

Administrative Report

June 24, 2022 to July 21, 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.
 - a. July 1st – July 31st dock rental fees are \$220.00
 - b. August 1st – November 1st dock rental fees are \$110.00

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. 123 Summit St.-shed
 - b. 500 W Logan St-sign
 - c. 2328 E Wayne St-pool
 - d. 201 E Fayette St- fence
 - e. 1140 Jefferson Ave- fence
3. Plumbing Permits/Inspections (0)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 648 N Walnut St-grass
 - c. 649 N Walnut St-grass
 - d. 1106 Kensington-grass
 - e. 320 Morton-grass
 - f. 530 Morton-grass
 - g. 130 Enterprise-grass
 - h. 538 Touvelle St-grass
 - i. 642 W Anthony St-grass
 - j. 301 E Market St-grass
 - k. Portland St lot- (Piper property)- police delivery of letter
5. Planning Commission:
 - a. Meeting conducted on July 14 heard two cases on Irmscher Blvd
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 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.
- x. **Phase 2 of this project is underway with Hohenbrink working on Storm and Waterline East of Buckeye Street. Due to some conflicts with gas service lines, Dominion has now contracted out some mainline replacement in this section. Weather depending, Both the**

Gas Company and Hohenbrink are scheduled to have most work done by the end of August for phase 2.

- c. 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.
 - vii. **This project is now complete.**
- d. 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.
 - viii. **This project is now complete.**

Fire Department

- 1. Runs to Date:
 - a. Squad- 237; Total for the Year- 1,069
 - b. Fire- 40; Total for the Year- 188
 - c. Primary Squad Runs & Assist for other branches- 2; Total for the Year- 39

2. Assisted Montezuma Fire Department with multi dwelling fire at 5330 Lake Drive on July 9th
3. Responded to 222 Elm for a house fire with approximately \$10,000.00 damage on July 19th
4. We will begin a 30- hour Paramedic Refresher at the Fire Department starting July 25th
5. Celina Lake Festival Activities that we will participate in:
 - a. Conduct the fireworks inspection and Rescue 1 will be on the lake during the fireworks
 - b. Provide an ambulance for the 5K run
 - c. Provide fire apparatus for the Touch a Truck on Sunday

Police Department

1. Calls for Service- 1,376
2. Reports Written- 400
3. Arrests- 66
4. Citations- 53
5. Crashes- 31
6. Warnings- 112
7. Reports of Interest:
 - a. Traffic crashes have been the theme over the past couple of weeks. On 7/11/2022 we had a rather dynamic crash on S. Main Street near the lighthouse. A man was driving southbound and we believe he had a medical episode which caused him to accelerate rapidly from the south edge of downtown. He crashed into the concrete barrier at the lake and went airborne The car barrel rolled through the air, taking out two flag poles and a light pole. His car then went head on into a pickup truck. Both vehicles were totaled. The driver of the car did pass away at the hospital. We are awaiting a coroner's report to determine the cause of death.
 - b. On 7/15/2022 a semi-tractor trailer with a load of coiled steel drove off the roadway on the curve, westbound on SR29 west of Staeger Road. The semi was a total loss and the driver was taken by Life Flight from the scene. It is believed the driver did not take his required rest break and may have fallen asleep.
 - c. On 7/15/2022 a second crash involving a semi and three passenger vehicles occurred on SR29 at Staeger Road. Heavy congestion due to a State road construction project was a contributing factor. A pickup truck failed to yield trying to cross SR29 in heavy traffic. Heavy damage to vehicles, no serious injuries reported.
8. Total Police Department Calls for Services, YTD: 9,387

Parks and Recreation

1. The deadline to register for Rec Soccer and Football is July 24th
2. Football practices will start July 25th and Soccer practices will start the first week of August
3. Attendance at the Bryson Pool seems to be higher this year than last year
4. The Rec Pool Party on July 19th was well attended

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
7. Lake Festival

Public Works

1. Work on equipment
2. Brush pickup
3. Taste of Celina
4. Lake Festival
5. Grind the paint off the crosswalks
6. Asphalt patches
7. Drive with parking area at Bryson park
8. Swept streets throughout the City
9. Poured and finished concrete sidewalk at Bryson Park
10. Dura patched alleys
11. 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
7. Fix suck holes

Customer Accounts/Meter Readers

1. Billed 2,040 customer billings
2. Sent out 541 delinquent bills
3. Shut off 24 customers
4. Sent out finals/refunds
5. Meter readers continue to read 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. Water line from College to Buckeye completed. Connecting residents to new main started.
- 2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 07/06/2022 – 12.40 ug/L
 - ii. Raw Water 07/13/2022 – 7.40 ug/L
 - iii. Raw Water 07/20/2022 – 6.20 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)
 - vii. GLSM State Parks Microcystin testing
 - b. WTP Buildings, Grounds, & Operations:
 - i. Driveway & S. Parking Lot, concrete continued
 - ii. Foundation concrete repairs & painting continued
 - c. WTP Maintenance
 - i. Carbon exchange for tank #1 scheduled for first week of August
 - ii. #1 Sodium Hypochlorite pump replaced
 - iii. 1952 Settling Basins, OEPA Sanitary Survey hit, repair crumbling concrete
 - 1. N. Settling Basin
 - a. North Basin walls painted
 - 2. S. Settling Basin
 - a. Flaking at grating patch completed
 - 3. Sand Filter inlet trench
 - a. Exterior wall flaking to be patched
 - 4. Recarbonation Basin
 - a. Exterior wall flaking patch completed
 - b. Wall sealed and painted
 - c. Top of wall into #2 Ozone Contactor to be removed & patched
 - iv. WTP valves exercised for the year
 - v. GAC transfer pump #4 repair, will need pulled and inspected possible major repair
- 3. Water Dept. Training
 - i. Technology Committee Meetings
 - 1. Scheduled zoom meeting August 16th, 2022

2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
 - a. Pool, open for season, as of June 4th 2022
 1. Slide clear coat is peeling, sand and re-coat for next year
 2. Pool house lighting repaired

Wastewater

1. Took measurements of Schreiber grit classifier to confirm with Parkson field measurement before production
2. Worked on Verti-mix piping system for East mixing tank; removed two Aqua-Aerobics counter weights from East sludge storage tank and secured Vertimix air piping to wall; removed remaining two counter weights, mixer (with help of Electric Dept), and staged piping layout; continued on piping
3. Received and installed name tags on #5 blower/MCC and aerator MCC
4. Drafted No Feasible Alternatives Analysis and Schedule to Bypassing letter to submit with NPDES Permit Renewal application
5. Worked on CMOM Audit to submit with NPDES Permit Renewal application
6. Discussed concerns of 1-year chemical bids with SSD (may need to rebid quarterly)
7. Worked on Vortimix project
8. Discovered permanent fault on Eaglebrooke LS MultiSmart display; removed and replaced with spare unit
9. OEPA-NWDO reps inspected sludge bunkers
10. Took pictures of completed Vertimix install for Larry Bell and wwtp file
11. Performance tested NRP-7525 polymer; Aqua Kinetics polymers
12. Mercer Landmark delivered diesel fuel
13. Contacted Velodyne to confirm Seepex polymer pump packing rings
14. Revised Sanitary Maintenance Log and set to Wes
15. Worked on CMOM Audit
16. Worked on NPDES Permit Renewal application
17. Worked on NPDES Permit Renewal application; submitted to OEPA
18. Completed SOUR test on AD#1; transferred to East sludge mixing tank for new Vertimix startup; transferred to West mixing tank; hosed down East tank
19. Met with Brian Shannon to mark path of WW fiber loop on Rovisys drawing and emailed revised drawing to Rovisys
20. Drafted RFQ for engineering firms (comprehensive analysis of all feasible alternatives necessary to eliminate bypasses at wwtp and overflows in sanitary system), emailed SSD and Mayor copy of draft for approval
21. Larry Bell/Chemical Instruments completed startup on East Vertimix system
22. Removed unneeded internal disconnect from raw alarm panel and wired direct; switched breakers for high/low level to see if fixes phantom alarm

Income Tax – June 2022

| | 2020 Month-to-date | 2021 Month-to-date | 2022 Month-to-date | 2020 Year-to-date | 2021 Year-to-date | 2022 Year-to-date | 2020 vs 2021 Year change | 2022vs 2021 Year percent |
|-------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|-----------------------------|-----------------------------------|
| Business | 193,940.22 | 297,236.77 | 255,648.70 | 575,114.18 | 846,790.57 | 611,685.17 | -235,105.40 | -27.7 |
| Non Resident Bus | 4,215.10 | 15,538.25 | 12,061.54 | 46,307.97 | 107,593.20 | 44,993.87 | -62,599.33 | -58.1 |
| Resident | 62,349.99 | 132,771.76 | 41,811.99 | 489,427.01 | 552,702.85 | 403,382.75 | -149,320.10 | -27.0 |
| Non-resident | 7,106.39 | 19,708.85 | 5,877.94 | 51,037.22 | 75,827.55 | 39,911.30 | -35,916.25 | -47.3 |
| | | | | | | | | |
| Withholding | 349,615.36 | 326,870.96 | 330,977.69 | 2,145,773.21 | 2,242,434.50 | 2,309,109.58 | 66,675.08 | 2.9 |
| Non Resident W/H | 8,409.69 | 5,816.67 | 7,512.31 | 60,926.06 | 62,597.69 | 62,126.33 | -471.36 | -0.7 |
| | | | | | | | | |
| Grand Total | 625,636.75 | 797,943.26 | 653,890.17 | 3,368,585.65 | 3,887,946.36 | 3,471,209.00 | -416,737.36 | -10.7 |

| | 2019 | 2020 | 2021 | 2022 |
|--------------------|-----------------------|-----------------------|-----------------------|--------------|
| | | | | |
| January | \$457,302.65 | \$458,919.27 | \$572,934.33 | \$478,116.36 |
| February | \$416,481.74 | \$466,258.90 | \$395,309.69 | \$473,587.98 |
| March | \$509,758.48 | \$553,445.37 | \$492,151.79 | \$448,002.22 |
| April | \$655,859.08 | \$768,825.17 | \$850,639.88 | \$698,445.36 |
| May | \$828,197.94 | \$495,500.19 | \$778,967.41 | \$719,166.91 |
| June | \$754,024.14 | \$625,636.75 | \$797,943.26 | \$653,890.17 |
| July | \$434,062.65 | \$466,411.86 | \$520,341.61 | |
| August | \$393,088.65 | \$539,462.46 | \$472,333.24 | |
| September | \$647,270.08 | \$581,692.39 | \$707,295.13 | |
| October | \$489,731.44 | \$431,152.95 | \$489,278.54 | |
| November | \$410,789.77 | \$436,695.93 | \$475,970.73 | |
| December | \$580,818.02 | \$614,341.53 | \$546,619.75 | |
| Grand Total | \$6,577,384.64 | \$6,438,342.77 | \$7,099,785.36 | |