

Administrative Report
June 25, 2021 to July 8, 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 \$220.00 now until August 1st then they will be \$110.00 until November 1st.
2. 2nd Quarter Payroll balancing and filings

Engineering Department

1. 2021 Construction Update:
 - a. 2020 Street Resurfacing Project
 - i. 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 13th 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 3rd. They will begin with the milling of pavement on the 3rd and this will be followed by the paving on the 6th. 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 14th 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. This project has been completed.

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. This work is completed as well.

- b. Bryson Park Restroom
 - i. 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. No Change.
- c. Celina Community Parks Building
 - i. Plans have been prepared and are at present being reviewed for changes before being put out for bids. No Change.
- d. 509 W. Fulton Street Demolition
 - i. 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. Not Started to Date.
- e. Storage Building
 - i. 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. No Change.

Fire Department

1. Runs to Date:
 - a. Squad- 83; Total- 1,037
 - b. Fire- 17; Total- 192
 - c. Primary Squad Runs for other Branches- 6; Total- 53
2. Dive training was held on July 7th at a pond outside St. Marys. We assisted St. Marys Township Fire Department with dry hydrant repair.
3. Auxiliary training was held on June 14th & June 23rd
4. Will be doing an inspection and will be present for the Lake Festival fireworks on Friday, July 23rd. We will have the boat on the water to assist with the fireworks.
5. Over the July 4th Holiday weekend, we responded to 4 overdoses. 9 doses of Narcan was administered.
6. On Tuesday, July 6th at 12:32 AM we assisted Montezuma Fire Department with a camper fire that spread to other campers at Kozy Campgrounds. Three campers were destroyed and the three additional campers were damaged.
7. Sprayed water at Westview Park for the kids who attended the Soccer Camp on Friday, July 2nd.
8. Hired 2 new fulltime Firefighters- Trevor Koch and Cory Agler. The department is back to full staff.

Parks and Recreation

1. Working on Soccer and Football applications and equipment
2. Planning a Pool Party

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
7. Mulch trees and landscaping
8. Turf maintenance on Montgomery Field
9. Bathroom repairs in Parks
10. Soccer Camp at Westview Park

Public Works

1. Mow side ditches
2. Poured concrete sidewalks with ADA ramps on S. Brandon and Irmscher
3. Repair sewer lines
4. Patch streets: Walnut, Brandon, Myers Road, Warren, W. Anthony, and alley by Main Street Parking Lot
5. Mow blighted properties
6. Set up for Taste of Celina
7. Brush Pickup
8. Sweep the town

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs
4. Test holes on Johnson Avenue for Access Engineer

Customer Accounts/Meter Readers

1. Billed 2,687 customer billings
2. Sent out 252 delinquent billings
3. Sent out final billings and refunds
4. Started billing the first cycle with the - .0025 EAA
5. Information requested by State Auditor

Water Treatment Plant

1. Completed 58 microbiology samples
2. Water Distribution
 - a. Water meter replacement program
 - b. Lead service line research & replacement program

- c. Concrete replacement at water service lines & street patches
 - d. Helping at WTP with driveway and parking lot concrete
- 3. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 06/29/21 – 2.2 ug/L
 - b. Raw Water 07/06/21 – 3.8 ug/L
 - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - d. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - e. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
 - f. Continued Microcystin Analysis for West Beach project (GLSM State Park)
- 4. Bryson Pool Operations
 - a. Pool closed for season
 - i. Pool season continues
 - 1. Pool to be painted at the end of season
- 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. Carbon exchange for tank #8, scheduled for July 6th, 2021, completed
 - iii. Carbon exchange for tank #1, scheduled for August 3rd, 2021
 - iv. Started WTP Bldg. exterior cleaning, prep for foundation painting, paint on order
 - v. Parking lot concrete project continuing
- 7. WTP Capital Projects
 - a. 1974 Clarifier Replacement Project
 - i. DAF Facility Project, Due for completion August 2021
 - 1. WTP Entry
 - a. Doors and windows have been installed & caulked
 - b. Block needs painting continues
 - 2. DAF Bldg.
 - a. DAF trains are online as of June 1st, 2021
 - b. Plumbing @ 95%
 - 3. Bioreactor facility
 - a. Handrail installation continuing, @ 95%
 - b. North clarifier demo and painting continuing, @ 95%

Wastewater

1. Replaced Recplex MultiSmart display with new unit; removed bad unit at Kessler to send in for repair
2. Plumbed new influent sample pump discharge piping
3. Turned oxidation ditch aerators on HIGH due to high ammonia test results (likely due to gasoline spill (2,000 gallons from April 3 – May 25)
4. Purchased more materials for Walmart chemical feed shed; worked on constructing shed
5. Ordered AMT pump parts to replace two pumps (old centrifuge feed pump and north WML pump)
6. Submitted sodium aluminate quote to SSD for Board of Control decision/approval (no bids received this year?) for 1-year contract since under \$25,000/year threshold; Tina going to email others on bid list to see if they want to quote
7. Replaced contacts in #3 (East) screw pump contactor to see if “bounce/chatter” at startup would cease (did not make a difference); contacted Scott Gehle/Electro Controls to schedule appointment to come to wwtp to discuss contactor issue and to discuss replacing contactor with 60 HP vfd obtained from WTP, and vfd mounting options
8. Scott Gehle – Electro Controls look at screw pump contactor bounce-discuss repair options-will provide quote to correct. Also looked at proposed connection and termination quotation for future aerobic digester blower
9. Relocated and supported water lines to north screw press and replumbed polymer system to allow the use of portable pail for polymer delivery
10. Serviced generator at RecPlex lift station

Electric Distribution

1. Set 16 poles
2. New Services
 - a. Overhead 1
3. Street Lights
 - a. Repairs 6
 - b. Replaced 1
4. Underground Locates (OUPS) 44
5. Traffic Signals
 - a. Replace traffic call conductor at Lilac and Myers Road
6. Request or Miscellaneous Jobs
 - a. Set lift pole on Stose Road for new service
 - b. Set and check electric panels at Bryson Park- Lakeshore
 - c. Replace vault on Bruns Avenue- hit by contractor
 - d. Replace service drop on E. Fulton Street
7. Trouble Calls
 - a. 6/25/2021- Overhead struck on Summit Street- knocked power off to city dump and radio tower
 - b. 6/26/2021- Limb hanging on line from wind
 - c. 7/7/2021- Mud Pike- tree limb knocked down house service drop
8. Large Projects
 - a. Shut down CAPT B Feeder for maintenance and repair

- b. Work on overhead to URD project on State Route 703
- c. Work on Eaglebrooke subdivision extension
- d. Work on pole relocate on Hayes Road- Township road widening project
- e. Work on pole line relocate Hesse Road- Township road widening project

Income Tax – June 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
Business	224,301.72	193,940.22	297,236.77	595,327.26	575,114.18	846,790.57	271,676.39	47.2
Non Resident Bus	12,429.80	4,215.10	15,538.25	63,081.63	46,307.97	107,593.20	61,285.23	132.3
Resident	90,429.68	62,349.99	132,771.76	613,212.46	489,427.01	552,702.85	63,275.84	12.9
Non-resident	13,492.74	7,106.39	19,708.85	62,190.69	51,037.22	75,827.55	24,790.33	48.5
Withholding	403,817.26	349,615.36	326,870.96	2,217,788.69	2,145,773.21	2,242,434.50	96,661.29	4.5
Non Resident W/H	9,552.94	8,409.69	5,816.67	70,023.30	60,926.06	62,597.69	1,671.63	2.7
Grand Total	754,024.14	625,636.75	797,943.26	3,621,624.03	3,368,585.65	3,887,946.36	519,360.71	15.4

	2018	2019	2020	2021
January	\$476,665.83	\$457,302.65	\$458,919.27	\$572,934.33
February	\$400,627.74	\$416,481.74	\$466,258.90	\$395,309.69
March	\$489,686.20	\$509,758.48	\$553,445.37	\$492,151.79
April	\$676,370.43	\$655,859.08	\$768,825.17	\$850,639.88
May	\$805,364.57	\$828,197.94	\$495,500.19	\$778,967.41
June	\$592,217.55	\$754,024.14	\$625,636.75	\$797,943.26
July	\$446,556.17	\$434,062.65	\$466,411.86	
August	\$364,374.69	\$393,088.65	\$539,462.46	
September	\$695,848.58	\$647,270.08	\$581,692.39	
October	\$475,426.79	\$489,731.44	\$431,152.95	
November	\$404,081.65	\$410,789.77	\$436,695.93	
December	\$627,345.52	\$580,818.02	\$614,341.53	
Grand Total	\$6,454,565.72	\$6,577,384.64	\$6,438,342.77	