

## **Administrative Report**

### **May 20, 2022 to June 9, 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.

#### **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//street resurfacing
2. Zoning Permits:
  - a. 819 Wilkin St-fence
  - b. West Bank Rd-commercial sheds
  - c. 503 E Anthony St-fence
  - d. 123 S Main St-sign
  - e. 2211 Eaglebrooke Circle-new home
  - f. 530 South St-fence
  - g. 717 N Sugar St-fence
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 805 Wilkin St-trash
  - c. 320 Morton St-trash
  - d. 603 S Sugar St-zoning issue
  - e. 1109 N Main St-grass
  - f. 1125 Fairground Rd-grass
  - g. 1005 Rosewood Ct-grass
  - h. Portland St (old State garage)-grass/weeds
5. Board of Zoning Appeals:
  - a. Meeting scheduled on June 9 for a variance for a detached garage.
6. 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.
    - 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.**
  - 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.
- viii. We are approximately half way through our resurfacing project. Crews have moved to the Bruns/Wheatland area after completing Orchard, Oak and Leona, and Summit. They also plan to have Lake Shore drive completed and open by this weekend.

**ix. The 2022 Street Resurfacing project is now complete.**

**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.
  - viii. Roadway excavation and subbase improvements continue through this week in Phase 1 (main to west). No scheduled date for curb work yet as crews ran into some gas line conflicts that are to be resolved toward the end of this month. To keep moving forward Hohenbrink plans to start some milling and removals in Phase 2 (buckeye to east) in the next week.
  - ix. **Hohenbrink has finished rough grading in prep for curb work in phase 1. We are told it will be approximately 1 more week until the curb company will be in. At this time the contractor has started sanitary work in phase 2 (buckeye to college) replacing the main in roadway and all laterals up to the right of way.**
- 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. Bruns Started work on May 9th. The first week they completed the sanitary bore across 127. This past week they have worked on setting catch basins and 24" pipe install. They are working their way to the north and should reach west bank road by the end of next week.
  - vi. **All storm lines are in and Bruns is currently working on backfilling and grading of dirt. The asphalt will be replaced on west bank road Monday the 13th.**
- 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.

- vi. Seeding and grading is complete and Taylor Painting plans to do their work the first or second week of June to allow the concrete to cure for a minimum of 30 days before they apply paint.
- vii. **Taylor Painting is scheduled to paint the basketball court on Tuesday, June 14th.**

### **Fire Department**

- 1. Runs to Date:
  - a. Squad- 110; Total for the year- 832
  - b. Fire- 17; Total for the year- 133
  - c. Primary Squad Runs & assist for other branches- 3; Total for the year- 32
- 2. Provide mutual aid to Chattanooga Fire Department on a house fire on Wednesday, June 1<sup>st</sup> on State Route 49 in Chattanooga. House suffered heavy damage.
- 3. On Memorial Day at 5:41 pm responded to CAPT for a fire in the ceiling of the plant. Three sprinkler heads activated and extinguished the fire- minor damage.
- 4. Dive team completed training at Eastview Pond on Tuesday, June 7<sup>th</sup>
- 5. Will be doing training at Pax Machine on June 15<sup>th</sup> at 6:00 pm

### **Police Department**

- 1. Calls for Service- 1,035
- 2. Reports Written- 298
- 3. Arrests- 35
- 4. Citations- 69
- 5. Crashes- 25
- 6. Warnings- 83
- 7. Reports of Interest
  - a. On Monday 6-6-22 Tryston Cowan of Van Wert was sworn in as our newest officer. He is a 2022 graduate of the Grand Lake Law Enforcement Academy at WSU-Lake Campus. He also graduated with a bachelor's degree in Criminal Justice from BGSU. He did play a year of college football for Bluffton. Tryston replaces an officer who retired. He is a bright young man and we believe will be a great asset for the City of Celina. This brings our sworn personnel to full staff.
  - b. We are short two dispatchers. One moved on several months ago for family issues and another is moving on to pursue another opportunity. We have had trouble finding qualified candidates. The job is currently posted and we are receiving applications.
- 8. Total Police Department Calls for Services, YTD: 7,340

### **Parks and Recreation**

- 1. Baseball and Softball have been battling the rain
- 2. Playoffs start the week of June 20<sup>th</sup>
- 3. The Celina Mid-Summer Classic baseball and softball tournament was this weekend, June 11-12 at Westview Park and Eastview Park (diamonds #3 and #4)
- 4. Registration for soccer and football begins June 10<sup>th</sup>

5. Bryson Pool opened June 4<sup>th</sup>. 10 lifeguards are going through the certification class ending June 10<sup>th</sup>

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Working on equipment
5. Working on ball diamonds for High School and Rec sports
6. Mowing parks

### **Public Works**

1. Work on equipment
2. Handed out notices to residents for start of (Resurfacing Project 2022)
3. Worked on asphalt from waterline repairs, gas, and street repairs
4. Installed sleeves for pickleball nets and dirt work around courts
5. Swept the streets throughout the town
6. Installed catch basins at West Bank Road
7. Dura patched alleys
8. Brush pickup
9. Mow side ditches and properties

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Clean catch basins
4. Hydro excavate for sewer repairs
5. Completed tap locations for residents with sewer issues (locates)
6. Camera south of Logan Street for waterline project

### **Customer Accounts/Meter Readers**

1. Billed 2,027 customer billings
2. Sent out 367 delinquent accounts
3. Shut off 11 customers
4. Sent out refunds and finals
5. Meter readers continue reading routes

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program, 2" head batteries are dying
  - b. Lead service line research & replacement program
    - i. Locating services on the following streets
      1. N. Ash St. & N. Walnut St. (2023 Street Projects)
        - a. Potholed Walnut St., found no lead, but a few galvanized
        - b. N. Ash to be potholed yet

- 2. Echo St. & Sycamore St. (2023 Street Projects)
    - a. Found no lead, but a few galvanized
  - c. Fulton Street Project
    - i. Starting at College heading West, Mid-May 2022
- 2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 05/31/2022 – 23.80 ug/L
    - ii. Raw Water 06/09/2022 – 29.40 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. GLSM State Parks Microcystin testing
  - b. WTP Buildings, Grounds, & Operations:
    - i. Driveway & S. Parking Lot, concrete to be started end of month
    - ii. Foundation painting to be started next week
  - c. WTP Maintenance
    - i. Carbon exchange for 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, reformed and poured
        - b. North Basin walls painted
      - 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. Technology Committee Meetings
    - 1. Scheduled zoom meeting August 16<sup>th</sup>, 2022
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Pool, open for season, as of June 4<sup>th</sup> 2022
    - 1. Slide clear coated

2. N. recycle pump VFD replaced with soft-start unit, in full operation
3. S. water heater repairs completed
4. Girls shower, two heads replaced

### **Wastewater**

1. Knocked down ridges in 4-H driveway with CASE loader
2. Worked on new scroll compressor install project
3. Replaced final sampler pump tube
4. Completed SOUR test on AD#2; transferred to sludge mixing tank
5. Scheduled site visit with Parkson to measure up for new Schreiber equipment
6. Replaced #1 bad vfd with repaired unit in storage (would not power up); contacted Scott Gehle/Electro Controls; Electro Controls sending bad vfd taken out in for repair and picking up repaired vfd that doesn't work to look at in-house
7. Assisted RoviSys with connecting Bruns LS MultiSmart to their laptop
8. Met with Brian Shannon at PWB to discuss progress of the WW fiber loop
9. Worked on new scroll compressor install project
10. Walley Stanec/Parkson rep took field measurements and video of Schreiber equipment being replaced
11. Welded steel feet (exact height needed) to steel pull box cover and installed on wire pull box in front of office by parking area
12. Requested quote from Electro Controls to purchase spare vfds to cover all critical operating equipment
13. Cashed in scrap metal at 3-Sons
14. American Heating & Plumbing added refrigerant to breakroom and office Mitsubishi units
15. Analyzed DMRQA pH analyte and submitted results to Phenova
16. Worked on new Eaton compressor project
17. Transferred calcium nitrate to Walmart and Eaglebrooke lift stations
18. Discovered WWTP generator failed to transfer back to Utility power during exercise, reset utility breaker and operated, will monitor
19. Gathered all liftstation MultiSmart pump settings and set lowest sewer invert to a designated sensor; collected all vfd info for liftstation info file

### **Electric Distribution**

1. Set 8 poles
2. New Services
  - a. Underground 2
3. Street Lights
  - a. Repairs 3
  - b. Replaced 10
4. Underground Locates (OUPS) 128
5. Tree Trimming
  - a. US 127 north and Staeger Road
6. Request or Miscellaneous Jobs
  - a. Replaced bad lift pole on Mud Pike

- b. Hook up permanent service for Grand Lake Eye Care
- 7. Trouble Calls
  - a. 5/21/2022- Fairground Road lightning
  - b. 5/22/2022- Cron Street killed a squirrel
  - c. 5/27/2022- Jill Avenue killed a squirrel
  - d. 5/27/2022- Brown Road killed a goose
- 8. Large Projects
  - a. Directional bore on York Street for overhead to urd project
  - b. Directional bore on Walnut Street and Sugar Street for new street lights
  - c. Set vaults and pour foundations for lights on Walnut Street
  - d. Replace poles on US 127 north for primary reconductor project
  - e. Directional bore in Fairgrounds and set up pole for a new service
  - f. 3 phase line extension on Fleetfoot and Brown Roads

### **Income Tax – May 2022**

	<b>2020 Month-to-date</b>	<b>2021 Month-to-date</b>	<b>2022 Month-to-date</b>	<b>2020 Year-to-date</b>	<b>2021 Year-to-date</b>	<b>2022 Year-to-date</b>	<b>2020 vs 2021 Year change</b>	<b>2022vs 2021 Year percent</b>
<b>Business</b>	44,698.40	105,386.30	85,475.47	381,173.96	549,553.80	356,036.47	-193,517.33	-35.2
<b>Non Resident Bus</b>	11,365.23	54,984.26	13,617.54	42,092.87	92,054.95	32,932.33	-59,122.62	-64.2
<b>Resident</b>	69,931.25	158,770.61	132,152.57	427,077.02	419,931.09	361,570.76	-58,360.33	-13.8
<b>Non-resident</b>	16,309.79	27,383.08	14,009.04	43,930.83	56,118.70	34,033.36	-22,085.34	-39.3
<b>Withholding</b>	342,114.93	418,278.72	458,053.22	1,796,157.85	1,915,563.54	1,978,131.89	62,568.35	3.2
<b>Non Resident W/H</b>	11,080.59	14,164.44	15,859.07	52,516.37	56,781.02	54,614.02	-2,167.00	-3.8
<b>Grand Total</b>	495,500.19	778,967.41	719,166.91	2,742,948.90	3,090,003.10	2,817,318.83	-272,684.27	-8.8

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<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	\$719,166.91
<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>	