

Administrative Report

May 19, 2023 to June 8, 2023

Administration

1. Firefighter/Paramedic Exam will be June 10th at 9:00 AM.
2. Accepting applications until June 21, 2023 at 4:00 PM for the Patrolman exam that will be on July 15, 2023 at 9:00 AM.
3. Accepting applications until Thursday, June 15th at 4:00 PM for 1 full-time Meter Reader and 1 full-time Dispatcher.

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. 211 S Main St- seasonal fence
 - b. 910 South St-shed
 - c. 910 Cheshire Cir- fence
 - d. 309 W Fulton St- shed
 - e. 221 E Oak St- fence
 - f. 1811 Samples Ct- fence
 - g. 634 Hoying- fence
 - h. 320 E Anthony St- fence
 - i. 1604 Stratford- shed
 - j. 125 Morton St- res addition
3. Plumbing Permits/Inspections (2)
4. Dumpster Permits (2)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. Parking lot Havemann Rd. (potholes)
 - c. 1910 Havemann Rd (empty lot) grass
 - d. West Bank Rd (Liette) grass
 - e. 538 Touvelle St- grass
 - f. 504 Sycamore St- grass
 - g. 328 Morton St- grass
6. Planning Commission:
 - a. Meeting June 1, 2023 heard case from:
 - b. 1901 Havemann Rd requesting zoning change M-2 to B-3
7. Board of Zoning Appeals:
 - a. Meeting June 8, 2023 scheduled
8. 2023 Construction Updates:
 - 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.**

xii. No Change

b. 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**

c. 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.
- vii. Phase 1 of this project is complete less the line striping (wayne-market). Hohenbrink has started on phase 2 north of wayne. They will begin on storm work and a second crew is planned to start on waterline the week of the 12th. A contractor for the gas company has also moved in to begin long service and mainline replacement.**

d. 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.
- viii. **All underground utilities are in and PAB is working on prepping road and sidewalk for concrete.**

Fire Department

- 1. Responses to Date:
 - a. Squad- 106; Total- 798
 - b. Fire- 15; Total- 147
 - c. Primary squad runs and assist for other branches- 0; Total- 3
- 2. Officers are starting a fire ground command class
- 3. Assisted Parks Dept. with watering City grounds
- 4. Emergency Drivers training was completed for the entire department in May

Police Department

- 1. Calls for Service- 1,095
- 2. Reports Written- 329
- 3. Arrests- 30
- 4. Citations- 27
- 5. Crashes- 18
- 6. Warnings- 100
- 7. Reports of Interest:
 - a. The Celina Police Department has issued its 251st Golf Cart Permit. No major incidents to date. The move to permitting golf carts and multi-use vehicles proves to be overwhelmingly popular.

This week while issuing #251, the gentleman getting the permit said he had just returned to the area from Florida. He had lived in Shelby Co. when growing up and is now returning to the area after retirement. He loves the golf cart permitting as he had one in Florida. He said he chose Celina to live in, stating it is a very nice, friendly town. He said Celina was much improved from what he remembers from years ago, noting that the parks were very nice.

- 8. Total Police Department Calls for Services, YTD: 7,726

Parks and Recreation

- 1. Tennis Camp had 53 slots filled, which is very good
- 2. Bryson Pool opened on 6/1/2023 and attendance has been high. Shannon, Pool Manager, and the assistant managers have the pool running smoothly. Lifeguard numbers should be sufficient with plenty of basket house workers.
- 3. Soccer and Football registration is open with the enrollments being slow so far. Deadline for enrollment is July 10th

Parks Maintenance

- 1. Dump trash from parks
- 2. Clean restrooms

3. Working on equipment
4. Open up restrooms
5. Worked on ball diamonds for Rec games
6. Fixing vandalism in restrooms

Public Works

1. Work on equipment
2. Street repairs on Queensbury Drive
3. Street repairs on Hierholzer Street
4. Worked on pond at Westview Park
5. Brush pickup
6. Finish preparing soil in parks for hydro seeding
7. Mow city properties around town
8. Sweep the streets
9. Installed catch basin on Sycamore Street

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
6. Help with meter reading

Customer Accounts/Meter Readers

1. Billed 2,024 customer billings
2. Sent out 227 delinquent billings
3. Shut off 20 customers
4. Sent out final billings/refunds
5. Meter readers continue reading

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program
 - i. Some ordered meters received
 - b. Fire Hydrant painting to continue next month
 - c. System flushing completed till fall 2023
 - d. Ash Street Project
 - i. Waterline installation completed
 1. One lead / galvanized service line found and replaced
 - e. Walnut Street Project
 - i. Waterline replacement started
 - 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 05/23/2023 – 24.3 ug/L
 - ii. Raw Water 05/31/2023 – 7.6 ug/L
 - iii. Raw Water 06/06/2023 – 13.0 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. Recarb, #2 Ozone, Trenches to be completed June 14th, 2023
 - ii. Carbon exchange for tank #6 completed
 - iii. Carbon Exchange for tank #8 scheduled for 5th, 2023
 - iv. Sand Filter Bldg. Project
 - 1. Air valves and controllers received, Project to start in August 2023
 - 2. HACH Turbidity meters received and installed
 - v. Carbon Dioxide System
 - 1. Compressor equipment received, replacement next week
- 3. Water Dept. Training
 - i. Completed two-day training, four operators (electrical, safety, & disasters)
 - ii. Technology Committee Meetings
 - 1. Completed zoom meeting May 16th, 2023
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Slide & ladder maintenance completed, replacement recommended within 5 years
 - b. Shallow end re-painted
 - c. A few repairs completed on splash pad equipment, additional parts required before next season
 - d. Sand filter sand & gravel replaced
 - e. South pool recycle pump VFD replaced with soft-starter, same as North pump last year
 - f. Girls restroom toilet & faucet replaced
 - g. Pool is in full operation

Wastewater

- 1. Received change set files from Rovisys and uploaded to SCADA software

2. Simulated 4-20 signal on bypass and Martz Micrologix to verify enclosure temp alarms worked
3. Received tanker shipment of calcium nitrate
4. Freed up stuck AMT pump in Admin. basement
5. Dug out and set new sign post in front of office
6. Installed knockout seals in MCCs throughout wwtp where capacitor filters were removed
7. Mounted new WWTP sign on new sign post in front of office
8. Chad Barth / Rovisys made site visit to get Twilio notification system activated
9. Rebuilt carburetor on smoke machine
10. Contacted Jones & Henry to inform that City officials signed Agreement
11. Hauled 3 loads of #2 stone from quarry and put on hill south side of grit/grease channel
12. Rovisys updated WWTP Twilio account information to receive text notifications
13. Scheduled 6/26/23 kickoff meeting with Jones&Henry
14. Contacted Bonded Chemical to inquire if they want to extend calcium nitrate contract one year
15. Attended Stirling Wastewater Services workshop for contact hours Jason / Erik

Electric Distribution

1. Set 10 poles
2. New Services
 - a. Underground 4
3. Service Replacement
 - a. Upgrade Underground 3
 - b. Upgrade Overhead 3
4. Street Lights
 - a. New Installs 1
5. Underground Locates (OUPS) 109
6. Request or Miscellaneous Jobs
 - a. Hold poles for VTF, storm project on west side of town
 - b. New street lights, 100 block and 300 block of North Walnut
7. Trouble Calls
 - a. 6/3/2023- squirrel- Art's Muffler
 - b. 6/3/2023- blown arrester- East Fayette
 - c. 6/3/2023- blown fuse- Zillah Street
8. Large Projects
 - a. Replace leaking transformer at Tri Star
 - b. New service to Chief's supermarket, due to bad bus work
9. EV Charging Stations
 - a. Number of Sessions 5
 - b. Total Length of Sessions 11 hours 32 minutes

Income Tax – 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 | 105,386.30 | 85,475.47 | 294,072.74 | 637,136.70 | 356,036.47 | 549,553.80 | 281,100.23 | 78.95 |
| Non Resident Bus | 54,984.26 | 13,617.54 | 26,332.45 | 52,513.78 | 32,932.33 | 92,054.95 | 19,581.45 | 59.46 |
| Non-Resident | 27,383.08 | 14,009.04 | 35,960.32 | 66,974.12 | 34,033.36 | 56,118.70 | 32,940.76 | 96.79 |
| Resident | 158,770.61 | 132,152.57 | 267,152.79 | 595,424.36 | 361,570.76 | 419,931.09 | 233,853.60 | 64.68 |
| | | | | | | | | |
| Non Resident W/H | 14,164.44 | 15,859.07 | 14,913.83 | 62,807.02 | 54,614.02 | 56,781.02 | 8,193.00 | 15.00 |
| Withholding | 418,278.72 | 458,053.22 | 457,720.98 | 2,211,327.43 | 1,978,131.89 | 1,915,563.54 | 233,195.54 | 11.79 |
| | | | | | | | | |
| Grand Total | 432,443.16 | 473,912.29 | 472,634.81 | 2,274,134.45 | 2,032,745.91 | 1,972,344.56 | 241,388.54 | 11.87 |

| | 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 | \$1,096,153.11 |
| 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 | |