

Administrative Report
September 23, 2022 to October 6, 2022

Administration

1. Accepting applications until October 20, 2022 at 4:00 PM for the Firefighter/Paramedic exam that will be on November 5, 2022 at 9:00 AM.

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. 1114 Fleck Ave-house
 - b. 528 N Main St-fence
 - c. 217 Godfrey-fence
 - d. 106 N Leblond St-house
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 214 Summit St- grass
 - c. 649 N Walnut St-grass
 - d. 648 N Walnut ST-grass
 - e. 415 N Buckeye St-zoning violation
 - f. 530 Schunk Rd- grass
 - g. 315 Zillah-grass
 - h. 617 Echo-grass
5. Planning Commission:
 - a. Meeting scheduled for October 20th to review an alley vacate request on S. Main St and a new building site plan for Celina Tent.
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.
 - 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.

- vii. The shelter house has been delivered, Muhlenkamp is mobilizing through the first week of October and plans to start work on Monday, October 8th.**

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.
- xv. The Shelly Company has moved in and is laying intermediate course of asphalt in phase 2, as well as laying surface in phase 1. Hohenbrink continues to work in phase 3 on storm lines and water services.
- xvi. Phase 3 is scheduled for Curb and gutter on Monday, October 8th. All flat concrete work will be done the week thereafter and Hohenbrink has The Shelly Company scheduled to move in and finish all asphalt starting October 28th.**

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.).
- iii. Buehler's is currently laying asphalt on Johnson, they look to have surface course complete east of Buckeye on Friday the 23rd, and west of buckeye to be complete by the 28th.
- iv. Johnson Avenue has been paved, striped, and all manholes re-done. This project is now complete less some seeding and dirt work that our public works department is working on.**

d. 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.**

e. West Side Storm Water Project

- i. **Tom's Construction was the apparent low bidder for this project at \$98,750. All material has been ordered and they plan to start the work late November. The Final Completion date for this project is 12-31-22.**

Fire Department

1. Runs to Date
 - a. Squad- 94; Total- 1,491
 - b. Fire- 27; Total- 268
 - c. Primary Squad Runs & Assist for other Branches- 4; Total- 55
2. Conducted fire prevention for the pre-school children at the ED Complex on Wednesday October 5th
3. Assisted Chattanooga Fire Department at a house fire at 1058 Wilson Road on Tuesday, October 4th at 12:44 PM. The house suffered heavy damage.
4. On September 25, 2022 at 6:30 AM had an attic fire above the garage at a residence at 7729 Riley Road. Approximately \$10,000.00 damage. Mutual Aid was received from Mendon and the City of St. Marys Fire Department
5. Friday, September 30th at 2:32 PM at 8716 Hellwarth Road had a fire in a pile of saw dust outside that spread to a vehicle and started a building on fire but was extinguished before much damage was done
6. Assisted Montezuma Fire Department on a house fire on September 28th at 9:38 PM at 6690 State Route 219 near Montezuma. The fire had spread from a chimney to an exterior wall of the house.
7. Responded to 4 gas leaks, 2 carbon monoxide incidents, and 3 accidents
8. The fire apparatus is getting their annual maintenance completed in October
9. Fire Prevention Week is October 9-15. Fire Prevention will be conducted at the schools and at IC School.
10. Will be assisting with the Homecoming Parade and bon fire on Wednesday, October 12th
11. The 2 garage doors for ambulances and 2 garage doors fire apparatus were painted

Parks and Recreation

1. The 3 final soccer Championship games are tonight (10/6/2022), it has been a great year
2. Football has 1 more regular season game for each team
3. Football playoffs start the weekend of 10/22-10/23

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
6. Grade ball diamonds
7. Seeding in parks

Public Works

1. Work on equipment
2. Stone parking lot at Bryson Park
3. Parking lot at range for school buses
4. Curb and walk at Bryson Park
5. Brush pickup
6. Asphalt patches throughout 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

Customer Accounts/Meter Readers

1. Billed 2,030 customer billings
2. Sent out 219 delinquent notices
3. Shut off 41 customers
4. Mailed out refunds/finals
5. Meter readers continued reading routes

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program, continued replacing
 - b. Fire Hydrant painting to continue in the Spring 2023
 - c. Lead service line research & replacement program continuing, as well as map updates
 - d. Fulton Street Project
 - i. Water line 95% completed.
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 09/20/2022 – 11.30 ug/L
 - ii. Raw Water 09/27/2022 – 25.00 ug/L
 - iii. Raw Water 10/04/2022 – 11.80 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. Continued Microcystin for GLSM State Parks
 - b. WTP Buildings, Grounds, & Operations:
 - i. Driveway, S. Parking Lot, & between the buildings concrete completed
 - ii. Foundation concrete repairs & painting continued, (95% completed)
 - iii. Loading dock metal paint continued
 - c. WTP Maintenance

- i. Carbon exchange for tank #3 scheduled for October 5th, 2022, completed
 - ii. Carbon exchange for tank #5 scheduled for November 1st, 2022
 - iii. 1952 Settling Basins, OEPA Sanitary Survey hit, repair crumbling concrete
 - 1. Recarbonation Basin
 - a. Top of wall into #2 Ozone Contactor to be removed & patched
 - iv. GAC transfer pump #4 repair, completed
- 3. Water Dept. Training
 - i. AWWA district water meeting scheduled for November 2022
 - ii. Technology Committee Meetings
 - 1. Scheduled zoom meeting November 16th, 2022
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Pool, closed for season
 - i. Winterization will start in a few weeks, anti-freeze arrived

Wastewater

- 1. Filled calcium nitrate tanks at Walmart / Eaglebrooke lift stations
- 2. Eaglebrooke Multismart controller faulting again (2 weeks after being repaired); adjusted levels for temporary operation
- 3. Worked on North screw press polymer pump; removed debris from H2O solenoid valve
- 4. Tilled/graded hill outside fence and seeded
- 5. Gave tour to Jones & Henry associates for RFQ project
- 6. Poured 2nd pour on UV access drive and sealed; stripped forms and put away materials and tools
- 7. Cut some of the support brackets off Scotty's LS traffic rated wetwell lid to make lighter
- 8. Added dirt along UV and generator new access drives; seeded UV drive
- 9. Created and put Maximum Capacity labels on sodium aluminate tanks
- 10. Hosed clarifiers and effluent channel
- 11. Added stone where needed by UV and generator access drives
- 12. Modified pigtail extension cord for plasma cutter and lift station
- 13. Tilled, leveled, seeded area by generator access drive
- 14. Completed SOUR test on AD#2; transferred to mixing tank
- 15. Mounted additional high-level alarm light on top of bypass station and installed indicator run lights for each pump on front of bypass enclosures
- 16. Serviced all screw pump lower bearings
- 17. Picked up repaired Barnes bypass pump in Piqua; cleaned up and installed cord housing
- 18. Pumped out rainwater from all sludge storage tanks

Electric Distribution

1. Set 6 poles
2. New Services
 - a. Underground 2
3. Street Lights
 - a. Repairs 4
 - b. New Installs 7
 - c. Replaced 9
 - d. Pole New/Replace 7
4. Underground Locates (OUPS) 63
5. Traffic Signals
 - a. Repaired damaged signal- Myers and Lilac
6. Substations
 - a. Fiber splicing for new cameras and future relays
7. Request or Miscellaneous Jobs
 - a. Haul stone for Bryson Park parking lots
 - b. Build pad for bus parking at solar field
8. Trouble Calls
 - a. 10/2/2022- Tree broke pole- Gause Road
 - b. 10/4/2022- Transformer backed into at Jackson Tractors
9. Large Projects
 - a. New street lights installed- Fulton Street east of Buckeye
10. EV Charging Stations
 - a. 11 charging periods
 - b. Total charging time- 36:34
 - c. Total kwh used- 201

Income Tax – September 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	174,664.57	329,099.89	97,957.76	805,575.95	1,218,346.42	892,312.09	-326,034.33	-26.7
Non Resident Bus	15,240.39	4,041.00	5,156.63	76,128.83	115,967.12	83,137.81	-32,829.31	-28.3
Resident	55,817.68	45,102.72	59,446.21	727,176.40	733,970.57	782,800.53	48,829.96	6.6
Non-resident	3,253.55	2,941.00	2,282.78	76,125.20	90,674.71	99,633.53	8,958.82	9.8
Withholding	327,331.26	320,487.46	375,667.91	3,182,020.68	3,335,307.41	3,577,448.32	242,140.91	7.2
Non Resident W/H	5,384.94	5,623.06	9,067.31	89,125.30	93,650.11	100,113.10	6,462.99	6.9
Grand Total	581,692.39	707,295.13	549,578.60	4,956,152.36	5,587,916.34	5,535,445.38	-52,470.96	-0.9

	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	\$733,311.33
August	\$393,088.65	\$539,462.46	\$472,333.24	\$781,346.45
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	