

Administrative Report

July 21, 2023 to August 10, 2023

Administration

1. Accepting applications until August 15, 2023 at 4:00 PM for the Patrolman exam that will be on September 6, 2023 at 5:00 PM.
2. Accepting applications until September 1, 2023 at 4:00 PM for the Firefighter/Paramedic exam that will be on September 27, 2023 at 5:00 PM.

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. 319 E Fayette St-fence
 - b. 637 Willow St-pool
 - c. 1246 Brittany Dr.-new house
 - d. 7274 SR 197-pool
 - e. 308 S Ash St- non res addition
 - f. 629 W Wayne St-garage
 - g. 918 Chestnut St- res addition
3. Plumbing Permits/Inspections (3)
4. Dumpster Permits (2)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 604 N Sugar St-grass
 - c. Eaglebrooke Cir- empty lots-grass
 - d. 1005 Rosewood Dr.- grass
 - e. 328 Morton St- grass
 - f. 214 Summit St-grass-city mowed
6. Planning Commission:
 - a. Meeting pending
7. Board of Zoning Appeals:
 - a. Meeting scheduled for August 10, 2023 for Boardwalk signage
8. 2023 Construction Update:
 - 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. Echo Street services are near completion and Shinn Brothers is moving to the west on Sycamore for main line install. We are on the schedule for Buehler Asphalt to come on July 6th and 7th to lay asphalt in the trenches.
- xi. Shinn Brothers has completed Sycamore and Portland water main line install. They will soon be on Sunset and Grand. Asphalt for Echo Street trench repair is now scheduled for July 10th and 11th.
- xii. Shinn Brothers is currently working on South street, once completed, all water main for this project will be complete. They will then come back and begin water services and complete main line tie ins.
- xiii. Progress continues as Shinn's 2 crews work to install water services on all roads west of Echo.**
- 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.
 - viii. Waterline main progress continues to the north. All of the storm main and laterals is done between Wayne and Blake. Contractor continues despite being slowed by the gas company.
 - ix. Water mainline is installed. Hohenbrink has pulled off the job for 1-2 weeks due to conflict with the gas company. As soon as gas has relocated their main they will move back onto the jobsite.
 - x. Hohenbrink is back on site and working on storm sewer laterals. They will begin working on sidewalk removals next week before bringing road to grade. The contractor is working diligently on what they can, despite the delay on shipment for all brass water service parts.**
- 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.
- ix. All curb is complete as of 6-22. Approaches will begin to be poured Monday the 26th. Homeowners have all been notified they need to give concrete 7 days to cure before we will allow them to drive on approach. PAB plans to complete dirt work before paving in the next 4-6 weeks.
- x. Sidewalk and Drive approaches continue to be poured. As of today, all drive approaches on the East side are installed. PAB will continue to work on West side approaches and sidewalk in the next week. We have no update on when asphalt will be laid.
- xi. All concrete is complete as of 7-18. PAB has begun dirt work and hydro seeding to finish up their end of things this week. They will begin grading the road in prep for asphalt soon, with the paving date set to be July 31st.
- xii. Ash Street is near completion. Pavement and Mr. Manhole has been completed, with the line striping scheduled for August 11th.**
- e. Lake Shore Basketball Court
 - i. Fenson Contracting was the apparent low bidder for this project at \$123,640. Starting the week of July 10th, topsoil was excavated and stone was brought in to grade. The basketball court was formed up and poured on July 14th. The handicap area and sidewalk is set to be poured on July 21st, and dirt work will be finished up the week of the 24th. Painters and line striping is scheduled to be done August 28th.
 - ii. No change**

Fire Department

- 1. Responses to Date:
 - a. Squad- 133; Total- 1,156
 - b. Fire- 22; Total- 207
 - c. Primary squad runs & assist for other branches-0; Total- 5
- 2. Megan Tolson started as full-time firefighter/EMT August 1st
- 3. Structure fire at 536 E. Anthony Street on July 22nd

4. Structure fire at 3559 Stet Route 29 on July 26th

Police Department

1. Calls for Service- 1,751
2. Reports Written- 550
3. Arrests- 50
4. Citations- 63
5. Crashes- 15
6. Warnings- 150
7. Reports of Interest:
 - a. On July 17th at about 2:17 PM Celina Officers spotted a 22-year-old man from Mendon known to have warrants from Mercer Co. Sheriff's Office for domestic violence. A Celina patrolman and a deputy approached the man at Eastown Shell on Grand Lake Rd. The man ran and was apparently tackled by employees at Coil Processing Repair. He was able to get up and run. He was apprehended a short distance later by the Celina Officer.
 - b. Two Officers, Patrolmen Cowan and Myers, resigned from the Celina P.D. to take jobs with another agency. We wish them well.
8. Total Police Department Calls for Services, YTD: 10,821

Parks and Recreation

1. Football practices started 3 weeks ago
2. Football weigh-ins and scrimmages are on August 19th
3. First regular season football game begins August 26th
4. Soccer practices started on August 3rd
5. Soccer games will begin on August 24th
6. As of now referee numbers for soccer games look good

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Paint soccer and football fields
5. Mulch around trees in the parks
6. Spray weeds
7. Mow and edge the parks

Public Works

1. Work on equipment
2. Pond at Westview Park
3. Mulch playgrounds
4. Swing set at Eastview Park
5. Brush Pickup
6. Mow properties around town
7. Sweep the streets
8. Installed Disc Golf Course at Eastview Park

9. Dirt work and seeding around town
10. Lake Festival
11. Asphalt patch work around town
12. Dura patch alleys
13. Trim trees around town

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. Smoke testing
6. Root treatment
7. Camera utilities for next year's projects

Customer Accounts/Meter Readers

1. Billed 2,042 customer billings
2. Shut off 27 customers
3. Sent out 280 delinquent notices
4. Sent out refunds/finals
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program
 - i. Some ordered meters received
 - b. Fire Hydrant painting to continue
 - c. System flushing completed till fall 2023
 - d. Walnut Street Project
 - i. Waterline installed, service work once fittings arrive
 - e. South-West Waterline Project
 1. Echo St. – completed
 2. Sycamore St. – completed
 3. Portland St. – completed
 4. Sunset / Grand Ave – Main line completed, services @ 50%
 5. Plum St. – Main line completed, services @ 0%
 6. South St. – Main line completed, services @ 0%
 - f. Lead service line research & replacement program
 - i. 9 customer services on Echo for City to replace
 1. Contacting customers to coordinate and schedule with plumber
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 07/25/2023 – 36.4 ug/L

- ii. Raw Water 08/01/2023 – 29.3 ug/L
- iii. Raw Water 08/08/2023 – 39.7 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. Start of seasonal Microcystin testing of State monitored beaches on the lake.
- b. WTP Buildings, Grounds, & Operations:
 - i. Spring maintenance program completed
 - ii. Carbon Exchange for tank #1 – completed
 - iii. Carbon Exchange for tank #3 scheduled for first week of October 2023
 - iv. WTP fence painting continuing
 - v. Sand Filter Bldg. Project
 - 1. Sand Filter #1
 - a. Glass block removed
 - b. Sand removed
 - c. Walls painted
 - d. Backwash trough support rods replaced
 - e. Sand replacement scheduled for next week
 - f. Window opening to be framed, sheeted, sided, and sealed
 - 2. Sand Filter #2
 - a. Glass block removed
 - 3. Sand Filter #3
 - 4. Sand Filter #4
 - 5. HACH Turbidity meters received and installed
 - vi. Carbon Dioxide System
 - 1. Compressor equipment received, replacement in August 2023
- 3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for October 19th, 2023
 - 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. Pool in full operation, August 20th is the last day for the 2023 season

Wastewater

- 1. Seastars Café LLC completed FSE Survey and sent menu; issued FSE Grease Interceptor Waiver

2. Mowed
3. Submitted June Exceedance Notifications to OEPA thru STREAMS
4. Collected three additional effluent composite samples to have Bojhun test for ammonia – running ditch aerators at 50 HZ to see performance
5. Worked Kingswood and Myers Rd lift station valves
6. Worked Fairgrounds, Bruns, and Kessler lift station valves
7. Kerry Beamer and Bryce Schmidt placed door hangers in area of smoke testing
8. Added stone in areas of need at WWTP and the Bruns/Kingswood lift stations
9. Hosed effluent channel of WML thickening tanks to keep all flow contained due to algae buildup; anchored treated board on channel wall to prevent water from flowing out of channel
10. Replaced faded UV Caution signs with new
11. Worked valves at Eaglebrooke and Walmart; at Scottys, Havemann, and 4-H; at Myers Rd and 4-H; at Martz and Rec-Plex; in WWTP admin. building basement
12. Public Works used 6” Godwin pump to start pumping out Westview pond
13. Calibrated gas meters

Electric Distribution

1. Set 7 poles
2. New Services
 - a. Underground 4
 - b. Overhead 1
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 2
4. Street Lights
 - a. Repairs 7
 - b. Replaced 7
5. Underground Locates (OUPS) 174
6. Traffic Signals
 - a. Replace green light at Touvelle and Summit 8/4/2023
7. Request or Miscellaneous Jobs
 - a. Lake Festival panels
8. Trouble Calls
 - a. 7/26/2023- replace pole, Celina Mendon, accident
 - b. 7/28/2023- phases burnt down, Celina Mendon
 - c. 7/29/2023- multiple outages, storm
 - d. 8/4/2023- limbs on lines, Sycamore Street
 - e. 8/8/2023- replace service drop, 227 Godfrey
9. Large Projects
 - a. Casey’s new service
 - b. Celina Tent pole relocate
 - c. Pole replacement- Erastus Durbin
10. EV Charging Stations
 - a. Number of Sessions- 19

b. Total Length of Sessions- 41 hours 8 minutes

Income Tax – July 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	26,190.07	122,562.89	1,587.88	808,052.73	734,248.06	872,980.64	73,804.67	10.05
Non Resident Bus	2,924.44	20,374.94	3,916.34	93,453.53	65,368.81	110,517.64	28,084.72	42.96
Non-Resident	9,756.30	31,791.91	1,601.00	90,352.33	71,703.21	85,583.85	18,649.12	26.01
Resident	110,351.82	94,349.21	15,659.73	749,420.77	497,731.96	663,054.67	251,688.81	50.57
Non Resident W/H	13,363.33	14,012.52	26,167.62	103,631.57	76,138.85	75,961.02	27,492.72	36.11
Withholding	357,755.65	450,219.86	479,984.93	3,080,137.46	2,759,329.44	2,600,190.15	320,808.02	11.63
Grand Total	520,341.61	733,311.33	528,827.50	4,925,048.39	4,204,520.33	4,408,287.97	720,528.06	17.14

	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	\$770,037.48
July	\$466,411.86	\$520,341.61	\$733,311.33	\$528,827.50
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	