

Administrative Report
November 22, 2024 to December 12, 2024

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system//2025 Plumbers//Heliport research//research billboards
2. Zoning Permits:
 - a. 224 Morton St-fence
 - b. 641 Linden Ave-fence
 - c. 837 Linden Ave-fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (2)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 504 Sycamore St-trash
 - c. 705 Vining ST. trash (fence)
7. Planning Commission:
 - a. Meeting scheduled for Dec 12th for a conditional use and two lot splits.
8. 2024 Construction Update:
 - a. 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.
 - b. Public Works New Building
 - i. Access Engineering and Preferred Design is currently working on a site/building plan at the North Street Property.
 - ii. Plans are being finalized for this project. It is set to advertise the next 2 weeks, and has a bid opening of 12-13-24
 - c. 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.
- v. Masons have returned and started the exterior stone. They have provided supplemental heat and enclosed the areas of grout where they are working with these colder temps.
- d. Mill Street Improvements
 - i. This project has a bid opening of 11-21-24 at 11AM. The engineers estimate is \$4,490,000.00
 - ii. Shinn Brothers was the apparent low bidder at \$3,690,000.00, paperwork has been completed and they have been issued the Notice to Proceed. We anticipate a start date sometime in March.

Fire Department

- 1. Totals since November 22nd 2024:
 - a. Squad- 116
 - b. Fire- 22
 - c. Inspections- 9
 - d. Training Hours- 313
 - e. Primary squad runs & assists for other branches- 3
- 2. Totals for 2024:
 - a. Squad- 1,874
 - b. Fire- 343
 - c. Inspections- 353
 - d. Training Hours- 3
 - e. Primary squad runs & assists for other branches- 72
- 3. Other:
 - a. Firefighter Schoenleben began firefighter level 2 training on 12/9/2024
 - b. Responded to a structure fire at 610 W. Logan Street on 12/7/2024 at 2019 hours. No injuries, estimated damage of \$20,000
 - c. Recruits Engle and Shaw are registered for the February Fire Academy
 - d. Recruit Pyles has had his physical scheduled for after Christmas. We intend to start him in January pending physical. Recruit Pyles is a certified EMT and is

currently in Paramedic school. We plan to send recruit Pyles to the Fire Academy after Paramedic Fall of 2025.

- e. Looking at ways to increase our training opportunities and how effectively complete inspections for 2025
- f. Currently we have officer meetings once a month to create better working relations and communication
- g. Ray's recently installed heat and will finish next week

Police Department

1. Over the past couple of weeks Celina Police Department has been investigating multiple vandalisms to City property as a well as private property. The letters "CRIM" have been spray painted on buildings. This is also referred to as a tagging. Suspects have been developed and the case is ongoing.

The Police Department requests property owners report all such vandalism. This is important to get any restitution to the owner should someone be convicted and we may glean helpful information to our case. We also request any such tagging be removed or covered over ASAP. This discourages the perpetrator as well as copy cats.

2. Update on the November 3rd shooting on N. Mill Street: The suspect has been indicted for Attempted Murder and the case is proceeding through the system. The charged suspect, Samuel Paul remains in jail at this time.

3. Total Police Department Incidents YTD: 11,640

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	2	Injury Accident	1	Non Injury Accident	16
Assist Another Agency	24	Alarm	2	Animal Complaint	2
Assault	3	Bad Check	4	Bank Detail	11
Barking Dog	2	Bond Sign Charges	14	Business Checks	259
Civil	1	Court	8	Debris in/on Roadway	2
Death Investigation	3	Disorderly Conduct	12	Domestic Violence	2
Domestic Active	1	Domestic Dispute	4	False Alarm	6
Fire	4	Follow Up	34	Found Property	3
Menacing/Threats/Harassment	1	Investigate Liquor Permit	6	Juvenile Runaway	1
Juvenile Abuse	3	K-9 Call	1	Lost Property	2
Meeting	2	Mental Subject Calls	3	Miscellaneous	12
Noise Compliant	1	Open Door/Window	6	Parade/Event	1
Parking Enforcement	4	Public Information Request	38	Rape	1
Release from Impound	1	Returning Property	7	Sex Offense	1
Special Detail	5	Suicide Threat	2	Suspicious Person	16
Suspicious Vehicle	8	Testing Alarms	1	Theft/Larceny	12
Special Traffic Detail	6	Traffic Stop	24	Trespassing Report	1
Unruly Juvenile	2	Utility Need	2	Vandalism	7
Warrant/Paper Service	6	Welfare Check	7	TOTAL REPORTED	610

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms

3. Working on equipment
4. Mulched leaves in parks

Public Works

1. Work on equipment
2. Sweep city streets
3. Mastic roadways
4. Cold patch potholes in streets
5. Moved dirt from Westview
6. Leaf pickup
7. Asphalt patches
8. 12/5/2024 salt roads

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. Clean catch basins

Customer Accounts/Meter Readers

1. Billed 2,296 customer billings
2. Sent out 212 delinquent letters
3. Shut off 15 customers
4. Sent out finals/refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Spring of 2025
 - i. Painted (23 of 759) hydrants red
 - ii. Painted (125 of 141) 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. 17 Waterline repairs within 30hrs (Nov 23-25)
 - i. Home Ave. – 1 repair
 - ii. Hillcrest Dr. – 4 repairs
 - iii. SR 703 (Melody Dr.) – 7 repairs
 - iv. SR 703 (Beach Club to Harbor Point Dr.) – 5 repairs

- f. Waterline repair, 1000 block of Wilken St. (tapping saddle failure)
- g. Waterline repair, SR 703 (Melody Dr.)
- h. Waterline repair, 200 block of E. Anthony St.
- i. Service truck, dump truck, & backhoe cleanup
- j. Scheduled to vac hydrant on West Bank Rd. – checking pipe leg size, 4” or 6”
- k. Waterline repair holes in streets cold patched till spring
- l. 48 late backflow testing report letters passed out to commercial businesses
 - i. Most have been completed and logged
- m. Completing meter error code work orders
- n. Started City owned backflow testing (2 of 40 completed)
 - i. WTP @ Sludge pit, ordered new shutoff valve
 - ii. WTP @ HS Pumps, cleaned & re-tested
- o. Continued updating Lead service line replacement program
 - i. Completed & Submitted to OEPA
 - ii. Mapping & Spreadsheet info. update due to OEPA 2027

2. Water Plant

- a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 11/26/2024 – 8.6 ug/l
 - ii. Raw Lake Water 12/03/2024 – 3.1 ug/l
 - iii. Raw Lake Water 12/10/2024 – 2.9 ug/l
 - iv. All finished water samples were Non-Detect for Microcystin Toxin
 - v. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - vi. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
 - vii. 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 #7, scheduled for January 14, 2025
 - ii. Carbon Exchange for tank #2, scheduled for January 28, 2025
 - iii. Mowing grass at WTP, lagoons, towers, & pool – completed for season
 - 1. Mower maintenance completed and stored for winter
 - iv. GAC Facility
 - 1. Transfer pump #4 stuck
 - a. Troubleshooting revealed that the motor is fine
 - b. Pulled pump & inspected, sent out for repair, still out
 - 2. UV 1200 unit 2 bad capacitors, on order November 6, 2024
 - 3. 6 UV lamps on order for restock November 6, 2024
 - v. DAF units drained and cleaned
 - 1. #3 recycle pump failure
 - a. Pump is grinding and tripping out the VFD

- b. Replaced with spare pump
 - c. Old pump rebuilt and ready for service when needed
 - d. Additional spare parts on order
 - 2. #1 unit has a valve leaking, new valve and rotor assembly ordered
 - a. Replaced valve and reset rotor assembly
 - b. clutch assembly still on order
 - c. Working in automatic control only
- vi. 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
 - a. Both water tower SCADA panels to be replaced in 2025
 - i. New panels will include current data points
 - ii. Also include security camera video
- vii. Monthly and weekly maintenance items completed
- viii. Completed fall maintenance & water basin cleaning
- ix. Drained and cleaned, North & South Rapid Mixing Tanks
- 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, Finished November 7, 2024
 - 6. WTP / Distr. Crew – cleaned debris & sand from filter floor
 - 7. Ohio Concrete & Saw – completed wall cleanup
 - 8. Davis Welding – to weld extension to air inlets next week
 - 9. WTP Crew – to install u-channel & threaded rods once cleaned
 - 10. Xylem field rep. rescheduled for March 2025
 - a. Progress & weather dependent (grout / concrete pour)
- 3. Water Dept. Training
 - i. Technology Committee Meetings
 - 1. Scheduled for November 19, 2024 - Completed
 - 2. Sludge Handling Sub-Committee meeting
 - a. December 12, 2025, at Delco Water Plant (3 to attend)
- 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. Slide options looked at & chosen, sent to Bryson Trust for payment
 2. Old slide re-listed on GovDeals.com
 - a. No scheduled date for removal at this time
 3. City crews to remove old concrete and prep for new foundations

Wastewater

1. Removed Biosolids Application sign at Schmitmeyer application site
2. Worked on SCADA remote alarm acknowledgement problem
3. Adjusted sodium aluminate suction line; switched over to west tank
4. Worked on cold weather operating procedures
5. Added 4 feet of water to front sludge mixing tank to prevent damage from ice during winter months
6. Calibrated gas meters
7. Replaced bad battery in Kessler lift station generator
8. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations
9. Replaced pump tube in #1 sodium aluminate pump
10. Prepped snow blowers for season
11. Removed mower deck from JD 3046R tractor for the season and cleaned, installed snow blower on tractor and lubed
12. Republic Services picked up and disposed roll-off contents
13. Installed new site key for Modbus on newer spare MultiSmart controller and took out to 4-H LS and switched out with older unit in service, did not resolve SCADA problems, contacted Rovisys and informed we needed their service to resolve especially since no high level alarm capability with MultiSmart; received RA for MultiSmart unit with Application Failure fault and sent to Xylem
14. Received revised electrical drawings from Electro Controls and saved
15. Worked on servicing AD blowers
16. Emailed Jones & Henry my comments/questions to draft NFA; met with SSD/Mayor to discuss draft NFA; met with SSD/Mayor and Jones & Henry to discuss draft NFA
17. Submitted November eDMR/Minimum Staffing reports to OEPA
18. Modified roll-off stands to prevent them from getting wedged under roll-off
19. Updated 2024 Biosolids records
20. Scheduled January lab schedule and modified December lab schedule per communication with Nichole/BoJhun
21. Sent screenshots of Twillio alarms to Rovisys and gave them access to Twillio account to see what changed to allow remote acknowledgment of scada alarms; contacted Rovisys again to inform them remote acknowledgment of alarms not working again
22. Emailed Republic Services Special Waste (grit, grease, screenings, trash) recertification paperwork and analytical results

Electric Distribution

1. Set 4 poles

2. New Services
 - a. Underground 9
3. Service Replacement
 - a. Upgrade Overhead 4
4. Street Lights
 - a. Repairs 7
 - b. Replaced 10
5. Underground Locates (OUPS) 93
6. Traffic Signals
 - a. Replace red light at Grand Lake and Wayne
7. Tree Trimming
 - a. Trimming as needed on the south and southwest part of town
8. Request or Miscellaneous Jobs
 - a. Shut down transformers at Crown to allow them to replace switchgears
9. Trouble Calls
 - a. 12/5/2024- Broken riser wire, 4292 Oregon (wind)
 - b. 12/5/2024- Broken riser wire, 4570 Oregon (wind)
 - c. 12/11/2024- Pole hit, Miller west of Frahm Pike (snow/ice)
10. Large Projects
 - a. Premium Utility working of Feeder 14 reconductor project
 - b. Tree trimming as needed
11. EV Charging Stations
 - a. Number of Sessions 25
 - b. Total Length of Sessions 63 hours

Income Tax – November 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	69,007.43	47,506.21	20,315.70	1,028,472.18	1,151,622.73	1,081,396.82	(70,225.91)	(6.10)
Non Resident Bus	1,245.22	(657.42)	9,132.53	83,881.22	106,788.22	128,651.84	21,863.62	20.47
Non-Resident	1,181.91	2,666.23	168.53	105,712.27	103,906.49	98,408.57	(5,497.92)	(5.29)
Resident	8,857.43	14,099.73	11,698.96	826,769.55	859,166.09	866,757.20	7,591.11	0.88
Non Resident W/H	12,189.46	19,076.68	22,372.83	128,080.48	174,008.61	213,216.63	39,208.02	22.53
Withholding	416,718.87	430,032.01	429,578.95	4,474,008.54	4,883,756.34	5,081,850.91	198,094.57	4.06
Grand Total	509,200.32	512,720.44	493,267.50	6,646,924.24	7,279,248.48	7,470,281.97	191,033.49	2.62

	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	\$493,267.50
December	\$546,619.75	\$491,072.40	\$578,608.60	
Grand Total	\$7,099,785.36	\$7,137,996.64	\$7,587,878.18	