

Administrative Report
June 21, 2024 to July 3, 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. 152 Meyer Rd- fence
 - b. 500 Meyer Rd- non res bldg.
3. Plumbing Permits/Inspections (0)
4. Dumpster Permits (2)
5. Dominion Gas Co. Street permits (0)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 303 N Brandon St- city mowed
 - c. 920 N Brandon St- city mowed
 - d. 538 Touvelle St- city mowed
 - e. 225 E Fayette ST- city mowed
 - f. 124 W Warren St- grass
 - g. 906 N Walnut St- grass
 - h. 604 N Sugar ST- grass
 - i. 148 Meyer Rd- trash
 - j. 611 Vining St- grass
 - k. 214 Summit St- grass
 - l. 322 W Logan St. - grass
7. Planning Commission:
 - a. Meeting scheduled on 06/27/24 site plan W Logan St (Old Dairy Cone)- tabled until further notice
8. Board of Zoning Appeals:
 - a. July 18th meeting scheduled for two cases involving signage and a side yard setback
9. Working on retro tax abatements
10. 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. No Change
 - b. Meyer Road & Pond Street Improvements
 - i. This project was bid and opened by the county on 12-21-23. PAB Construction was the apparent low bidder at \$674,298.40. The final completion date is 8-15-24.

- ii. A pre-constructing meeting was held on 3-5-24. PAB Construction plans to start this project in May.
- iii. PAB came and removed asphalt down to the stone base on Meyer Road the week of 4-29-24.
- iv. Storm sewers and catch basins are installed on both Pond and Meyer Rd. PAB has started to excavate road to lay stone base in both areas. Curb on Meyer is scheduled for June 1st weather depending.
- v. Stone base has been placed on both streets. Newcomer Concrete has placed curb on Meyer Road, and is scheduled to come back to Pond the first week of July. PAB is working on sidewalks and drive approaches this week, to get residents back into their drives as soon as possible. Asphalt will be placed by The Shelly Company, date is still to be determined.
- vi. All drives and sidewalks are complete on Meyer Road. Residents have been ramped in with stone as of 7-3-24. Post Excavation also came today and hydro seeded Meyer Road in front of residences. Newcomer Concrete is scheduled for Tuesday the 9th to begin placing curb on Pond Street. The Shelly Company plans to move in on this project towards the end of July to place asphalt.
- c. 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.
- d. 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

Fire Department

- 1. Total since June 19, 2024
 - a. Squad- 66
 - b. Fire- 9
 - c. Inspections- 31
 - d. Training Hours- 5
 - e. Primary Squad Runs & Assist for other Branches- 5
- 2. Total for 2024
 - a. Squad- 983
 - b. Fire- 168
 - c. Inspections- 249

- d. Training Hours- 195
- e. Primary Squad Runs & Assist for other Branches- 47
- 3. Other
 - a. Barn fire at 5366 State Route 29, we were assisted by Coldwater Fire Department, Montezuma Fire Department, MCSO, MCERV, Celina Police Department, and Celina Electric Department
 - b. Firefighter Russell Moorman accepted a position with the State Fire Marshal's Office and will be stepping down from his full-time position July 15th.

Police Department

- 1. On 6/22/2024 at about 2:49am, a Celina patrolman was on patrol when he observed a man on the roof of the Lions Club shelter house/restroom in Lakeshore Park near Ash Street. As the officer approached the man jumped/dove from the roof and rolled to his feet. He denied being injured. The 22-year-old was found to be very intoxicated. He was charged with disorderly conduct and released to a sober adult.
- 2. In response to a request at the last Council Meeting the following Celina Police Department drug related stats have been compiled for the first 6 months of each year listed. (This does not include Drug Task Force stats.)

	<u>2023</u>	<u>2024</u>
Drug Calls	16	9
Drug Arrests	13	5
Overdose Calls	6	5
Overdose Fatalities	0	4

- 3. Total Police Department Incidents, YTD: 6,110

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Injury Accident	1	Non Injury Accident	7
Assist Another Agency	5	Alarm	6	Animal Complaint	4
Assault	2	Bad Check	2	Bank Detail	4
Barking Dog	2	Bond Sign Charges	8	Business Checks	144
Civil	2	Court	2	Debris in/on Roadway	2
Dispatch Other Agency	1	Death Investigation	1	Disorderly Conduct Issues	10
Domestic Violence	4	False Alarm	2	Fire	1
Follow Up	31	Found Property	8	Funeral Detail	1
Gold Cart Inspection	4	Menacing/Threat/Harassment	9	Investigate Liquor Permit	3
Juvenile Runaway	1	Juvenile Abuse	2	Man with a Gun	1
Mental Subject Call	1	Miscellaneous	11	Nature Unknown	2
Noise Compliant	2	Parking Enforcement	3	Public Information Request	5
Returning Property	5	Sex Offense	2	Special Detail	3
Suicide Attempt	1	Suspicious Person	17	Suspicious Vehicle	5
Theft/Larceny	6	Theft of Bicycle	1	Special Traffic Detail	9
Traffic Stop	21	Training	2	Prisoner Transport	2
Trespassing Report	7	Unruly Juvenile	2	Utility Need	3
Vandalism	3	Vehicle Maintenance	1	Lock Out/Vehicle	4
Warrant/Paper Service	8	Welfare Check	4		

Customer Accounts/Meter Readers

1. Billed 2,933 customer billings
2. Sent out 393 delinquent billings
3. Shut off 23 customers
4. Sent out finals and refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Summer of 2024
 - i. Purchased red paint in Dec 2023
 - ii. Private hydrants will have a medium blue top
- 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. Myers Road 12” Waterline Project
 - i. Installation completed, pressure testing & bacteria testing completed
 - ii. Lutheran Church service connected to new waterline
 - iii. Old waterline removed from Forrest St.
 - iv. Cleanup this week
- f. Planting grass, covering with straw, & watering along Kaymar Ave.
- g. Lead service line research & replacement program
 - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024

2. Water Plant

- a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 06/25/2024 – 19.3 ug/l
 - ii. Raw Lake Water 07/02/2024 – 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. Camp Beach 06/25/2024 – 7.1 ug/L
 2. West Beach 06/25/2024 – 9.2 ug/L
 3. East Beach 06/25/2024 – 3.4 ug/L
 4. Windy Point Beach 06/25/2024 – 13.4 ug/L
- vii. Test not completed yet
 1. Camp Beach 07/01/2024 – ug/L

2. West Beach 07/01/2024 – ug/L
3. East Beach 07/01/2024 – ug/L
4. Windy Point Beach 07/01/2024 – ug/L
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #8 completed July 2, 2024
 - ii. Carbon Exchange for tank #1 scheduled for July 30, 2024
 - iii. WTP fence painting, started painting sections, continue as weather permits
 - iv. Spring tank cleanouts
 1. S. rapid mix, flocculation, & settling basin completed
 2. N. rapid mix, flocculation, & settling basin completed
 3. Recarbonation basin, #2 ozone contactor, & trenches - completed
 - v. Sand Filter #3 Re-Construction
 1. Final quotes received, POs being completed this week
3. Water Dept. Training
 - i. NW OAWWA District meeting -?
 - ii. Technology Committee Meetings
 1. Scheduled for August 20, 2024
 2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
 - i. Pool in full operation
 - ii. Chlorine analyzer failure, using one from water tower until parts arrive

Wastewater

1. Exercised lift station valves and check-valves
2. Attended TEAMS meetings with Rovisys to discuss I/O drawings and mobile screen preferences
3. Sprayed weeds
4. Cleared and trimmed around fiber pull boxes at 4-H lift station
5. Received revised Flow Summary (NFA Compliance Report) from Jones & Henry; reviewed and submitted to OEPA
6. Removed plug from North screw press polymer system
7. Mowed
8. Trimmed tall grass on mixed sludge tank hill
9. Replaced Raw DO sensor cap
10. Replaced Scotty's Voice Reporter and generator batteries
11. Tentatively scheduled sodium aluminate delivery
12. Transferred one barrel of waste oil to waste oil tote; delivered to Jackson Garage for exchange of empty tote
13. Ran SOUR test on aerobic digester 3
14. Completed monthly calibrations on influent and effluent pH & DO meters and gas analyzers
15. Monthly rotation of spare lift station pump impellers

16. Transferred waste oil from 55 gallon drums to bulk waste oil tote
17. Transferred aerobic digester 3 to the dewatering process
18. Mowed grass and applied 2-4-D for weed control at Kingswood lift station
19. Re-assembled spare pump for Kessler lift station and put into storage

Income Tax – June 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	255,648.70	169,328.15	195,828.32	737,155.56	806,464.85	611,685.17	(69,309.29)	(8.59)
Non Resident Bus	12,061.54	37,023.41	27,755.12	99,832.47	89,537.19	44,993.87	10,295.28	11.50
Non-Resident	5,877.94	21,777.21	3,845.21	88,756.23	88,751.33	39,911.30	4.90	0.01
Resident	41,811.99	138,336.68	44,644.40	726,394.76	733,761.04	403,382.75	(7,366.28)	(1.00)
Non Resident W/H	7,512.31	14,656.93	14,621.61	110,052.28	77,442.85	62,126.33	32,609.43	42.11
Withholding	330,977.69	388,915.10	458,484.02	2,770,856.31	2,600,242.53	2,309,109.58	170,613.78	6.56
Grand Total	653,890.17	770,037.48	745,178.68	4,533,047.61	4,396,199.79	3,471,209.00	136,847.82	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	
August	\$472,333.24	\$781,346.45	\$639,141.86	
September	\$707,295.13	\$549,578.60	\$594,813.17	
October	\$489,278.54	\$602,278.54	\$607,545.72	
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	