

## **Administrative Report**

**November 20, 2020 to December 17, 2020**

### **Engineering Department**

1. Department Projects:
  - a. Zoning Permits //Code Enforcement//Planning Commission Meeting Schedule  
//Street Projects//Sidewalk Commercial District Research
2. Zoning Permits:
  - a. 7455 – North Coast Sign and Lighting Services – 1971 Havemann Rd. – Sign
  - b. 7456 – Melinda Lockwood – 630 Lisle St. – Accessory Building
  - c. 7457 – RCS Construction – 2312 Eaglebrooke Circle – SF Dwelling
  - d. 7458 – RCS Construction – 2306 Eaglebrooke Circle – SF Dwelling
  - e. 7459 – Chris Burckholter – 249 Fairlawn Dr. – Fence & Pool
  - f. 7460 – Carl Huber – 2305 Eaglebrooke Circle – SF Dwelling
  - g. 7461 – Carl Huber – 618 W Livingston St. – Fence
  - h. 7462 – Dale Pummell – 510 Portland St. – Accessory Building
  - i. 7463 – Gerald Ausland – 1217 Yorkshire Ct. – Accessory Building
  - j. 7464 – Donald Leugers – 1809 E Livingston St. – Accessory Building
  - k. 7466 – Cody Muhlenkamp – 109 S. Main St. – Fence
  - l. 7467 – Summit Locations – 6301 S. Main St. – Sign
  - m. 7468 – Phoenix Signs – 809 Logan St. - Sign
  - n. Working with contractors on W. Market St. project; assist at range
  - o. Permits for Street cuts for Dominion Gas Co. (1)
3. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 55 total junk notices have been sent out
  - c. 23 notices have been served
4. Planning Commission:
  - a. Meeting scheduled for November 19, 2020 for signage at 404 W Logan St and site plan review 2315 Eaglebrooke Circle (combine two lots) and Eaglebrooke Circle Parkway road extension
5. 2020 Construction Updates:
  - a. 2020 Street Resurfacing Project
    - i. This project is currently in the planning and design stage. Access Engineering Solutions and The City of Celina expect to put this project out for bids sometime in late May or early June with construction beginning sometime after the first of July. This project was postponed due to the covid-19 pandemic. The City opened bids for this project on Thursday the 13th of August with only one bidder, The Shelly Company. Their Bid was \$1,293,479.80 and the engineers estimate was \$1.3 million. The substantial completion date for this project is June 15, 2021. This project has been awarded to The Shelly Company. A start date has not been determined, however it is looking like this project will not start until next spring.

b. Police Department Cold Storage Building

- i. The City took bids for this project on December 10, 2019. The Engineers Estimate for this building was \$400,000.00. There were 8 bids for this project with Miller Builder, LLC of Apple Creek, Ohio being the lowest with a bid of \$308,780.00. Miller Builder, LLC has been awarded the contract and this project has a completion date of September 1, 2020. The contractor did layout the building on 6/25/2020. On 7/28/2020 the contractor began work. The footings and foundation walls were completed 7/30/2020. The concrete floor for the building was completed 8/26/2020. The wood framed walls were completed 9/12/2020. The contractor finally took delivery of the wooden roof trusses. On Tuesday 10/6/2020 they began the placement of the trusses and finished same. The metal roofing was completed 10/20/2020. The exterior and interior metal siding has been completed as of 11/17/2020. The electrical contractor began work (11/19/2020), this part of the contract is not complete and we are waiting for the contractor to install GFIC receptacles for all electrical outlets. The garage doors were completed 11/20/2020. The final inspection was done by Miami County Planning failed on 12/3/2020 and we waiting on the contractor correct items listed on their report. So the building is not complete to date.

c. Commercial Sidewalks

- i. The following businesses were notified about sidewalk requirements. Each were informed in person they would have to install sidewalks along the street and hand delivered a copy of the City's sidewalk standard drawings. The following businesses were notified: Crown, Dairy Queen, First Financial Bank, Aldi, Mercer Saving Bank, Goodwill and Bud's Chrysler.

**Fire Department**

1. Runs to Date:
  - a. Squad- 178; Total Year- 1,782
  - b. Fire- 26; Total Year- 320
  - c. Primary Squad Runs for other Branches- 6; Total Year- 65
2. Continue working with the Health Department on the coronavirus cases. Since November 1<sup>st</sup>, we have transported 43 patients with the virus.
3. Auxiliary Training will be held on Wednesday, December 23<sup>rd</sup>
4. On December 16<sup>th</sup> exchanged an ambulance with St. Henry as part of the agreement with the Mercer County EMS
5. Held an officers meeting on December 15<sup>th</sup>
6. Beginning January 6<sup>th</sup> the department will be hosting paramedic refresher program. It will be conducted on Monday and Wednesday thru February 8<sup>th</sup>. (10- 3 hour sessions)

**Police Department**

1. Calls for Service- 1,084
2. Reports Written- 147
3. Arrests- 54

4. Citations- 23
5. Crashes- 19
6. Warnings- 43
7. Reports of Interest:
  - a. On December 8, 2020 at about 1:51 AM Celina Police stopped a pickup truck driven by a 40-year-old Celina man. He was known by Celina Police and was known to have a suspended driver's license as well as an outstanding warrant for his arrest. Through the course of the stop the driver and his two adult passengers were all arrested on drug related offenses. Officers seized meth packages for apparent sales, drug paraphernalia including syringes as well as several hundred dollars.
  - b. On December 12, 2020, Celina Police Department held its annual Shop with a Cop event. It is operated entirely through donations and help from all Mercer County Law Enforcement Agencies, CALL Ministries and Grand Lake Law Enforcement Association (GLLEA). We were able to help 33 local children with Christmas with over \$4,000.00 of donations received from the community through GLLEA. We want to say, "Thank You!" to all who helped this year.
8. Total Police Department Calls for Services, YTD: 14,612

#### **Parks and Recreation**

1. Finishing fall ratings for soccer
2. Annual report for 2020
3. Assembling baseball and softball helmets
4. Ordering baseballs and softballs for 2021 season
5. Cleaning and putting away football equipment

#### **Parks Maintenance**

1. Work on Parks Maintenance Building

#### **Public Works**

1. Repair signs
2. Patch pot holes
3. Final leaves collection day was 12/15/2020
4. Work at compost facility

#### **Sewer Collection**

1. Camera East Jefferson sewers, checking for infiltration

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

1. Billed 2,007 customer billings
2. Shut off 16 customers
3. Sent out 250 delinquent accounts
4. Sent out finals and refunds

## **KWH Tax November 2020**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	11,509,646	\$46,463.14
Outside Accounts	<u>8,282,269</u>	<u>\$32,368.64</u>
Total for All Accounts	19,791,915	\$78,831.78

## **Water Treatment Plant**

1. Completed 51 microbiology samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research
  - c. Sidewalk replacement program completed for Water Dept
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 11/24/20 – 19.1 ug/L
  - b. Raw Water 12/01/20 – 7.6 ug/L
  - c. Raw Water 12/08/20 – 9.8 ug/L
  - d. Raw Water 12/15/20 – 13.1 ug/L
  - e. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - f. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - g. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
  - h. Continued Microcystin Analysis for West Beach project (GLSM State Park)
4. Bryson Pool Operations
  - a. Pool closed for season
    - i. Winterization of pool basket house & pumps completed
    - ii. Main pool recirculation pumps to be pulled for inspection in January 2021
5. Water Dept. Training
  - i. Technology Committee Meetings
    1. Sludge Handling Sub-Committee, meeting to be scheduled
6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump removed from service for repair
    - i. Pump installed last week, will need to be repulled and have the main bearing replaced again @ suppliers' cost
    - ii. While running, the pump performed very well
  - b. Fall maintenance
    - i. #1 ozone basin to be completed when WTP is shut down for piping installation

- ii. All outside valves to be exercised when WTP is shut down for piping installation
  - iii. Carbon exchange for tank #7, scheduled for January 5<sup>th</sup>, 2021
- 7. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. AWC by-weekly phone meetings completed, project on schedule thru 02/2021
      - 1. DAF units #1 & #2 delivered and set in place
      - 2. DAF units #3 & #4 scheduled for delivery 2<sup>nd</sup> week of January 2021
    - ii. Sludge and air testing with OSU ongoing, additional samples were collected on 2/7/20 and 7/24/20, waiting on results due to COVID
    - iii. DAF Facility Project, Due for completion August 2021
      - 1. Block layers continued laying inside block, outside brick in Spring
      - 2. Woolace Electric
        - a. Continuing electrical conduit within WTP and inside block
        - b. Lights installed within new DAF Facility Bldg.
      - 3. Equipment concrete pads continued
      - 4. Overhead crane iron & crane equipment installed, waiting on electric
      - 5. Continued WTP entry re-construction
      - 6. Started demo of 1974 S. Clarifier

### **Wastewater**

- 1. Provided installation pictures of Scott's LS force main to Sewer Collection and Electric Dept for boring of electric conduits for new station
- 2. Received completed FSE Survey form from Cody Muhlenkamp for The Achormen Bar and issued FSE grease interceptor waiver
- 3. Buschur Electric removed conduit from osb wall panel in new screw press room
- 4. Selhorst poured footers for sludge bulkhead in bunker and polymer containment pit

### **Electric Distribution**

- 1. Set 8 poles
- 2. New Services
  - a. Underground 2
- 3. Service Replacement
  - a. Upgrade Underground 3
- 4. Street Lights
  - a. Repairs 13
  - b. New Installs 17
  - c. Replaced 10
  - d. Pole New/Replace 1

5. Underground Locates (OUPS) 100
6. Traffic Signals
  - a. Test, check timings and clean all the traffic control boxes
7. Substations
  - a. Check all subs and download reports
8. Request or Miscellaneous Jobs
  - a. Install roadway lighting on State Route 197, from Grand Lake Road to Eaglebrooke Drive
  - b. Hookup 5 new temporary services
  - c. Directional bore Westview Park for lights and cameras
9. Trouble Calls
  - a. 11/20/2020- Street light pole hit on East Market Street
  - b. 11/25/2020- Half power on Holly Street bad URD to customer's home
  - c. 12/1/2020- Pole hit on US 127 North
10. Large Projects
  - a. Replace 5 poles on State Route 703
  - b. Install URD to Celina Police Department compound building and cameras
  - c. Directional bore along State Route 703- 3 locations
  - d. Replace 2 poles on State Route 197
  - e. Frame and haul poles to Rice Road for County Road widening project

### Income Tax –November 2020

	2018 Month-to-date	2019 Month-to-date	2020 Month-to-date	2018 Year-to-date	2019 Year-to-date	2020 Year-to-date	2020 vs 2019 Year change	2020vs 2019 Year percent
<b>Business</b>	9,389.53	10,413.03	12,311.92	905,467.36	912,978.74	829,099.76	-209,195.51	-20.1
<b>Non Resident Bus</b>	1,126.34	5,290.36	2,532.66	55,685.55	81,336.97	80,512.57	-2,861.25	-3.4
<b>Resident</b>	17,300.83	16,439.75	20,519.28	690,966.03	752,698.59	776,404.61	3,045.00	0.3
<b>Non-resident</b>	1,014.00	2,642.22	1,131.00	73,990.53	76,654.57	82,613.99	5,584.42	7.2
<b>Withholding</b>	362,298.42	366,714.06	388,865.52	3,976,485.95	4,046,536.76	3,944,724.14	-527,944.85	-11.8
<b>Non Resident W/H</b>	12,952.53	9,290.35	11,335.55	124,624.78	126,360.99	110,646.17	-22,011.21	-16.5
<b>Grand Total</b>	404,081.65	410,789.77	436,695.93	5,827,220.20	5,996,566.62	5,824,001.24	-753,383.40	-11.4

	2017	2018	2019	2020
<b>January</b>	\$516,516.97	\$476,665.83	\$457,302.65	\$458,919.27
<b>February</b>	\$380,935.74	\$400,627.74	\$416,481.74	\$466,258.90
<b>March</b>	\$553,910.83	\$489,686.20	\$509,758.48	\$553,445.37
<b>April</b>	\$694,964.08	\$676,370.43	\$655,859.08	\$768,825.17
<b>May</b>	\$704,868.16	\$805,364.57	\$828,197.94	\$495,500.19
<b>June</b>	\$526,539.06	\$592,217.55	\$754,024.14	\$625,636.75
<b>July</b>	\$473,797.12	\$446,556.17	\$434,062.65	\$466,411.86
<b>August</b>	\$358,417.44	\$364,374.69	\$393,088.65	\$539,462.46
<b>September</b>	\$572,678.85	\$695,848.58	\$647,270.08	\$581,692.39
<b>October</b>	\$454,378.79	\$475,426.79	\$489,731.44	\$431,152.95
<b>November</b>	\$357,054.14	\$404,081.65	\$410,789.77	\$436,695.93
<b>December</b>	\$484,723.58	\$627,345.52	\$580,818.02	
<b>Grand Total</b>	<b>\$6,078,784.76</b>	<b>\$6,454,565.72</b>	<b>\$6,577,384.64</b>	