

Administrative Report
September 22, 2023 to October 5, 2023

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. 1014 Meadowview Dr. - shed
 - b. 1122 W Market St- fence
 - c. 452 Touvelle St- fence
 - d. 2406 Eaglebrooke Pkwy- new house
 - e. 2410 Eaglebrooke Pkwy- new house
3. Plumbing Permits/Inspections (0)
4. Dumpster Permits (1)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 626 Buckeye St. chicken complaint-letter sent
 - c. 716 Echo St- building code violations
 - d. 320 Morton St- grass/brush
 - e. 511 Hoying-grass/weeds
6. Planning Commission:
 - a. Meeting held September 28, 2023 to hear ROW vacation for Holly St. approved and recommended for city council. Approved a conditional use at 812 E Wayne St for religious place of worship. Approved a community building at the Fairview Apartments.
7. Board of Zoning Appeals:
 - a. TBD
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. 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.
- xiii. Hohenbrink continues to work on water service installs and road grading. Smith Paving is scheduled for concrete work beginning October 1st, and The Shelly Company is scheduled for asphalt November 1st.
- xiv. **Smith Paving started curb work on Wednesday, October 4th and plans to have that finished in 2 days. The week of the 9th they will begin pouring drive approaches and sidewalks to follow. The Shelly Company is still planning for the first week of November to pave asphalt.**

Fire Department

- 1. Responses to Date:
 - a. Squad- 65; Total- 1,453
 - b. Fire- 10; Total- 252
 - c. Primary Squad Runs & Assist for other Branches- 0; Total- 2
- 2. Chief Lange attended a leadership conference September 16th & 17th
- 3. Lieutenant Cline and Firefighter Davis completed Fire Officer II September 22nd
- 4. Training dive completed by dive team 10/3 at Eastview Pond

Police Department

- 1. Calls for Service- 635
- 2. Reports Written- 167
- 3. Arrests- 20
- 4. Citations- 11
- 5. Crashes- 5
- 6. Warnings- 34
- 7. Reports of Interest:
 - a. On 10/4/2023 Celina Police arrested a 79-year-old Celina man who admitted to ongoing sexual abuse of a child. He is held in Mercer County Jail on rape of a child under 13 years of age.
 - b. In a separate incident on the same date Celina Police launched an investigation into a different Celina man for an allegation of possession of child pornography. That man is currently on parole with the Ohio Adult Parole authority. During a

search of his home several electronic items were seized along with suspected drugs and drug paraphernalia. That investigation is ongoing.

8. Total Police Department Calls for Services, YTD: 13,205

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. Fix concrete streets around town
4. Work the Half Marathon and cleanup
5. Paint parking lots
6. Sweep the streets around town
7. Dura patch alleys
8. Trim trees around town
9. Brush pickup

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 2,741 customer billings
2. Shut off 15 customers
3. Sent out 228 delinquent billings
4. Sent out finals and refunds
5. Meter readers continue reading

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in 2024
 - b. System dead-end flushing completed for 2023
 - c. Kurtis Williams has officially been moved into the Asst. Supt. Of Water & Distr. position
 - d. Water Distr. maintenance worker position is posted
 - e. Walnut Street Project

- i. Waterline installed and tested
 - ii. Services being connected
 - iii. Two lead service lines replaced
 - 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 Lake Water 09/26/2023 - 41.2 ug/L
 - ii. Raw Lake Water 10/03/2023 - 23.5 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.
 - 1. Camp Beach 09/19/2023 – 25.0 ug/L
 - 2. West Beach 09/19/2023 – 21.7 ug/L
 - 3. East Beach 09/19/2023 – 25.0 ug/L
 - 4. Windy Point Beach 09/19/2023 – 15.2 ug/L
 - b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #3 completed
 - ii. Carbon Exchange for tank #5 scheduled for October 31st, 2023
 - iii. WTP fence painting continuing until weather will not allow
 - iv. Repaired Forklift starter
 - v. Working on old JD Backhoe – Starting issue diagnosed and repaired
 - vi. Lime silo mixer
 - 1. New mixer received as spare till needed
 - vii. 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. Sand installed and samples collected this week
 - b. Will be back online week of 10-9
 - 4. Sand Filter #4
 - a. Glass block removed
 - b. 2 of 3 window opening framed, sheeted, sided, and sealed
 - viii. Carbon Dioxide System

1. Compressor equipment received, replacement in October 2023?
3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for October 19th, 2023
 - ii. Technology Committee Meetings
 1. Scheduled for November 14th, 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 completed

Wastewater

1. P&R Communications reprogrammed all voice reporter radios to Repeater channel
2. Watered new grass twice daily all week
3. Greased grit & grease bridge, mechanical bar screen, grit classifier, grit blower drives, and post aerator drives
4. Removed plug from influent sample pump; removed suction hose and removed stick
5. Gave Mandy and Kyle Bruce tour of WWTP
6. Removed leaves from inside 4-H lift station fence with blower
7. May Painting inspected WWTP painting needs to provide quote for 2024 Budget
8. Dropped coarse bar screen channels to inspect WACO gates for repair needs
9. Purchased new entry door for Phosphorus building
10. Met with Wes to finalize 2024 WW Collection budget
11. Installed new bearings and seals in north ditch effluent gate operator and reassembled
12. Worked on 2024 WW budget for SSD
13. Transferred calcium nitrate at Walmart and Eaglebrooke lift stations
14. Planned out steel siding project for East storage building; ordered materials from Menards
15. Reinstalled rebuilt effluent gate operator on North oxidation ditch
16. Repaired leaking water line in North screw press room
17. Looked at North screw press grease fitting not taking grease
18. Ordered aluminum material to fabricate two new screen channel gates; picked up material; fabricated gates
19. Prepped scum trough brackets to weld; welded
20. Shop door operator motor broke; ordered new motor
21. Republic Services hauled two loads of biosolids to Cherokee Run landfill
22. Worked on anchoring treated lumber to East storage building to secure steel siding
23. Calculated agronomic rate loading for biosolids application on Schmitmeyer fields

Electric Distribution

1. Set 15 poles
2. New Services

- a. Underground 2
- 3. Service Replacement
 - a. Upgrade Underground 1
- 4. Street Lights
 - a. Repairs 2
 - b. Replaced 1
- 5. Underground Locates (OUPS) 39
- 6. Traffic Signals
 - a. Replace red light, Havemann Road and Irmscher
 - b. Replace red light, Holly and Wayne
- 7. Request or Miscellaneous Jobs
 - a. Dig in conduits for street lights, N. Walnut across Blake Street
 - b. Brian Lantz help with traffic control for Marathon
 - c. Continue work in new shop
- 8. Trouble Calls
 - a. 9/24/2023- bad transformer- Stella Street
 - b. 9/28/2023- feeder 7&8- switch burnt up on feeder 7 riser pole
- 9. Large Projects
 - a. Replace poles and reconductor- Hone Weir from Erastus Durbin to Burville Roads
 - b. Replace poles south of the beaver along US 127
- 10. EV Charging Stations
 - a. Number of Sessions 13
 - b. Total Length of Sessions 23 hours 4 minutes

Income Tax – September 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	329,099.89	97,957.76	104,062.85	1,085,097.32	892,312.09	1,218,346.42	192,785.23	21.61
Non Resident Bus	4,041.00	5,156.63	3,464.72	104,057.04	83,137.81	115,967.12	20,919.23	25.16
Non-Resident	2,941.00	2,282.78	4,496.37	96,614.80	99,633.53	90,674.71	(3,018.73)	(3.03)
Resident	45,102.72	59,446.21	40,832.00	807,992.63	782,800.53	733,970.57	25,192.10	3.22
Non Resident W/H	5,623.06	9,067.31	13,090.03	132,784.82	100,113.10	93,650.11	32,671.72	32.63
Withholding	320,487.46	375,667.91	428,867.20	3,932,456.81	3,577,448.32	3,335,307.41	355,008.49	9.92
Grand Total	707,295.13	549,578.60	594,813.17	6,159,003.42	5,535,445.38	5,587,916.34	623,558.04	11.26

	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	\$594,813.17
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	