

**Administrative Report**  
**May 21, 2021 to June 10, 2021**

**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. Items sold on Gov Deals- see attached list
  - a. The following item numbers did not receive any bids the first time and have been reposted- 134, 136, 140, 154
  - b. Item numbers 156 and 157 are new items posted
  - c. All items posted for Auction will end June 15<sup>th</sup> at 1:00 PM
3. Meeting with pool new hires for completing employment paperwork

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Eaglebrooke Subdivision
2. Zoning Permits:
  - a. 2034 Eaglebrooke Pkwy- new home
  - b. 222 Stella St- fence
  - c. 503 Portland St-shed
  - d. 522 N Cherry St- fence
  - e. 902 Windsor Circle- fence
  - f. 1321 W Market St- addition
  - g. 453 Touvelle St- fence
  - h. Sanitary inspections (1)
3. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. Eaglebrooke lots-grass
  - c. Empty lot on W Livingston (old Celina Standard bldg.) owned by Sandusky Investments
  - d. Grand Lake Rd lot- grass
  - e. 300 Brandon Ave-grass
  - f. 504 Sycamore-grass
  - g. 1037 West Bank Rd- grass
  - h. 316 Elm St- grass
  - i. 611 Cron-grass
  - j. 619 Cron- grass
  - k. 623 Cron-grass
  - l. 315 Zillah- grass
  - m. Seven (7) lots were mowed by city crews on 6-3-2021
4. Planning Commission:
  - a. No meetings currently scheduled. Meeting on May 27, 2021 had the board approve the addition to Thiemann Tailgate.
5. 2021 Construction Update:
  1. 2020 Street Resurfacing Project:

- a. This project is currently in the planning and design stage. Access Engineering Solutions and The City of Celina expect to put this project out for bids sometime in late May or early June with construction beginning sometime after the first of July. This project was postponed due to the covid-19 pandemic.

The City opened bids for this project on Thursday the 13<sup>th</sup> of August with only one bidder, The Shelly Company. Their Bid was \$1,293,479.80 and the engineers estimate was \$1.3 million. The substantial completion date for this project is June 15, 2021.

This project has been awarded to The Shelly Company. The contractor is planning to start this project May 3<sup>rd</sup>. They will begin with the milling of pavement on the 3<sup>rd</sup> and this will be followed by the paving on the 6<sup>th</sup>. We have added a portion of Jill Ave. from Touvelle to Michael and two parking lots to this project, one at the City Building and the other at the lot located at Walnut and Fayette. The contractor began work Monday 5/17/2021 milling the existing pavement on Irmscher Blvd. in preparation for the resurfacing. The resurfacing began on 5/20/2021 in Irmscher Blvd. Several of the street scheduled for resurfacing have been completed and the contractor anticipates being done this coming Monday the 14<sup>th</sup> weather permitting. Street to be completed as of today are; Lilac, the northern portion of Linden, Willow, Hemlock and the parking lot located at Walnut and Fayette. All of these street have the intermediate course of asphalt placed.

City forces are currently removing the concrete parking lot at the City Building and preparing to remove pavement on Jill Ave. The asphalt pavement is complete and City forces are working on the new curbs, walks and drives on the west end of the parking lot.

2. Bryson Park Restroom:

- a. Plans have been prepared and are at present being reviewed before being put out for bids. The plans are complete and it will be put out for bids with a bid opening date of 3/25/2021.

The Engineers Estimate for this project was \$250,000.00. Bids were opened and Bruns Construction Enterprises Inc. dba RCS Construction was the low bidder at \$234,900.00. This project was awarded and the notice to proceed was issued on 4/6/2021. At this time Bruns is scheduled to begin this building mid-July.

3. Celina Community Parks Building:

- a. Plans have been prepared and are at present being reviewed for changes before being put out for bids.

4. 509 W. Fulton Street Demolition:

- a. The City accepted bids for this project on March 11, 2021 with A 1 Land Development was the apparent low bidder at \$73,850.00. This project was awarded to A 1 Land Development and they are scheduled to begin the demolition mid-June.

5. Storage Building:

- a. The city accepted bids for this (Electric Dept.) Storage Building on May 13, 2021 and there were 5 bidders. The Engineers Estimate was \$475,000.00. The apparent low bidder was Acron Builders from Arcanum, Ohio with a bid of \$339,780.00. This building is to be completed by November 15, 2021.

## Fire Department

1. Runs to Date:

- a. Squad- 93; Total- 871

- b. Fire- 32; Total- 160
  - c. Total number of runs for May was- 210
  - d. Primary Squad Runs for other Branches- 9; Total- 45
2. On Tuesday, May 25<sup>th</sup> at 6:18 PM the Marathon station at 303 S. Main Street had a leak in a gas line below the pump island. The pump was struck by a car on April 3<sup>rd</sup>. Odor was present in the city sanitary sewer line in the alley behind the gas station and in the sewer line along Warren Street. Had the odor present inside the buildings at Dairy Cone and Casa Rodriguez. Agencies involved: Mercer County EMA, Ohio EPA, Bureau of Underground Storage Tanks (State Fire Marshal Office). The city departments involved were: Street Department, Wastewater, Safety Service Director, and Celina Police Department.
  3. On Thursday, May 27<sup>th</sup> assisted Montezuma Fire Department with a plane crash near the airport. The plane was partially in the Beaver Creek. Assisted Montezuma Fire Department with placing booms in the water to contain the fuel and the insecticide spill. The FFA allowed the plane to be pulled out of the water due to environmental concerns. The Ohio State Patrol, Ohio Department of Natural Resources, Mercer County EMA, Ohio EPA and the FFA were agencies involved. An environmental company was called in to clean up the wet lands and the Beaver Creek.
  4. On Friday, May 28<sup>th</sup> there was a fire in an exterior wall in a mobile home at 440 Touvelle Street Lot 5. Estimated \$2,000.00 in damage
  5. On Tuesday, May 25<sup>th</sup> had a small garage fire at 528 N. Main Street. The fire was contained to an exterior wall of the garage. Estimated \$1,000.00 in damage.
  6. Attended a Midwest Arson Board meeting on June 3<sup>rd</sup> at Sidney

### **Police Department**

1. Calls for Service- 945
2. Reports Written- 298
3. Arrests- 44
4. Citations- 39
5. Crashes- 26
6. Warnings- 58
7. Reports of Interest:
  - a. On 6/7/2021 officers from the Celina Police Department along with Mercer County Sheriff's Office worked with a HIT (drug interdiction) detail in the City. Nine stops were made with 2 arrests, 2 traffic citations, 1 misdemeanor citation and 5 warnings issued. Methamphetamine was seized during this operation.
8. Total Police Department Calls for Services, YTD: 6,532

### **Parks and Recreation**

1. Running baseball and softball games
2. Preparing for the tournament this weekend
3. Working on Football and Soccer sign ups

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms

3. Clean up after geese
4. Pressure wash shelter houses
5. Mow grass
6. Diamond maintenance for Rec Sports

### **Public Works**

1. Mow side ditches
2. Working on parking lot at Admin. Building
3. Dura Patch alleys
4. Mow blighted properties
5. Repair sewer lines
6. Brush and limb collection
7. Sweep entire city
8. Repair catch basins
9. Spray weeds downtown

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs

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

1. Billed 2,028 customer billings
2. Sent out 260 delinquent billings
3. Shut off 24 customers
4. Put in customer credit and checked the billings
5. Sent out finals/refunds
6. Meter Readers continue reading and outside maintenance

### **Water Treatment Plant**

1. Completed 62 microbiology samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement program
  - c. Concrete replacement at water service lines
  - d. Handing out backflow overdue letters
  - e. Helping at WTP with driveway and parking lot concrete
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 05/25/21 – < 0.3 ug/L
  - b. Raw Water 06/01/21 – 0.4 ug/L
  - c. Raw Water 06/08/21 – 1.2 ug/L
  - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - e. Continued lagoon effluent Microcystin monitoring (NPDES Permit)

- f. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
  - g. Continued Microcystin Analysis for West Beach project (GLSM State Park)
- 4. Bryson Pool Operations
  - a. Pool closed for season
    - i. Pool season under way
      - 1. Pool to be painted at the end of season
      - 2. Leak slowed down, probably rubber pop-off valves in floor
- 5. Water Dept. Training
  - i. Technology Committee Meetings
    - 1. Scheduled zoom meeting August
    - 2. Sludge Handling Sub-Committee, TBA
- 6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump, installed, waiting on VFD
    - i. North pump to be completed in a few months
  - b. WTP Maintenance
    - i. All outside valves to be exercised when WTP is shut down
    - ii. Recarbonation, trenches, & #2 ozone contactor cleaned
    - iii. Carbon exchange for tank #8, scheduled for July 6<sup>th</sup>, 2021
- 7. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. DAF Facility Project, Due for completion August 2021
      - 1. WTP Entry
        - a. Block & brick completed
        - b. Doors and windows have been installed, need caulked
        - c. Electric has been completed
        - d. Stairway pour completed
        - e. Block needs painted to be completed
      - 2. DAF Bldg.
        - a. Block and brick have been completed
        - b. Exterior doors and windows to be completed this week
        - c. DAF trains are online as of June 1<sup>st</sup>, 2021
        - d. Catwalk area handrails being installed, @ 95%
        - e. Plumbing @ 95%
      - 3. Bioreactor facility
        - a. Mixers completed
        - b. Electric @ 90%
        - c. Tanks filled, checked, and have sludge flow
        - d. Roof replacement completed
        - e. Handrail installation continuing, @ 75%

f. North clarifier demo and painting continuing, @ 75%

### **Wastewater**

1. Discovered fiber to wire converter box bad in WWTP office; Mark Alspaugh and Brian Shannon changed out and reprogrammed fiber network
2. Gated and cleaned area around #2 screw pump lower bearing (Sewer Collection removed grit with vactor truck); welded lifting tabs on end of screw pump; picked up hytorque wrench in Toledo to break upper screw flange bolts lose; installed upper support bracket for lower bearing removal
3. Cut concrete in drive to add valve in sludge line
4. Ordered windows and door for Walmart chemical feed shed; picked up vinyl siding and other materials
5. Called in to investigate gal leaking into sanitary sewer from the South Marathon station
6. Scott Gehle made site visit to Fairground LS to confirm #2 vfd bad
7. Performance tested NRP-7525 polymer against Hexagon Hexafloc 128H; Informed Joe Koehler / Hexagon Technologies that we would remain with NRP
8. Received SCADA quote from Adam Barhorst / Electro Controls for all pump stations
9. Emailed Aaron Miesse / VTF punch list for Koester / electrician for Scottys LS
10. Electric Dept switched over to new transformer box at Scotty's LS; VTF notified to complete site cleanup
11. Received new PELSUE personnel winches and QR brackets and installed on tripod for staff training, discovered crushed wire rope on SRL winch; contacted PELSUE to address; informed PELSUE SRL winch built by French Creek Productions and waiting for response
12. Called Brian May/Access Engineering and had him come to Scotty's LS to discuss concern with grade of sewer connecting receiving manhole (old wetwell) and new wetwell and told him to discuss with Jared Ebbing (not sure if it would be future operational problem) for necessary payment contingency??
13. Met with Dalton/Koesters Electric at Scotty's LS to unlock WB locks

### **Electric Distribution**

1. Set 7 poles
2. New Services
  - a. Underground 1
3. Street Lights
  - a. Repairs 2
  - b. Replaced 7
4. Underground Locates (OUPS) 95
5. Traffic Signals
  - a. Replaced pedestrian crossing button Holly and Wayne Street
6. Substations
  - a. Assist Zemar with testing and maintenance on Staeger Substation, Regulators
  - b. Assist Power Services with testing and maintenance Havemann Substation
7. Request or Miscellaneous Jobs
  - a. Remove transformer and service on Celina Mendon Road
  - b. Replace transcloser on Meadowview Drive, hit by snow plow
  - c. Replace bad transformer on Zillah Street

- d. Temporary to permanent service at The Anchor
- 8. Trouble Calls
  - a. 5/21/2021- Replace bad transformer on Rice Road
- 9. Large Projects
  - a. Continue working along State Route 703 on overhead to URD over the highway
  - b. Install conduit and pads for the EV Charging Stations. Project will be delayed because of back order of material.
  - c. Replace 2 bad pad mount transformers. 1 on Hoenie Road and 1 on Meadowview Drive
  - d. Move line back on Brown Road, county bridge project
  - e. Relocate lines on Hayes Road, road widening project
  - f. Replace primary URD and transformer for service upgrade Mercer Road

**Income Tax – May 2021**

	2019 Month-to-date	2020 Month-to-date	2021 Month-to-date	2019 Year-to-date	2020 Year-to-date	2021 Year-to-date	2019 vs 2020 Year change	2021vs 2020 Year percent
<b>Business</b>	252,712.96	44,698.40	105,386.30	371,025.54	381,173.96	549,553.80	168,379.84	44.1
<b>Non Resident Bus</b>	27,001.81	11,365.23	54,984.26	50,651.83	42,092.87	92,054.95	49,962.08	118.6
<b>Resident</b>	167,356.73	69,931.25	158,770.61	522,782.78	427,077.02	419,931.09	-7,145.93	-1.6
<b>Non-resident</b>	17,558.37	16,309.79	27,383.08	48,697.95	43,930.83	56,118.70	12,187.87	27.7
<b>Withholding</b>	351,571.97	342,114.93	418,278.72	1,813,971.43	1,796,157.85	1,915,563.54	119,405.69	6.6
<b>Non Resident W/H</b>	11,996.10	11,080.59	14,164.44	60,470.36	52,516.37	56,781.02	4,264.65	8.1
<b>Grand Total</b>	828,197.94	495,500.19	778,967.41	2,867,599.89	2,742,948.90	3,090,003.10	347,054.20	12.6

	2018	2019	2020	2021
<b>January</b>	\$476,665.83	\$457,302.65	\$458,919.27	\$572,934.33
<b>February</b>	\$400,627.74	\$416,481.74	\$466,258.90	\$395,309.69
<b>March</b>	\$489,686.20	\$509,758.48	\$553,445.37	\$492,151.79
<b>April</b>	\$676,370.43	\$655,859.08	\$768,825.17	\$850,639.88
<b>May</b>	\$805,364.57	\$828,197.94	\$495,500.19	\$778,967.41
<b>June</b>	\$592,217.55	\$754,024.14	\$625,636.75	
<b>July</b>	\$446,556.17	\$434,062.65	\$466,411.86	
<b>August</b>	\$364,374.69	\$393,088.65	\$539,462.46	
<b>September</b>	\$695,848.58	\$647,270.08	\$581,692.39	
<b>October</b>	\$475,426.79	\$489,731.44	\$431,152.95	
<b>November</b>	\$404,081.65	\$410,789.77	\$436,695.93	
<b>December</b>	\$627,345.52	\$580,818.02	\$614,341.53	
<b>Grand Total</b>	<b>\$6,454,565.72</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	

# Gov Deals

Celina, Ohio

2021

ID	Description	Buyer	Buyer's City	Buyer's State	Sold Amount	Gov Deals Fee	Department
121	1997 Centrisys Centrifuge, Model CS14-4	Pat Kelly	Camden	New Jersey	\$10,200.00	\$765.00	WWTP
122	1997 Jones+Atwood Shaftless Screw Conveyor	Pat Kelly	Camden	New Jersey	\$60.00	\$5.00	WWTP
123	Catepillar Broom Attachment	Jeff Vance	Columbus Grove	Ohio	\$1,958.00	\$146.85	Police
124	Marathon Autonomous Targets T-20	Brad Brown	Tanner	Alabama	\$5,000.00	\$375.00	Police
125	Zip Line Tower by Extreme Engineering	Brian Schaper	Ft. Wayne	Indiana	\$20,200.00	\$1,515.00	Police
126	Crown Cement Mixer	Josh Dudenhoeffer	Jefferson City	Missouri	\$1,550.00	\$116.25	Police
127	Crown Mortar Mixer	Josh Dudenhoeffer	Jefferson City	Missouri	\$1,703.00	\$127.72	Police
128	MGPTS Tents	Jeff Yost	Clare	Michigan	\$801.00	\$60.07	Police
129	2009 Ford Police Interceptor (Crown Victoria)	Steve Minter	Birmingham	Alabama	\$2,475.00	\$185.62	Police
130	2002 Chevrolet Venture	Brendan Post	Bronson	Michigan	\$410.00	\$30.75	Police
131	2006 Mazda 5	Doug Bowsman	Lewisburg	Ohio	\$370.00	\$27.75	Police
132	Olympic Bench Press	Benjamin Ford	Celina	Ohio	\$200.00	\$15.00	Police
133	Life Fitness Bicep Curl Machine	Robert Norpoth	Circleville	Ohio	\$340.00	\$25.50	Police
134	Dumbbell Rack						Police
135	Universal Lateral Pull Down	Robert Norpoth	Circleville	Ohio	\$212.00	\$15.90	Police
136	Hammer Strength Power Rack						Police
137	Life Stationary Bicycle	Ariel Cathey	Clinton TWP	Michigan	\$100.00	\$7.50	Police
138	Life Fitness Treadmill	Jared Ball	Defiance	Ohio	\$595.00	\$44.62	
139	Hammer Strength V-Squat Machine	Johnnie Smith	Peoria	Illinois	\$1,250.00	\$93.75	Police

140	Sius Ascor Target System						Police
141	Roman Chair	Ariel Cathey	Clinton TWP	Michigan	\$110.00	\$8.25	Police
142	2011 Ford Police Inceptor Sedan (aka: Crown Vic.)	Greg Norris	Celina	Ohio	\$1,125.00	\$84.37	Police
143	2013 Dodge Charger Police Vehicle	Philip Diller	Celina	Ohio	\$1,825.00	\$136.87	Court
144	Gundos Air Hog and Oiler	Teonna Robbins	Columbus	Ohio	\$985.00	\$73.87	Water Distribution
145	J&M Running Gear	Roger Dawson III	Jamestown	Ohio	\$775.00	\$58.12	Water Distribution
146	Ditchwitch 1995 JT820 Directional Drill Bore Machine	Teonna Robbins	Columbus	Ohio	\$7,800.00	\$585.00	Water Distribution
147	Mueller B-1 Tap Machine	Todd Thomas	Wauseon	Ohio	\$1,913.00	\$143.47	Water Distribution
148	Running Gear	Teonna Robbins	Columbus	Ohio	\$244.00	\$18.30	Water Distribution
149	Crown Cement Mixer	This item was removed from Gov Deals- already sold					Police
150	Bicycles- Lot #1	Abderrahmane Mamadou	Cincinatti	Ohio	\$510.00	\$38.25	Police
151	Bicycles- Lot #2	John Webster	Columbus	Ohio	\$525.00	\$39.37	Police
152	Bicycles- Lot #3	Abderrahmane Mamadou	Cincinatti	Ohio	\$560.00	\$42.00	Police
153	Bicycles- Lot #4	Abderrahmane Mamadou	Cincinatti	Ohio	\$525.00	\$39.37	Police
154	1985 CCC D+Semi-Tractor						Police
155	Husqvarna Concrete Saw	Nick Homan	New Bremen	Ohio	\$20,621.00		Police
156	Hammer Strength ISO- Lateral Decline Press						Police
157	4 Commercial A/C- Heater Units						Police
	<b>TOTAL</b>				<b>\$84,942.00</b>	<b>\$4,824.52</b>	