

Administrative Report
October 25, 2024 to November 7, 2024

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. 803 West Bank Rd- sf dwelling
 - b. 805 West Bank Rd- sf dwelling
 - c. 807 West Bank Rd- sf dwelling
 - d. 809 West Bank Rd- sf dwelling
 - e. 813 West Bank Rd- sf dwelling
 - f. 845 West Bank Rd- sf dwelling
 - g. 831 West Bank Rd- sf dwelling
 - h. 310 E Forest- fence
 - i. 232 Bachar Rd- fence
 - j. 1521 Mary Ln- fence
 - k. 140 S Enterprise-pool
 - l. 1207 Jessica Ln-pool
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (4)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 553 E Livingston St- trash
 - c. 431 E Anthony St-junk
7. Board of Zoning Appeals:
 - a. Meeting scheduled for 11/14/24 to hear variance requests for:
 - i. 140 S Enterprise St- rear setbacks
 - ii. 326 Johnson Ave- side yard setbacks
8. 2024 Construction Update:
 - a. Yorkshire & 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
 - iii. PAB construction plans to start this project in August with a completion date of 10-31-24.
 - iv. PAB is moving along nicely with this project. In the last 4 weeks they have excavated and replaced sections of sidewalk, along with both cul-de-sacs roadway and curb. Storm sewer work has been completed. Stone has been placed and rolled in at both ends of this project. We have worked with the residents and have maintained the best access we could to their homes. This week the ramps to drives have been removed as we are stringing and pouring curb on 8-23. PAB will quickly move to the

sidewalk and approaches in these areas to get residents back in as soon as possible. Once the cul-de-sacs have been completed they will move on to the center of the streets and begin removing that last sections of concrete roadway.

- v. All drive approaches have been poured in both cul-de-sacs and homeowners will be able to access drives by the first of the week 9-9. PAB continues to move forward with excavating roadway and placing tensor before 12 inches of stone due to the soft subbase. This project seems to be going well as the Engineering Department has received zero calls.
- vi. All curb is complete as of 9-18-24. PAB continues to replace sections of sidewalk and complete drive approaches. Access engineering has staked out road grades and PAB will begin to final grade stone the week of the 23rd. The Shelly Company is scheduled to pave the first week of October, weather depending.
- vii. Asphalt is complete as of 10-5-24. Mr. Manhole was in on 10-10-24 to concrete around the 1 manhole. Over the next week we will develop punch list of items for PAB to complete before closing out this project.
- viii. This project is complete.
- b. Pickleball Court Phase 2
 - i. City crews began to excavate and stone the base on 3-21.
 - ii. City crews completed stone base and fine grading on Monday 4-15.
 - iii. Wagner Paving agreed to lay asphalt for their bid prices of Bryson Park Paving Project. They anticipate paving the pickleball court on Monday 4-22 with intermediate and surface courses of asphalt.
 - iv. Asphalt is complete. The board of control has passed for the lighting and materials are on order. We are waiting council final approval for fencing, and the court paint is scheduled for the end of August.
 - v. Posts for the nets have been set. Fencing is scheduled for Monday July 15th.
 - vi. Fencing is complete. Still Waiting on paint near the end of August. Lighting will follow.
 - vii. Fencing, paint, and nets are installed. The light poles are backordered until January 2025.
- c. Public Works New Building
 - i. Access Engineering and Preferred Design is currently working on a site/building plan at the North Street Property.
 - ii. No Change
- d. Bryson Park Restroom
 - i. Heyne Construction was the apparent low bidder for this project at \$312,400. They started work the second week of August and since then has dug and poured footers, and began laying the block walls. Their intention is to have most of the restroom complete by the end of the year.
 - ii. Foundation block work is complete. All underground plumbing is complete and has passed inspection. The slab inside the restroom is scheduled to be poured on Monday, September 23rd. The Masonry crew

will follow to begin the rest of the block work. All submittals for material have been approved and as of now all is available and nothings is on backorder.

- iii. Plumbing rough in and door frame installation is complete. Heyne Construction has hired out the masonry and they are scheduled to start the walls on 10-14-24. This process should take 2 weeks, then trusses will be set.
- iv. Masonry block work has been completed. The walls have been foam insulated and Heyne Construction has returned and set trusses and sheathed the roof.
- e. Mill Street Improvements
 - i. This project has a bid opening of 11-21-24 at 11AM. The engineers estimate is \$4,490,000.00

Fire Department

- 1. Total since October 23, 2024:
 - a. Squad- 75
 - b. Fire- 12
 - c. Inspections- 1
 - d. Training Hours- 7
 - e. Primary squad runs & assists for other branches- 1
- 2. Totals for 2024:
 - a. Squad- 1,680
 - b. Fire- 390
 - c. Training Hours- 297
 - d. Primary squad runs & assists for other branches- 66
- 3. Other:
 - a. Looking into new fire reporting software to better serve the department
 - b. Celina will be hosting the Mercer County Fire School on April 27, 2025
 - i. Classes will include a live burn, extrication, fire investigation and fire inspections

Police Department

- 1. On Sunday, November 3rd at about 1:30 in the morning the Celina Police Department responded to the second domestic violence call in just over a month during which a handgun was discharged. In this instance a 49-year-old man shot his 25-year-old step son in law in the back while he held his young child. Efforts of a Celina Police Department patrolman and the Celina Fire Department saved the man's life. The 49-year-old assailant is in the Mercer County Jail on a felonious assault charge with more charges expected when Grand Jury convenes. The gunshot victim has serious injuries, but is expected to survive.
I would like to commend the responding officers Patrolmen David Powell and Justin Bruns along with Sergeant Pat Crosby for the victim's saving of a life and conducting a thorough and complete investigation with the minimal manpower they had available.

2. In separate incident; On Sunday, October 27th Celina Police investigated a non-criminal incident during which a man accidentally shot himself in the stomach while cleaning his handgun. His injuries were relatively minor. No charges are expected.
3. Total Police Department Incidents YTD: 10,618

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	2	Non Injury Accident	8	Assist Other Agency	5
Alarm	3	Animal Abuse/Neglect	1	Assault	1
Bad Check	1	Bank Detail	8	Barking Dog	2
Bond Sign Charges	5	Business Checks	152	Civil	3
Court	3	Disorderly Conduct Issues	10	Domestic Violence	3
Domestic Active	1	Domestic Dispute	5	False Alarm	5
Fight	2	Fire	1	Follow Up	29
Foot Patrol	1	Forgery/Counterfeit	1	Found Property	6
Golf Cart Inspection	6	Menacing/Threats/Harassment	5	Investigate Liquor Permit	4
Juvenile Abuse	1	Lost Property	1	Mental Subject Call	5
Miscellaneous	3	Motorist Assist	1	Nature Unknown	3
Nuisance	4	Open Door/Window	2	Parade/Event	2
Parking Enforcement	7	Public Information Request	16	Release from Impound	1
Returning Property	6	Shooting Victim/Injury	2	Special Detail	3
Suicide Threat	1	Suspicious Person	13	Suspicious Vehicle	4
Theft/Larceny	8	Theft from Vehicle	1	Special Traffic Detail	21
Traffic Stop	14	Prisoner Transport	2	Trespassing Report	2
Unruly Juvenile	4	Vandalism	3	Lock Out/Vehicle	2
Warrant/Paper Service	8	Warrant Service	2	Welfare Check	2

Customer Accounts/Meter Readers

1. Billed 2,296 customer billings
2. Shut off 31 customers
3. Sent out 252 delinquent notices
4. Sent out finals/refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Summer of 2024
 - i. Painted (23) hydrants red
 - ii. Painted (125) private hydrant tops blue
- b. Located waterlines to ensure no other contractors hit and damage our infrastructure
- c. Completed work orders from Utilities Office
- d. Dump truck POs completed and on order
 - i. Rush Truck Center – 2024 International Truck
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip.
 - iii. RG Comm. – Truck Radio
- e. Repaired Water leak in Mercer County Fairgrounds
- f. Completed Dead Fall end flushing

- g. Repaired Water leak on Yorkshire
- h. Repaired Water leak on Pleasant View Dr.
- i. Seed Grass from previous main brakes and service work
- j. Installed a water tap to a new home on Fleck Ave
- k. Repaired Broken Meter pit on E Wayne St where a new home was built
- l. Set new valve and fire hydrant allowing isolation of water line suspended from spillway bridge without taking anyone out of water
- m. Lead service line research & replacement program – Completed & Submitted
 - i. Mapping & Spreadsheet info. update due to OEPA 2027

2. Water Plant

- a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 10/30/2024 – 21.4 ug/l
 - ii. Raw Lake Water 11/6/2024 – 25.9 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. Seasonal Microcystin testing of State monitored beaches on the lake
 - 1. Completed for the year
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #5, completed October 31, 2024
 - ii. Carbon Exchange for tank #7, scheduled for January 7, 2025
 - iii. Mowing grass at WTP, lagoons, towers, & pool
 - iv. GAC Facility
 - 1. Transfer pump #4 stuck
 - 2. Troubleshooting revealed that the motor is fine
 - 3. Pulled pump & inspected, sent out for repair
 - 4. UV 1200 unit 2 bad capacitors, on order November 6
 - 5. 6 UV lamps on order for restock November 6
 - v. DAF units drained and cleaned. #1 has a valve leaking
 - 1. New valve and rotor assembly ordered
 - vi. Cleaned fuel tank & replaced filters on container fork lift
 - vii. Industrial Park Water Tower SCADA
 - 1. Reading from tower to WTP are sporadic
 - 2. Troubleshooting revealed that the main control board is bad, obsolete
 - 3. Called Electro Controls for quote for replacement / update
 - viii. Monthly and weekly maintenance items completed
 - ix. Started fall maintenance & water basin cleaning
 - x. Sand Filter #3 Re-Construction

1. Final quotes received, POs completed
2. Sand removed and new sand received
3. New underdrains & equipment delivered November 5, 2024
4. Glass panels removed for access for material removal & installation
5. Jutte Excavating demo of old underdrains
 - a. Finished November 7
 - b. WTP / Distr. Crew – cleaned debris & sand from filter floor
3. Water Dept. Training
 - i. 2 Operators lab certification scheduled November 15
 - ii. Technology Committee Meetings
 1. Scheduled for November 19, 2024
 2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
 - i. Pool season ended August 25, 2024
 1. Winterization of splash pad completed
 2. Winterization of basket house waterlines completed
 - ii. Main pool pumps (2) pulled for service / repair
 - iii. Slide replacement project
 1. Looking at options and cost estimates for project
 2. Listed on GovDeals.com

Wastewater

1. Replaced bad plug on calcium nitrate transfer pump cord
2. Reboot bypass flow meter after 10/21/2024 power flicker
3. Removed loose epoxy liner on grit & grease concrete discharge channel
4. Tightened chain on WML flights in West tank
5. Installed replacement terminal block in Martz LS junction box
6. Updated Schmitmeyer Biosolids records
7. Mowed
8. Set generator exercise on all generators (except Martz) to Sunday
9. Attempted to configure 4-H MultiSmart controller again to clear Scada COMM error and to get graphics working (no change); contacted Rovisys for advice, also troubleshot remote monitoring not working; found new DMZ computer tripped off, restarted and remote monitoring available now but have to log in each time; realized that couldn't clear alarms remotely by entering code, informed Rovisys ; compared MultiSmart settings on 4-H controller with previous controller that fully worked with SCADA but was removed to repair Application Error; installed latest firmware MultiSmart controller installed at 4-H and then attempted to program controller for SCADA graphics display
10. Opened Eaglebrooke generator to determine noise/rattle when running
11. Pumped out rainwater from remaining sludge storage tanks with 4" Global pump and exercised 6" Godwin pump by recirculating AD#1
12. Received shipment of sodium aluminate
13. Removed leaves from inside of 4-H LS fence with blower

14. Received shipment of calcium nitrate
15. Updated and posted Material Safety sheets in phosphorus building and Havemann LS feed station
16. Assisted Rovisys remotely on getting VTScada / Twillio settings to fix remote monitoring alarm acknowledgment
17. Completed AD#1 SOUR
18. Replaced cabin air filters on North Eaton compressor and reset maintenance hours
19. Calibrated RKI gas monitors; ordered two H2S sensors to replace bad ones
20. Set up tax exempt account with AP Electric & Generators; ordered parts needed to repair Eaglebrooke Generac generator
21. Gated off UV system, cleaned with citric acid; drained and shut down for winter
22. Completed October monthly reports, submitted eDMR and Minimum Staffing reports to OEPA
23. Sent Jones & Henry October flow, operating, and precipitation reports
24. Trouble shot #5 AD Blower (hour meter and cooling fan not working), found blown transformer fuse

Electric Distribution

1. Set 9 poles
2. New Services
 - a. Underground 4
 - b. Overhead 1
3. Service Replacement
 - a. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 6
 - b. Replaced 4
5. Underground Locates (OUPS) 127
6. Substations
 - a. UIS complete testing at Staeger Road Substation
7. Tree Trimming
 - a. West side of town as needed
8. Trouble Calls
 - a. 10/26/2024- 10100 Twp. Line Road, their problem
 - b. 10/27/2024- 3701 Frahm Pike, pole hit
 - c. 10/28/2024- Erastus Durbin, blown fuse on grain leg
 - d. 11/6/2024- E. Livingston, broken neutral on service
9. Large Projects
 - a. Reconductor SR 118 north of Tama Road
 - b. Replace poles, Meyer and Monroe
 - c. 3 phase service, VTF
10. EV Charging Stations
 - a. Number of Sessions 12
 - b. Total Length of Sessions 29 hours 35 minutes

Income Tax – October 2024

	2022 Month-to-date	2023 Month-to-date	2024 Month-to-date	2022 Year-to-date	2023 Year-to-date	2024 Year-to-date	2024 vs 2022 Year change	2024vs 2023 Year percent
Business	67,152.66	19,019.20	25,066.92	1,061,081.12	1,104,116.52	959,464.75	(43,035.40)	(3.90)
Non Resident Bus	(501.81)	3,388.80	6,407.27	119,519.31	107,445.64	82,636.00	12,073.67	11.24
Non-Resident	4,896.83	4,628.46	3,310.00	98,240.04	101,243.26	104,530.36	(3,003.22)	(2.97)
Resident	35,111.59	37,073.73	30,853.16	855,058.24	845,066.36	817,912.12	9,991.88	1.18
Non Resident W/H	15,777.92	22,168.21	21,064.81	190,843.80	154,931.93	115,891.02	35,911.87	23.18
Withholding	479,841.35	521,267.52	487,510.15	4,652,271.96	4,453,724.33	4,057,289.67	198,547.63	4.46
Grand Total	602,278.54	607,545.72	574,212.31	6,977,014.47	6,766,528.04	6,137,723.92	210,486.43	3.11

	2021	2022	2023	2024
January	\$572,934.33	\$478,116.36	\$581,676.70	\$597,830.83
February	\$395,309.69	\$473,587.98	\$502,513.66	\$576,721.82
March	\$492,151.79	\$448,002.22	\$539,278.80	\$643,106.95
April	\$850,639.88	\$698,445.36	\$906,561.14	\$1,036,961.75
May	\$778,967.41	\$719,166.91	\$1,096,153.11	\$933,247.58
June	\$797,943.26	\$653,890.17	\$770,037.48	\$745,178.68
July	\$520,341.61	\$733,311.33	\$528,827.50	\$563,318.70
August	\$472,333.24	\$781,346.45	\$639,141.86	\$484,522.22
September	\$707,295.13	\$549,578.60	\$594,813.17	\$821,913.63
October	\$489,278.54	\$602,278.54	\$607,545.72	\$574,212.31
November	\$475,970.73	\$509,200.32	\$512,720.44	
December	\$546,619.75	\$491,072.40	\$578,608.60	
Grand Total	\$7,099,785.36	\$7,137,996.64	\$7,587,878.18	