

Administrative Report
November 22, 2023 to December 14, 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. 830 Hemlock St- porch addition
 - b. 2000 Legacy Lane- community bldg.
 - c. 829 West Bank Rd- sf dwelling
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (2)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. N Vine St- business zoning violation
 - c. 609 Echo St- condemned house
7. Planning Commission:
 - a. Meeting scheduled for Dec 21st for conditional approval for an apartment above 208 S Main St
8. 2023 Construction Update:
 - a. 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.
- xv. Smith paving has completed all concrete work. Hohenbrink is following up with dirt work and plans to top dress and seed in the spring. The road will begin to be graded the week of the 23rd with The Shelly Company scheduled to pave on the 30th.
- xvi. The Shelly Company has completed all paving. Hohenbrink plans to complete the Mr. Manhole process next week, then all work for the year will be complete. In the spring the contractor plans to add topsoil and finish grading so they can seed all dirt areas. The stop bars and parking will be painted when 70-degree weather permits.
- xvii. No Change**
- b. Yorkshire Court & Barnsbury Court Improvements
 - i. This project will be advertised 11-30-23 & 12-7-23. The Engineers estimate is \$700,000.00
 - ii. The bid opening was held on 12-14-23. PAB Construction was the apparent low bidder at \$613,087.20

Police Department

- 1. Calls for Services- 801
- 2. Reports Written- 185
- 3. Arrests- 35
- 4. Citations- 8
- 5. Crashes- 13
- 6. Warnings- 44
- 7. Reports of Interest:
 - a. The Celina Police Department officially switched over to new software for operations and records. Motorola Flex in the software and is what is used by most Mercer Co. Law Enforcement including MCSO. Everyone is adapting to a new way of doing things, but is going well. We are learning new ways to pull statistical reports and pin mapping of incidents to help illustrate problem areas where officers can better concentrate their efforts.
- 8. Total Police Department Calls for Services, YTD: 15,965

Parks and Recreation

1. Christmas Break Softball Camp registration deadline was Friday the 15th.
 - a. Enrollment is at 20, down from last year which was 37

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mulch leaves and sweep leaves in parks
5. Mow and edge the parks

Public Works

1. Work on equipment
2. Crack seal streets
3. Leaf pickup
4. Sweep the Streets around town
5. Dura patch alleys
6. 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. Camera utilities for next year's projects

Customer Accounts/Meter Readers

1. Billed 2,048 customer billings
2. Sent out 278 delinquent billings
3. Shut off 17 customers
4. Sent out finals/refunds
5. Meter readers continue to read routes

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in 2024, purchased paint in Dec 2023
 - b. Full system flushing scheduled for April 2024
 - c. Lead service line research & replacement program
 - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024
 - 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 Lake Water 11/14/2023 - 10.2 ug/L

- ii. Raw Lake Water 11/21/2023 - 20.0 ug/L
 - iii. Raw Lake Water 11/28/2023 - 3.2 ug/L
 - iv. Raw Lake Water 12/05/2023 - 8.6 ug/L
 - v. Raw Lake Water 12/12/2023 - 4.7 ug/L
 - vi. All finished water samples were Non-Detect for Microcystin Toxin
 - vii. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - viii. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
 - ix. 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 #7 scheduled for December 19th, 2023
 - ii. WTP fence painting, purchased paint to complete in Spring 2024
 - 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. Completed and returned to service
 - b. Issues with underdrain joints, repair after #4 completed
 - 4. Sand Filter #4
 - a. Filter underdrains,
 - i. New underdrains on order, January 17th, 2024 delivery date
 - ii. Old underdrains and mortar removed & ready for new
 - b. All window opening framed, sheeted, sided, and sealed
 - iv. Carbon Dioxide System
 - 1. Compressor equipment received, replacement in January 2024?
- 3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for April 18th, 2024
 - ii. Technology Committee Meetings
 - 1. Attended meeting on November 14th, 2023
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations

- a. Big Slide
 - i. Sanding and re-gel coat – spring 2024
 - ii. Replacement recommended within 5 years
- b. Pool season completed for 2023
 - i. Winterization process completed
 - ii. Will be pulling 2 main pumps for painting & maintenance

Wastewater

1. Completed SOUR on AD#4; transferred to sludge mixing tank
2. Troubleshoot East screw pump switch
3. Removed plug from influent sample pump
4. Replaced effluent sampler tube
5. Found relays in electrical supply inventory for future SCADA for general panel alarm, status of three screw pumps, and flow display. Determined necessary integration.
6. Assisted Sewer Maintenance crew with confined space entry in manhole for installation of sewer camera
7. Cleaned coarse bar screen channels
8. Replaced filters in North Eaton air dryer
9. Covered vent louvers up in screw press building
10. Installed steel top trim on East Storage building
11. Pumped out rainwater from sludge storage tanks and spare WML thickening tank
12. Diagnosed intermittent operation of East screw pump; replaced bad HOA switch
13. Installed top trim on steel siding of East Storage building; ordered additional trim; bent aluminum for back door jamb
14. Approved CAPT's proposed Oil & Grease Permit limit to Lori Komorowski/EPA
15. Informed Doug Borkosky to have Schreiber Equipment send grit discharge hose that was never received to use as spare
16. Replaced Martz generator block heater
17. Completed SOUR test on AD#1
18. Reprogrammed Bruns LS generator to exercise on Mondays
19. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations
20. Troubleshoot Martz LS generator coolant leak; sealed thermostat housing and tightened coolant hose at block
21. Worked on SCADA office high level alarm
22. Rotated spare pump impellers
23. Rebuilt Stenner pump heads
24. Installed #1 RAS flowmeter display
25. Received battery backups for lift station Micrologix power supplies for SCADA; installed in Blower building SCADA panel
26. Installed power fail relay in Blower building SCADA panel
27. Completed November eDMR and Minimum Staffing reports; submitted to OEPA
28. Submitted November operating and flow reports to Jones & Henry
29. Installed new outdoor thermometer for WML drive and valve pits

30. Wayne Adams completed startup on #1 RAS totalizer display; WWTP worked on programmed #2 and #3 RAS displays and installed #2; installed #3; worked on replacing WML totalizer
31. Installed battery backup and power fail relay in Rec-Plex and Martz lift station SCADA panels; completed 4-H and Scotty's; Havemann, Walmart, Eaglebrooke, Kingswood, and Myers; Kessler, Bruns, and Fairgrounds
32. Received grit pump discharge hose to use as spare unit (never received with new Schreiber equipment)
33. Purchased ice-melt and 2 additional bins; filled all bins
34. Serviced AD blowers
35. Completed SOUR test on AD#2
36. Cleaned north screw press polymer check valve

Electric Distribution

1. Set 8 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 13
 - b. New Installs 1
 - c. Replaced 6
 - d. Pole New/Replace 1
5. Underground Locates (OUPS) 65
6. Traffic Signals
 - a. Pour foundations for mast arm poles- Myers/Lilac
 - b. Annual conflict monitor testing was completed by Security Fence
7. Substations
 - a. Power services look at South 69KV breaker at Walnut Sub., compressor tubing broke
8. Request or Miscellaneous Jobs
 - a. Snow plows prepped for Winter
 - b. Install 2 new flag poles near lighthouse
9. Trouble Calls
 - a. 11/29/2023- Broken wiser, Schleucher Road
 - b. 12/9/2023- Street light hit, accident, E. Logan Street
10. Large Projects
 - a. Completed storm drainage project at shop
 - b. Digging out for more parking/gravel area at shop
 - c. Move pole line on Township Line Road south of State Route 29
11. EV Charging Stations
 - a. Number of Sessions- 9
 - b. Total Length of Sessions 10 hours 25 minutes

Income Tax – November 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	13,562.57	69,007.43	47,506.21	1,151,622.73	1,028,472.18	1,262,580.56	123,150.55	11.97
Non Resident Bus	5,028.49	1,245.22	(657.42)	106,788.22	83,881.22	122,648.16	22,907.00	27.31
Non-Resident	2,213.49	1,181.91	2,663.23	103,906.49	105,712.27	98,210.30	(1,805.78)	(1.71)
Resident	19,034.10	8,857.43	14,099.73	859,166.09	826,769.55	786,150.57	32,396.54	3.92
Non Resident W/H	12,079.10	12,189.46	19,076.68	174,029.71	128,080.48	117,846.00	45,949.23	35.88
Withholding	424,052.98	416,718.87	430,032.01	4,883,756.34	4,474,008.54	4,165,730.02	409,747.80	9.16
Grand Total	475,970.73	509,200.32	512,720.44	7,279,269.58	6,646,924.24	6,553,165.61	632,345.34	9.51

	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	\$607,545.72
November	\$436,695.93	\$475,970.73	\$509,200.32	\$512,720.44
December	\$614,341.53	\$546,619.75	\$491,072.40	
Grand Total	\$6,438,342.77	\$7,099,785.36	\$7,137,996.64	