

Administrative Report
August 25, 2023 to September 7, 2023

Administration

1. Accepting applications until September 13, 2023 at 4:00 PM for the Patrolman exam that will be on October 8, 2023 at 2:00 PM.
2. The Firefighter/Paramedic Exam will be on September 27th, 2023 at 5PM.

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. 214 W Anthony St-shed
 - b. 535 Hierholzer-fence
 - c. 1534 Westbury Dr.- shed
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (2)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 649 N Walnut- grass- city mowed
 - c. 611 Vining St-grass-city mowed
 - d. 920 N Brandon St- empty lot city mowed
 - e. 538 Touvelle St- city mowed
 - f. 320 Morton- grass
6. Planning Commission:
 - a. Meeting scheduled for September 7, 2023 to hear ROW vacation for Boardwalk Village and review signage.
7. 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.
 - xiv. **Shinn Brothers has completed all water services and connections to existing waterlines. Their sub-contractors are finishing up dirt work and asphalt repairs this week to hopefully bring this project to a close less some punch list clean up items.**
- 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.
 - xi. Hohenbrink has completed all storm work and removals for the project. They have started installing water services between Wayne and Blake.

xii. All water services have been installed from the main to a curb stop near existing meter pits. The contractor is still waiting on meter setters to complete the service install. Concrete removals are near completion and the next step will be cutting the road to grade in the next couple weeks.

d. 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. This project is complete.

Fire Department

1. Responses to Date:
 - a. Squad- 154; Total- 1,310
 - b. Fire- 23; Total- 230
 - c. Primary Squad Runs & Assist for other Branches-0; Total- 2
2. Firefighter Koch began open water dive training September 5th
3. Lieutenant Cline & Firefighter Davis will be attending Fire Officer II Training September 17th

Police Department

1. Calls for Service- 631
2. Reports Written- 168
3. Arrests- 28
4. Citations- 14
5. Crashes- 9
6. Warnings- 24
7. Reports of Interest:
 - a. On August 25th, while 2 Celina Police Department Officers were checking a suspicious vehicle in Eastview Park at 2:12 AM the encounter turned deadly. The driver of the vehicle attempted to run down the officers. They defended themselves with lethal force. They stopped the aggression against them. The driver succumbed to his injuries a short time later. A Celina Officer is suffering from serious injuries as a result. The incident is under investigation by Ohio BCI&I.
 - b. On August 27th, at about 2:13 AM Celina Police Department intercepted a pursuit which entered our city from the west. It was a multi-county and multi-state pursuit in which the driver rammed law enforcement vehicles and claimed to have a 6-year-old boy as a hostage. He had threatened to kill the fictional child. The pursuit was terminated in St. Marys with 2 arrests made. Felony charges in several jurisdictions are pending. No Celina vehicles were damaged and no Celina Police Department officers were injured.

**Please note that both these incidents occurred in the first three days our newest dispatcher, Nathan Cupp, was on his own. During both of these trial by fire incidents, Cupp did well.

8. Total Police Department Calls for Services, YTD: 12,001

Parks and Recreation

1. Soccer and Football seasons are underway and going smoothly so far.
2. Soccer referee numbers still look sufficient.

Parks Maintenance

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

Public Works

1. Work on equipment
2. Pond at Westview Park
3. Mow properties around town
4. Sweep the streets around town
5. Dura patch alleys
6. Trim trees around town
7. Concrete patches in streets

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. Camera utilities for next year's projects

Customer Accounts/Meter Readers

1. Billed 2,748 customer billings
2. Sent out 315 delinquent letters
3. Shut off 29 customers
4. Sent out final bills and refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in 2024
 - b. System dead-end flushing to be conducted end of September into October
 - c. Walnut Street Project
 - i. Waterline installed, service work once fittings arrive

- d. South-West Waterline Project
 - 1. Echo St. – completed
 - 2. Sycamore St. – completed
 - 3. Portland St. – completed
 - 4. Sunset / Grand Ave – Main line completed, services @ 75%
 - 5. Plum St. – Main line completed, services @ 20%
 - 6. South St. – Main line completed, services @ 20%
- e. Lead service line research & replacement program
 - i. IC Rec. House (226 Anthony St)
 - 1.
 - ii. 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 08/29/2023 – 14.4 ug/L
 - ii. Raw Water 09/05/2023 – 19.5 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 seasonal Microcystin testing of State monitored beaches on the lake.
 - b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #3 scheduled for first week of October 2023
 - ii. WTP fence painting continuing
 - iii. Sand Filter Bldg. Project
 - 1. Sand Filter #1
 - a. Completed and returned to service
 - 2. Sand Filter #2
 - a. Completed and returned to service
 - 3. Sand Filter #3
 - a. Glass block removed
 - b. Wall grinding, next week
 - c. Sand replacement scheduled for two weeks
 - d. Window opening to be framed, sheeted, sided, and sealed
 - 4. Sand Filter #4
 - a. Glass block removed
 - 5. HACH Turbidity meters received and installed
 - iv. Carbon Dioxide System
 - 1. Compressor equipment received, replacement in September 2023?

3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for October 19th, 2023
 - ii. Technology Committee Meetings
 1. Completed zoom meeting August 16th, 2023
 2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
 - a. Big Slide
 - i. Sanding and re-gel coat next spring
 - ii. replacement recommended within 5 years
 - b. Pool season completed for 2023
 - i. Winterization process started

Wastewater

1. Collected high flow samples for Jones & Henry (NFA for bypassing study)
2. Scott Gehle/Electro Controls completed startup on AD#3
3. Replaced photo eye on light between aerobic digesters and WML thickening tanks
4. Mowed
5. Hosed Walmart LS wetwell and cleaned out checkvalves
6. Troubleshoot probe faults at Eaglebrooke LS, adjusted West pump cord and level probes, hosed wetwell
7. Assisted Public Works Dept with confined space entry
8. Rewired generator sense wire for SCADA on Rec-Plex transfer switch; remaining unfinished LS transfer switches
9. Greased bridge, mechanical bar screen, grit classifier, grit blower/post aerator blower drives
10. Replaced missing bridge control knob
11. Assisted WTP with PD forklift repair
12. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations
13. Sent Jones & Henry updated flow and operating files for NFA to bypassing study
14. Scheduled staffing and camera truck for next week to assist Jones & Henry with dye testing to determine if direct connections exist
15. Catherine Robertson/OEPA completed Biosolids inspection

Electric Distribution

1. Set 8 poles
2. New Services
 - a. Underground 3
3. Service Replacement
 - a. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 2
 - b. New Installs 2
 - c. Replaced 11
 - d. Pole New/Replace 2

5. Underground Locates (OUPS) 59
6. Traffic Signals
 - a. Replace red light at Myers & Lilac
7. Request or Miscellaneous Jobs
 - a. Jack Duncan- AMP School
 - b. Take flower baskets down
8. Trouble Calls
 - a. 8/26/2023- 1401 E. Livingston Street- their problem
 - b. 8/28/2023- E. Market Street near Moose- open fuse
 - c. 8/29/2023- 800 block Wilkins Street- overloaded transformer
9. Large Projects
 - a. Replace poles and reconductor- Erastus Durbin
 - b. Work in new shop
10. EV Charging Stations
 - a. Number of Sessions 4
 - b. Total Length of Sessions 12 hours 14 minutes

Income Tax – August 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	16,265.89	60,106.27	172,981.74	981,034.47	794,354.33	889,246.53	186,680.14	23.50
Non Resident Bus	1,408.48	12,612.37	7,138.79	100,592.32	77,981.18	111,926.12	22,611.14	29.00
Non-Resident	2,149.86	25,647.54	1,766.10	92,118.43	97,350.75	87,733.71	(5,232.32)	(5.37)
Resident	25,813.18	225,622.36	17,739.86	767,160.63	723,354.32	688,867.85	43,806.31	6.06
Non Resident W/H	12,066.03	14,906.94	16,063.22	119,694.79	91,045.79	88,027.05	28,649.00	31.47
Withholding	414,629.80	442,450.97	423,452.15	3,503,586.61	3,201,780.41	3,014,819.95	301,809.20	9.43
Grand Total	472,333.42	781,346.45	639,141.86	5,564,190.25	4,985,866.78	4,880,621.21	578,323.47	11.60

	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	\$639,141.86
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	