

**Administrative Report**  
**February 24, 2023 to March 9, 2023**

**Administration**

1. Accepting seasonal applications for Assistant Managers, Lifeguards, and Basket House workers for this Summer at the Bryson Memorial Swimming Pool.
2. Accepting seasonal applications for Seasonal Parks Maintenance Crew Members.

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:
  - a. 1445 James Dr.-shed
  - b. 910 Warrick Dr.-commercial addition
  - c. 825 Linden-shed (variance)
  - d. 244 Jill Ave
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 560 Touvelle-zoning violation
  - c. 124 Morton St-trash
  - d. 702 S Elm St- trash
  - e. 925 W Logan St-trash
5. Planning Commission:
  - a. Currently scheduling a meeting for March 23, 2023
6. Board of Zoning Appeals:
  - a. Currently scheduling meeting for March 23, 2023
7. 2023 Construction Updates:
  - 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.

- viii. The shelter house is underway as Muhlenkamp has the footers poured, and the underground block work started for the restroom portion. The plan is to have the plumbing rough in started the week of the 24th as well as setting posts and pouring concrete for the rest of the shelter.
- ix. The plumbing rough in is complete, the floor is poured in the restroom area, and all concrete under the shelter is complete. Muhlenkamp has set trusses and plans to install the roof the week of the 14th. Once the shelter is complete the stone mason can come in and put the restroom walls up.
- x. We continue to move forward with this project; the roof and tar paper is on, they have enclosed the structure with plastic so they are able to heat the area and move forward with masonry despite the colder weather.
- xi. All Concrete and Masonry is complete as of 12-16-22. The interior of restrooms are being painted and HVAC and plumbing fixtures are scheduled to be installed the week of 12-19-22. This project is moving along and Muhlenkamp has done everything they can to move quickly despite the weather.
- xii. The interior of restrooms are near completion, we are just waiting on the electric panel to be delivered so the contractor can bring power to all installed fixtures. The exterior has received trim pieces, concrete countertop, and caulking this past week to finish up the outside of the facility. Muhlenkamp anticipates completion the week of the 9th, less the site work and seeding that will be done in the spring.
- xiii. Lions Club building is near completion. The electric panel has been installed and has Miami County Stamp of approval as of today 2-23-23. Next week we will walk through a list of punch list items to wrap this building up.

**xiv. No Change**

**b. 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.**
- c. Eastview Park Playground Project
  - i. We have received equipment, just waiting on the contractor to install spring of 2023.
  - ii. DWA has started the install as of 2-13-23. This is anticipated to take 3-4 weeks.
  - iii. **This project is complete.**
- d. Fayette Street Reconstruction
  - i. This project is being advertised and the bid opening is scheduled for November 3rd.
  - ii. PAB Construction was the apparent low bidder at \$286,952.55
  - iii. PAB Construction started with asphalt and concrete removals as of 2-13-23 and has now started with water main install.
  - iv. **Water main and storm sewer installs are complete. PAB will begin working on water services the week of the 13th and move to concrete work shortly after.**
- e. Southwest Quadrant Waterline Replacement
  - i. This project is being advertised and the bid opening is scheduled for November 10th.
  - ii. Shinn Bros. Inc. was the apparent low bidder at \$1,554,000.00
  - iii. Pre-construction meeting is scheduled for Wednesday, January 11th
  - iv. Shinn Brothers anticipates starting work the first week of March. They will begin on Echo Street with 12" water main and continue south towards Schunck Rd.
  - v. Shinn Brothers as made a live tap into the 12" main at Schunck Rd and Echo on 2-23-23. Next week they will start here and head north with water main.
  - vi. **Shinn brothers will start on this project Monday, March 13th 2023.**
- f. 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. **No Change.**
- g. North Ash Street Reconstruction
  - i. This project is being advertised and the bid opening is on 12-15-22.
  - ii. PAB Construction was the apparent low bidder at \$908,734.00

- iii. The pre-construction meeting was held on 2-12-23 and discussion was had that PAB will move to Ash once all utilities are in on Fayette.

### **Fire Department**

1. Responses to Date:
  - a. Squad- 70; Total- 336
  - b. Fire- 9; Total- 59
  - c. Primary Squad Runs & Assist for other Branches- 3; Total- 8
2. Attended pre-construction meeting for the new elementary school
3. Attended EMS meeting with Coldwater and Rockford EMS
4. Assisted Rockford Fire Department with the aerial ladder, tanker, and light towers on their downtown fire in Rockford
5. Will be attending the County EMS advisory board meeting on March 21, 2023

### **Police Department**

1. Calls for Service- 697
2. Reports Written- 237
3. Arrests- 49
4. Citations- 21
5. Crashes- 10
6. Warnings- 58
7. Reports of Interest:
  - a. On March 7<sup>th</sup>, Celina Police arrested a 41-year-old Union City man for a string of thefts from our local Walmart. Thefts include multiple televisions and other merchandise totaling over \$2,000.00. He was also found in possession of meth and drug paraphernalia. Due to being previously banned from Walmart the man faces multiple burglary charges in addition to the drug charges.
  - b. Celina Officers have seen a very recent uptick in arrests for meth. This seems to be the most prevalent illicit drug of choice at the moment.
8. Total Police Dept. Calls for Services, YTD: 3,227

### **Parks and Recreation**

1. Sign up for Baseball and Softball is now available @: [www.teamsideline.com/celina](http://www.teamsideline.com/celina)
2. Deadline to sign up is April 10<sup>th</sup>
3. Sponsorships for the whole year for Rec Sports have been fulfilled

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Put batting cage nets up
5. Put up fence at Westview Park on Diamond #1
6. Worked on ball diamonds for Spring sports

### **Public Works**

1. Work on equipment

2. Cut parking lot to sub grade and stone at Bryson Park
3. Cleaned up dump
4. Replaced street signs around town and new post
5. Replaced catch basins

### **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

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

1. Billed 2,017 customer billings
2. Sent out 216 delinquent billings
3. Shut off 21 customers
4. Mailed out finals/refunds
5. Meter readers continue to read routes

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program
    - i. Replacing 2-wire probes with 3-wire probes for future radio readers, continued
  - b. Fire Hydrant painting to continue in the Spring 2023
  - c. Fayette Street Project
    - i. Old waterline break repaired as street pavement was being removed
    - ii. Waterline replacement started on Thursday
  - d. Lead service line research & replacement program
    - i. Replacement of customer lines will continue with water main projects
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 02/28/2023 – 3.70 ug/L
    - ii. Raw Water 03/07/2023 – 3.50 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)
  - b. WTP Buildings, Grounds, & Operations:
    - i. Spring maintenance program started
    - ii. Carbon exchange for tank #4, scheduled for April 4<sup>th</sup>, 2023
    - iii. Sand Filter Bldg. Project
      1. Equipment PO's have been submitted
      2. All lighting has been replaced

- iv. DAF Bldg.
  - 1. Bug mitigation project, waterline installation completed
- v. Carbon Dioxide System
  - 1. Compressor equipment replacement, on order
- 3. Water Dept. Training
  - i. Kurtis Williams, scheduled for Backflow training update
  - ii. AWWA district water meeting scheduled for April 20<sup>th</sup>, 2023 @ Celina WTP
    - 1. Tour book update completed
    - 2. Painting and cleaning continuing
  - iii. Technology Committee Meetings
    - 1. Scheduled zoom meeting February 21<sup>st</sup>, 2023
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Pool, closed for season

### **Wastewater**

1. Inspected all fiber patch cables at lift stations, replaced damaged cables and remounted switches to side of panel to prevent breaking more fiber cables (not enough clearance mounted on back side of panel)
2. Worked on installing conduit and pulling wire for #1 RAS flowmeter
3. Removed non-working temp sensor from East WML valve pit and dried out/changed batteries; replaced with new sensor
4. Completed forming pad for new fuel tank; poured pad
5. Worked on installation of power junction and switch boxes for new diesel pump
6. Rearranged snow plows and misc. equipment around in new bunker; moved pile
7. Called Pete Latta/Jones & Henry to inform SSD requested revised Proposal summary fee break down to reflect only industrial and commercial smoke testing (not smoke testing 100% of sanitary sewers because not smoking residential areas)
8. Picked up and used mini-excavator to dig out for footer/wall extension from East building to divert runoff washout; added rebar and poured footer for wall extension
9. Studied Schreiber equipment and discussed installation
10. Disassembled new mechanical bar screen into components to aid in installation and transported to Influent building; prepared for installation 3/8; lifted with crane to upper floor of Influent building
11. Terminated bypass flowmeter to Allen-Bradley micrologix for SCADA
12. WWTP bypass event; reported to OEPA
13. Wayne Adams completed startup on Seimens #1 RAS flowmeter; worked on #1 RAS flowmeter wiring; Wayne Adams and Scott Gehl programmed/scaled vfd
14. Completed forming pad for new fuel tank; poured pad; stripped forms off diesel fuel tank pad and backfilled with stone; wired fuel pump
15. Replaced Martz MultiSmart controller with repaired unit
16. Assisted Water Distribution with annual inspection of Havemann LS backflow preventer

17. Added duct seal around chemical suction port to prevent splash residual on outside of tank during filling process
18. Rovisys worked on SCADA integration and performed training on software

### **Electric Distribution**

1. Set poles 14
2. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 1
3. Street Lights
  - a. Repairs 5
  - b. Replaced 8
4. Underground Locates (OUPS) 99
5. Traffic Signals
  - a. Replace red light at Myers and Lilac northbound
6. Tree Trimming
  - a. Helped county highway department top trees out near our lines that they were taking down
7. Request or Miscellaneous Jobs
  - a. Replaced 3 poles for Village of Ohio City
  - b. Replaced metering pole, Hoenie Road
8. Trouble Calls
  - a. 2/27/2023-broken riser wire, Celina Glass
  - b. 3/4/2023-broken riser wire, Oregon Road
  - c. 3/4/2023-bad secondary underground, Frahm Pike
9. Large Projects
  - a. High Tech Electric completed pole replacement on Feeder 4, started with reconductor of 127 north
  - b. Bean work on Mud Pike-County road widening project
10. EV Charging Stations
  - a. Number of Sessions 4
  - b. Total Length of Sessions 3 hours 40 minutes

### Income Tax – February 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	2021 vs 2022 Year change	2023vs 2022 Year percent
<b>Business</b>	28,380.40	35,070.43	41,352.73	86,210.66	43,418.52	96,989.58	42,792.14	98.56
<b>Non Resident Bus</b>	5,488.91	9,594.97	7,304.54	11,524.86	10,886.17	8,285.87	638.69	5.87
<b>Resident</b>	25,241.56	28,444.71	22,343.72	62,733.79	74,161.23	73,612.01	-11,427.44	-15.41
<b>Non-resident</b>	2,201.52	2,496.22	2,027.80	5,690.11	6,567.20	7,539.53	-877.09	-13.36
<b>Withholding</b>	321,604.12	385,018.74	416,717.20	891,036.20	792,384.13	755,201.80	98,652.07	12.45
<b>Non Resident W/H</b>	12,393.18	12,962.91	12,767.67	26,994.74	24,287.09	26,615.23	2,707.65	11.15
<b>Grand Total</b>	395,309.69	473,587.98	502,513.66	1,084,190.36	951,704.34	968,244.02	132,486.02	13.92

	2020	2021	2022	2023
<b>January</b>	\$458,919.27	\$572,934.33	\$478,116.36	\$581,676.70
<b>February</b>	\$466,258.90	\$395,309.69	\$473,587.98	\$502,513.66
<b>March</b>	\$553,445.37	\$492,151.79	\$448,002.22	
<b>April</b>	\$768,825.17	\$850,639.88	\$698,445.36	
<b>May</b>	\$495,500.19	\$778,967.41	\$719,166.91	
<b>June</b>	\$625,636.75	\$797,943.26	\$653,890.17	
<b>July</b>	\$466,411.86	\$520,341.61	\$733,311.33	
<b>August</b>	\$539,462.46	\$472,333.24	\$781,346.45	
<b>September</b>	\$581,692.39	\$707,295.13	\$549,578.60	
<b>October</b>	\$431,152.95	\$489,278.54	\$602,278.54	
<b>November</b>	\$436,695.93	\$475,970.73	\$509,200.32	
<b>December</b>	\$614,341.53	\$546,619.75	\$491,072.40	
<b>Grand Total</b>	<b>\$6,438,342.77</b>	<b>\$7,099,785.36</b>	<b>\$7,137,996.64</b>	