

**Administrative Report**  
**August 19, 2022 to September 8, 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. August 1<sup>st</sup> –November 1<sup>st</sup> 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//Fulton St. project//Johnson Ave. project
2. Zoning Permits:
  - a. 1516 Mary Ln-shed
  - b. 650 E Livingston St- new house
  - c. W Logan St- school bldg.
  - d. 304 W Warren St- fence
  - e. 1002 Willow St- fence
  - f. 201 E Anthony St- fence
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
5. Removal of signs in right-of-way
  - a. 649 N Walnut St-grass
  - b. 805 Echo St-grass
  - c. 522 N Mill St-bushes trim
  - d. 920 Brandon St-grass, weeds
  - e. 1018 Willow St- grass
  - f. 313 E Forest St- grass, trash
  - g. Court St-grass, junk
  - h. Portland St- weeds, buildings
6. Planning Commission:
  - a. Meeting scheduled for September 22 for lot dedication/split on Braun Avenue. Replot on 1640 Industrial Ave gaining 25' of property. Also, Celina City Schools PK-6 building project.
7. Board of Zoning Appeals:
  - a. Meeting scheduled for September 22 for an appeal to put up a digital led sign at 565 E. Market St. (replacing old sign)
8. 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.
- vi. **Delivery of the structure is planned to take place on September 27th. Our public works is to demolish the old structure the week prior to.**

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.
- xi. Water service installs are complete. Hohenbrink continues to work around the gas company to get as much done as they can. They have a few hundred feet of storm line and one water main connection to make before being able to cut the road and prepare for curb. The gas company is still on track to be done with their mainline and services by the end of August before moving into phase 3 where they will continue with updates to their system.
- xii. Hohenbrink continues to make progress with curb being scheduled for Friday, August 19th. After curb is in they will work on all drive approaches and sidewalks within the next week, and begin phase 3 the week of August 29th.
- xiii. Phase 3 is underway. Waterline from main to buckeye has been installed and Hohenbrink is currently working on storm sewer. Water service lines are to be installed the week of the 12th.**
- xiv. Phase 2 concrete is complete and we have The Shelly Company scheduled to lay asphalt on September 19th.**
- c. Johnson Avenue Reconstruction
  - i. Tom's Construction was the apparent low bidder for this project at \$1,062,900.00. They started this project on Monday, August 15th at the intersection of Holly Street. They will continue to move west block by block, removing asphalt and stone and placing underdrain.
  - ii. All underdrain and removals are complete. Johnson Avenue is stoned in and the contractor is currently working on spot curb repair. Buehler's is scheduled to lay asphalt on September 19th beginning on the east end (Holly St.).**

### **Fire Department**

- 1. Runs to Date:
  - a. Squad- 106; Total- 1,211
  - b. Fire- 13; Total- 229
  - c. Primary Squad Runs & Assist for other branches- 1; Total- 47
- 2. Provided a squad for the Varsity Football game on September 2<sup>nd</sup> and will provide one on September 23<sup>rd</sup>
- 3. August 22<sup>nd</sup> at 9:16 PM- house fire at 516 Hierholzer Street with no injuries. Estimated loss- \$90,000.00. Cause- under investigation
- 4. Pediatric Life Support Certification refresher class will be held on September 13<sup>th</sup>. Instructor are from Dayton Children's Hospital.
- 5. Auxiliary Training was held on September 7<sup>th</sup> and will be held on September 21<sup>st</sup>

## **Police Department**

1. Calls for Service- 1,040
  2. Reports Written- 316
  3. Arrests- 29
  4. Citations- 38
  5. Crashes- 12
  6. Warnings- 94
  7. Reports of Interest:
    - a. In the early morning of September 5<sup>th</sup> Celina Officers were dispatched to Coldwater Hospital E.R. on a report of a stabbing victim from Celina. Through the subsequent investigation it was found that two 14-year-old Celina boys had been arguing over snap chat and decided to meet for a fight. The two met in the area of Mackinaw and Hoying Street and engaged in a fight. One boy stabbed the other four times in the torso. Injuries are not life threatening.
- Further follow up by officers revealed that the victim was alleged to have had a gun at some point that night. It is not known if he had it during the fight. It was dumped in the woods at Westview Park and recovered by officers. The investigation is ongoing and the Prosecutor's Office is reviewing for charges. Both boys and others involved are incarcerated on various probation violations.
8. Total Police Department Calls for Services, YTD: 11,705

## **Parks and Recreation**

1. Soccer is in full swing and going well
2. Football season started September 4<sup>th</sup>, both White and Black have had their first games

## **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Working on soccer and football fields for Rec sports
5. Mowing parks

## **Public Works**

1. Work on equipment
2. Concrete drives and walks replacement on Touvelle Street
3. Swept the streets throughout the town
4. Curb work around 2 catch basins at intersection of Holly Street and Johnson Avenue
5. Spray weeds on streets
6. Mow for Engineering
7. Mow all our side ditches
8. Brush pickup

## **Sewer Collection**

1. Locates for utilities
2. Dukes Root Control in sanitary lines

3. Completed tap locations for residents with sewer issues (Locates)
4. Clean and camera storm and sanitary lines
5. Suck holes in streets
6. Pipe patch sanitary pipes

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

1. Billed 2,030 customer billings
2. Shut off 28 customers
3. Sent out 294 delinquent letters
4. Sent out finals/refunds
5. Meter readers continue to read routes

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program, continued replacing
  - b. Fire Hydrants continue to be painted
  - c. Lead service line research & replacement program continuing
  - d. Fulton Street Project
    - i. Water line 95% completed.
    - ii. Last hydrants installed, testing this week
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 08/23/2022 – 6.00 ug/L
    - ii. Raw Water 08/30/2022 – 23.00 ug/L
    - iii. All finished water samples were Non-Detect for Microcystin Toxin
    - iv. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
    - v. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
    - vi. Continued Microcystin for GLSM State Parks
  - b. WTP Buildings, Grounds, & Operations:
    - i. Driveway & S. Parking Lot, concrete continued
    - ii. Foundation concrete repairs & painting continued, (90% completed)
  - c. WTP Maintenance
    - i. Carbon exchange for tank #3 scheduled for October 4<sup>th</sup>, 2022
    - ii. 1952 Settling Basins, OEPA Sanitary Survey hit, repair crumbling concrete
      1. S. Settling Basin
        - a. Flaking at grating, patch & painting completed
      2. Sand Filter inlet trench
        - a. Exterior wall flaking, patch & painting completed
      3. Recarbonation Basin

- a. Top of wall into #2 Ozone Contactor to be removed & patched
  - iii. GAC transfer pump #4 repair, pulled, inspected, & being repaired
- 3. Water Dept. Training
  - i. AWWA district water meeting August 25<sup>th</sup>, attended
  - ii. Technology Committee Meetings
    - 1. Scheduled zoom meeting November 16<sup>th</sup>, 2022
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Pool, closed for season
    - i. Winterization will start in a few weeks

### **Wastewater**

1. Gave marked up LS electrical drawings to Scott Gehle for Electro Controls to change; Scott looked at Siemens vfd in Kaeser blowers to evaluate if Omega controller can be eliminated
2. Drafted RFQ for comprehensive analysis of all feasible alternatives necessary to eliminate bypasses at the WWTP and any overflows in sanitary collection system; gave to Kari Fox for advertising
3. Assisted Sewer Maintenance Dept with confined space entry to complete pipe patching
4. Reviewed sodium aluminate tank replacement project; removed 5,000 gal tank, set both 4,100 gal tanks, started plumbing
5. Worked on LS probe identification/elevation sheets
6. Talked to Sudman about hydrant flushing at Walmart LS
7. Worked on 2023 Budget
8. Completed lift station level control sheets (probe settings); took to liftstation control panels and adjusted probe wiring to match sheet
9. Updated 2022 Biosolids Management file
10. Cut groove in concrete floor of phosphorus treatment building to drain water to sump pit, cleaned up building
11. Worked on DMRQA Study 42
12. Resubmitted NPDES Permit Renewal Application with POTW Priority Pollutant Report Form attached
13. Delivered tote of waste oil to Jackson's garage and brought empty tote back
14. Added stone at Walmart and 4-H lift stations
15. Discovered MultiSmart fault at Kingswood LS, adjusted control settings for temporary operation until able to repair
16. Dug out access drive on West side of wwtp generator; hauled 7 loads of stone in for both access drives / hauled concrete (sidewalk by generator) to dump
17. Replaced Rec Plex LS voice reporter battery and Scottys LS voice reporter board
18. Replaced MultiSmart at Eaglebrooke with repaired original unit
19. Duke's performed sewer root treatment

## **Electric Distribution**

1. Set 5 poles
2. New Services
  - a. Underground 6
3. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 1
4. Street Lights
  - a. Repairs 8
  - b. Replaced 5
5. Underground Locates (OUPS) 74
6. Traffic Signals
  - a. Adjust radar detection- Lilac and Myers
  - b. Unhook loop detector- Main and Johnson
7. Substations
  - a. Fiber work for relays and security cameras
8. Request or Miscellaneous Jobs
  - a. Remove street lights- E. Fulton Street
  - b. Reroute power feed for Elementary School
  - c. Build signs for downtown area
9. Trouble Calls
  - a. 8/21/2022- Accident Twp. Line Road
  - b. 8/22/2022- Fire- Hierholzer Street
  - c. 9/8/2022- Light pole hit- Livingston and Buckeye
10. Large Projects
  - a. Repair box pad and replace lines- Visions
  - b. Demo block building at Heffner Property, backfill with stone
  - c. 3 phase line extension- Murlin Farms
  - d. Install Trip Savers- various locations

### Income Tax – August 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
<b>Business</b>	27,390.51	16,265.89	60,106.27	630,911.38	889,246.53	794,354.33	-94,892.20	-10.6
<b>Non Resident Bus</b>	5,152.47	1,408.48	12,612.37	60,888.44	111,926.12	77,981.18	-33,944.94	-30.3
<b>Resident</b>	91,614.29	25,813.18	225,622.36	671,358.72	688,867.85	723,354.32	34,486.47	5.0
<b>Non-resident</b>	11,645.88	2,149.86	25,647.54	72,871.65	87,733.71	97,350.75	9,617.04	10.9
<b>Withholding</b>	392,812.70	414,629.80	442,450.97	2,854,689.42	3,014,819.95	3,201,780.41	186,960.46	6.2
<b>Non Resident W/H</b>	10,846.61	12,066.03	14,906.94	83,740.36	88,027.05	91,045.79	3,018.74	3.4
<b>Grand Total</b>	539,462.46	472,333.24	781,346.45	4,374,459.97	4,880,621.21	4,985,866.78	105,245.57	2.1

	2019	2020	2021	2022
<b>January</b>	\$457,302.65	\$458,919.27	\$572,934.33	\$478,116.36
<b>February</b>	\$416,481.74	\$466,258.90	\$395,309.69	\$473,587.98
<b>March</b>	\$509,758.48	\$553,445.37	\$492,151.79	\$448,002.22
<b>April</b>	\$655,859.08	\$768,825.17	\$850,639.88	\$698,445.36
<b>May</b>	\$828,197.94	\$495,500.19	\$778,967.41	\$719,166.91
<b>June</b>	\$754,024.14	\$625,636.75	\$797,943.26	\$653,890.17
<b>July</b>	\$434,062.65	\$466,411.86	\$520,341.61	\$733,311.33
<b>August</b>	\$393,088.65	\$539,462.46	\$472,333.24	\$781,346.45
<b>September</b>	\$647,270.08	\$581,692.39	\$707,295.13	
<b>October</b>	\$489,731.44	\$431,152.95	\$489,278.54	
<b>November</b>	\$410,789.77	\$436,695.93	\$475,970.73	
<b>December</b>	\$580,818.02	\$614,341.53	\$546,619.75	
<b>Grand Total</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	<b>\$7,099,785.36</b>	