May 11, 2023 heard case from:
 - i. 105 S Vine St (First Baptist Church) sign variance granted
 - ii. 913 Echo St shed that did not meet allowable lot percentage coverage granted
- 8. 2023 Construction Update:
 - a. 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.
 - x. The sub-contractors are working on punch list items. Interior office space is being dry walled and the pipe fitters are working on the sprinkler

system. This project is ahead of schedule as Arcon plans on being done by the end of May.

- xi. Interior office area is being finished with paint, flooring, cabinet install. The shop part of the building is coming to a close as the fire suppression is completed and the electrical contractor is finishing up light installs. Other sub-contractors are continuing to work on punch list items as this project gets closer to being finished.**

b. 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).
- vii. This project is near completion as PAB has finished all installs and have passed proof rolls on the stone base. Asphalt is scheduled for Wednesday, April 26th.

viii. This project is complete.

c. 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.
- ix. Shinn Brothers continues to work on Echo Street and have installed 37 water services to date after passing main line tests.
- x. No change**

d. 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.**

e. 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.
- vi. PAB continues to make progress with storm sewer main line and lateral installation. As Fayette street nears completion, we anticipate more progress with both crews on Ash.
- vii. **All storm and Water main line has been installed. Once pressure and bacteria tests pass on waterline they can begin on water service installs. In the meantime, PAB continues to prep sidewalks for concrete.**

Fire Department

- 1. Responses to Date:
 - a. Squad- 58; Total- 692
 - b. Fire- 14; Total- 12
 - c. Primary Squad Runs & Assist for other Branches; Total- 5
 - d. 12 personnel attended Dominion Gas training on May 10th
 - e. Structure fire at 537 Touvelle Lot 19 at 0245 hours May 19th
 - f. Hired new auxiliary employee Megan Tolson

Police Department

- 1. Calls for Service- 1,409
- 2. Reports Written- 427
- 3. Arrests- 55
- 4. Citations- 40
- 5. Crashes- 19
- 6. Warnings- 113

7. Reports of Interest:

- a. On April 27th at about 11:53 PM Celina Police Officers responded to call of a domestic in progress involving a firearm. When officers arrived at the Dogwood Drive address they found a 24-year-old man with a gunshot wound to the face.

The investigation revealed that the man had been arguing with his wife and retrieved a handgun. He shot one round through a window which struck the outside wall of the Plaza, near the bowling alley. He then held the gun under his chin and accidentally shot himself in the jaw.

The man was taken to the hospital and is expected to recover. The case is under review for criminal charges to be filed at a later date.

- b. On Tuesday, May 16th the Celina Police Department investigated the apparent suicide of a 44-year-old female. She was home alone and died of a self-inflicted gunshot wound.

In the past 5 weeks Celina Police have investigated 2 suicides, 2 attempted suicides and an accidental self-inflicted gunshot to the face. In the same period last year, we had none. In the first five months last year we had one attempt. We have had 22 threats of suicide year to date. We had 21 in the same period last year.

8. Total Police Department Calls for Services, YTD: 6,631

Parks and Recreation

1. Softball and baseball season underway
 - a. Weather has not been too much of a factor as of yet
2. Soccer and Football registration will open this week with a deadline of July 10th
3. Tennis Camp enrollee number is at 26, which is an expected number

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 and Rec games
6. Fixing dugouts at Eastview

Public Works

1. Work on equipment
2. Graded stone at Bryson Park and paint the parking spaces
3. Installed storm at Westview Park
4. Street repairs on Hierholzer Street
5. Worked on pond at Westview Park
6. Asphalt patches around town
7. Finish preparing soil in parks for hydro seeding

8. Mow city properties around town
9. Sweep the streets
10. Put signs up on Fayette Street and signs that were damaged around town

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. Grind red paint off of crosswalks

Customer Accounts/Meter Readers

1. Billed 2,086 customer billings
2. Sent out 209 delinquent billings
3. Shut off 18 customers
4. Sent out finals/refunds
5. Meter readers continue reading

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, after pool startup
 - c. System flushing scheduled to begin May 22nd thru June 9th
 - d. Ash Street Project
 - i. Waterline installation continued
 1. One lead / galvanized service line found, to be replaced
 - e. Walnut Street Project
 - i. Waterline to start in a few weeks
 - f. South-West Waterline Project
 - i. Shinn Bros. continue on Echo St.
 1. One galvanized service line replaced
 - g. 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 05/02/2023 – 31.5 ug/L
 - ii. Raw Water 05/09/2023 – 52.5 ug/L
 - iii. Raw Water 05/16/2023 – 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)

- b. WTP Buildings, Grounds, & Operations:
 - i. Spring maintenance program
 - 1. N. Lime Softening Tanks cleaned
 - 2. S. Lime Softening Tanks cleaned
 - 3. Recarb, #2 Ozone, Trenches to be completed after flushing in June 2023
 - ii. Carbon exchange for tank #6, scheduled for May 2nd, 2023
 - iii. Sand Filter Bldg. Project
 - 1. Equipment PO's have been submitted and ordered
 - 2. HACH Turbidity meters received and installed
 - iv. Carbon Dioxide System
 - 1. Compressor equipment replacement, on order still
- 3. Water Dept. Training
 - i. AWWA district water meeting completed 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. Woolace Electric installed temp sensors in Bypass enclosures and Martz LS enclosure; WTP terminated wires for Rovisys
- 2. Exercised valves and gates
- 3. Removed old grit & grease removal system and scrapped; installed new; leveled grit classifier and Schreiber Equipment completed startup on all three new units (classifier, bridge, mechanical bar screen) with WWTP staff assistance
- 4. Marked dead trees at 4-H LS; met Jim Springer to get quote for tree removal
- 5. Met with Chad Alstaetter and received permission to remove 3 dead ash trees on his property (needed to access other dead trees around 4-H LS)
- 6. Fabricated drilling jig for grit & grease removal festoon system; drilled new holes and remounted festoon hangers; adjusted cycle time on bride and drilled and added bolt to festoon driver arm
- 7. Contacted John Wilcheck/NRP Midwest to inquire if extending polymer bid one year
- 8. Researched lab ovens for replacement purpose
- 9. Held virtual meeting with Chad Barth/Rovisys to integrate Twilio account into VTScada
- 10. Assisted Sewer Maintenance crew with Confined Space Entry operation
- 11. Springer & Sons Tree Service cleared dead ash trees around 4-H lift station
- 12. Studied #4 AD blower for adding cube relay/hour meter, contacted Scott Gehle to program vfds; tested and verified thermostat to initiate cube relay
- 13. Serviced Colman generator, Stihl saw, portable trash pump, Thern portable crane, RAM 5500 air compressor/generator, Dayton 20-gal air compressor

14. Scott Gehle/Dickman Supply programmed WEG vfd on AD#4 blower to produce power signal to cube relay for hour meter
15. Requested quote from Rawdon Myers for two Plasti-Fab stop gates for WML thickening tanks
16. Replaced chemical feed pump tubes and blew out feed lines at Havemann, Eaglebrooke, Walmart lift stations
17. Contacted Gilson Engineering for quote for two Siemens RAS flowmeters; submitted Purchase Requisition

Electric Distribution

1. Set 3 poles
2. New Services
 - a. Underground 2
3. Street Lights
 - a. Repairs 2
 - b. Replaced
 - c. Pole New/Replace 22
4. Underground Locates (OUPS) 38
5. Request or Miscellaneous Jobs
 - a. Assist with obstacle course repairs- Eastview Park
 - b. Hold poles- Meyer Road storm line installation
 - c. Put flower baskets up
6. Trouble Calls
 - a. 5/12/2023- Fire- 537 Touvelle Street
 - b. 5/14/2023- pole fire- Erastus Durbin
7. Large Projects
 - a. Complete Mud Pike pole relocation
8. EV Charging Stations
 - a. Number of Sessions- 8
 - b. Total Length of Sessions 13 hours 25 minutes

Income Tax – April 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	298,006.96	217,119.19	232,486.00	343,063.96	270,561.00	444,167.50	72,502.96	26.80
Non Resident Bus	25,657.87	5,612.82	5,624.30	26,181.33	19,314.79	37,070.69	6,866.54	35.55
Non-Resident	15,238.55	12,160.92	10,950.17	31,013.80	20,024.32	28,735.62	10,989.48	54.88
Resident	130,992.45	116,506.84	155,493.57	328,271.57	229,418.19	261,160.48	98,853.38	43.09
Non Resident W/H	10,431.52	9,374.36	13,377.90	47,893.19	38,754.95	42,616.58	9,138.24	23.58
Withholding	370,312.53	337,671.23	488,629.20	1,753,606.45	1,520,078.67	1,497,284.82	233,527.78	15.36
Grand Total	850,639.88	698,445.36	906,561.14	2,530,303.30	2,098,151.92	2,311,035.69	431,878.38	20.58

	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	\$906,561.14
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	