

## **Administrative Report**

### **September 20, 2024 to October 10, 2024**

#### **Administration**

1. Leaf Pickup will begin the week of October 21<sup>st</sup>
2. Trick-or-Treat will be Sunday, October 27<sup>th</sup> from 4pm-6pm

#### **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. 2313 Eaglebrooke Cir-new house
3. Plumbing Permits/Inspections (2)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (2)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. Williamsburg Apt-trash
  - c. 515 Sycamore St-trash
  - d. 719 South St- trash
7. Planning Commission:
  - a. Meeting scheduled for 10/17/24 to hear requests for:
    - i. 630 Morton St. lot split
    - ii. Lot corner E Wayne St and Myers Rd- lot split
8. Board of Zoning Appeals:
  - a. Meeting scheduled for 10/17/24 to hear variance requests for:
    - i. Little Flower Learning-603 Touvelle St.-signage
    - ii. VFW-W Logan St- signage
9. 2024 Construction Updates:
  - 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.**
- 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.**

### **Police Department**

1. On 9/27/2024 Celina Police responded to a Warren Street residence in response to a domestic violence call with a firearm. Officers responded at 11:41pm and found that a man's estranged wife came in his residence and started arguing. She allegedly disabled security cameras and retrieved his handgun from the bedroom. She held him at gunpoint and eventually pointed the gun at herself. The man tried to disarm her and the gun discharged during the attempt. No one was injured. The wife left the scene and was later arrested.
2. On 9/28/2024 a troubled man brought a note to Dispatch advising the need for a fire response to a Lilac Street residence. It was later found through video that the man set the fire himself at his parent's residence. He is held on arson charges.
3. Total Police Dept. Incidents YTD: 9,747

<b>Nature of Incident</b>	<b>Total Incidents</b>	<b>Nature of Incident</b>	<b>Total Incidents</b>	<b>Nature of Incident</b>	<b>Total Incidents</b>
911 Hang Up	8	Injury Accident	2	Non Injury Accident	15
Assist Another Agency	19	Alarm	5	Animal Bite	1
Animal Complaint	5	Assault	1	Bad Check	1
Bank Detail	14	Barking Dog	2	Bond Sign Charges	11
Burning Compliant	1	Business Checks	287	Civil	3
Court	13	Dispatch Other Agency	1	Death Investigation	2
Disorderly Conduct Issues	10	Domestic Violence	7	Domestic Dispute	4
Drugs	3	False Alarm	9	Fight	2
Fire	1	Follow Up	46	Found Property	12
Funeral Detail	1	Golf Cart Inspection	9	Menacing/Threats/Harassment	9
Investigate Liquor Permit	7	Juvenile Runaway	1	Juvenile Abuse	3
Lost Property	1	Mental Subject Call	6	Miscellaneous	7
Missing Juvenile	2	Motorist Assist	1	Noise Compliant	2
Nuisance	1	Open Door/Window	3	Parade Event	1
Parking Enforcement	8	Public Information	14	Recover Stolen Property	1
Release From Impound	4	Returning Property	10	Sex Offense	1
Special Detail	7	Stolen Vehicle	3	Suspicious Person	32
Suspicious Vehicle	12	Theft/Larceny	4	Special Traffic Detail	22
Traffic Stop	54	Training Range/Firearms	2	Prisoner Transport	4
Trespassing Report	2	Unruly Juvenile	6	Vandalism	3
Lock Out/Vehicle	3	Warrant/Paper Service	18	Welfare Check	3

### **Parks and Recreation**

1. 3 of the 4 football teams made the playoffs (both JV teams and Varsity Green) which are played on October 12<sup>th</sup> and October 13<sup>th</sup>
2. Soccer playoffs have started this week and all will be done by October 17<sup>th</sup>
3. Soccer season overall has been pretty smooth but referee availability can be trying at times when 90% of the referees are playing school soccer

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mowing in parks
5. Painting football fields and soccer fields
6. Shelter house rentals

### **Public Works**

1. Work on equipment
2. Dura patch alleys
3. Sweep city streets
4. Work on ADA ramps at Wayne Street, Holly Street, and Willow Street
5. Trimmed trees on City streets and in alleys
6. Clean up Pullman Bay and rip rap and Kayak ramp
7. Jackson and Jefferson storm and sidewalk fix

### **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
6. Fix suck holes

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

1. Billed 2,296 customer billings
2. Shut off 22 customers
3. Sent out 222 delinquent accounts
4. Charged EAA on billings cycle 2 (8) due 10/23/2024
5. Sent out finals and refund checks
6. Meter readers continue to read routes

### **Water Treatment Plant**

#### **1. Water Distribution**

- a. Fire Hydrant painting to continue in Summer of 2024
  - i. Painted (4) hydrants red, pressure washer trailer completed & ready
  - ii. Painted (20) 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. Completed asphalt patching
- f. Replaced valve bolts, Sugar St. @ Washington St.
- g. Completed 2" waterline bore for new restroom facility @ Bryson Park
- h. Assisted with waterline repair in Beach Club development
- i. Water main repair along 703, after flushing Beach Club development hydrant
- j. Deep cleaned trucks (3) on a rainy day
- k. Assisted WTP with sand filter #3 cleanout
- l. Installed service at County WW station for cleaning
- m. Sprayed weed at Pool, WTP, Lagoons, Towers, & PD Range
- n. Winterized Bryson Park splash pad
- o. Replaced lead service on Main Street
- p. Completed street patches from waterline repairs
- q. Planted grass at waterline repair locations around town
- r. Poured concrete at GAC Facility for green storage container & fuel tanks
- s. Installed catch basin & drain, concrete to be poured at GAC Facility, for truck wash area
- t. Lead service line research & replacement program – Completed & Submitted
  - 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                      09/24/2024 – 22.9 ug/l
  - ii. Raw Lake Water                      10/01/2024 – 11.1 ug/l
  - iii. Raw Lake Water                      10/08/2024 – 71.9 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 #3, completed
  - ii. Carbon Exchange for tank #5, scheduled for October 29, 2024
  - iii. Carbon Exchange for tank #7, scheduled for January 7, 2025
  - iv. Back to mowing grass and weeds
  - v. GAC Facility
    - 1. Transfer pump #4 stuck
    - 2. Troubleshooting revealed that the motor is fine
    - 3. Called Ortman for pump pulling & inspection
  - vi. DAF units drained and cleaned, installed drain hoses for all drain valves
  - 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 to ship October 28, 2024
  4. Glass panels removed for access for material removal & installation
  5. Jutte Excavating demo of old underdrains
    - a. Working on rainy days – two so far, one to go
    - b. WTP / Distr. Crew – cleaned debris & sand from filter floor
3. Water Dept. Training
  - i. NW OAWWA District meeting – 09/19/2024, Village of Ottawa – 4 attended
  - ii. 2 scheduled for backflow webinar
  - iii. 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) to be pulled and serviced
  - iii. Slide replacement project
    1. Looking at options and cost estimates for project

## **Wastewater**

1. Transferred AD#4
2. Worked on revised staffing schedule (Sept.-Nov.)
3. Primed and painted new conduit in North screw press room
4. Removed plug from influent sample pump
5. Worked on 2025 Budget
6. Completed MultiSmart Software Function Enable Form for Doug Billiter /Xylem to get new site key (Modbus) for 4-H LS controller needed for Scada
7. Assisted Rovisys with remote monitoring SCADA project
8. Contacted Larry Bell/Vertimix to see when polymer tote mixing system would be dropped off for trial

9. Brian Shannon reset SCADA switch at Havemann LS to restore SCADA monitoring at several LS locations; discovered there was no redundancy (only one direction on loop); troubleshot and switched fiber cables around to loop both directions (using fibers 5/6)
10. Completed 4 of 7 (and duplicate) SOUR test on AD#3 for Annual Sludge Report
11. Completed 5 of 7 (and duplicate) SOUR test on AD#3 for Annual Sludge Report
12. Pushed back sludge in bunker with CASE loader
13. Replaced feed tube in Blue-White sodium aluminate pump
14. Replaced 5 guy wire markers at WWTP
15. Removed leaves from inside of 4-H LS fence
16. Replaced exterior green lens caps on indicator lights
17. Completed SOUR test on AD#1; transferred to sludge mixing tank
18. Removed plugs from influent sample pump
19. Completed 6 of 7 (and duplicate) SOUR test on AD#3 for Annual Sludge Report
20. Replaced yellow tile pieces on 4-H LS drive gate added piece to the T-stake
21. Contacted Citco Water (new supplier for calcium nitrate) to confirm scheduling and tax exemption
22. Attended TEAMS meeting with Elizabeth/Rovisys to make changes to SCADA screen and callout texts
23. Mowed
24. Calibrated raw / final pH probes
25. Troubleshot Martz LS #1 pump vfd overcurrent; temporary replaced bad terminal block and ordered replacement
26. Unplugged raw sample pump bypass discharge line
27. Unseized effluent bypass channel gate valve
28. Completed 7 of 7 (and duplicate) SOUR test on AD#3 for Annual Sludge Report
29. Replaced mixing chamber mechanical seal on North polymer unit
30. Sent ArmCorp map of sanitary sewer for location/site development
31. Installed Biosolids signs at NS2A56 and NS4A99 sites
32. Transferred AD#3 to sludge mixing tank
33. Modified Walmart LS probe settings and put new sheet in control panel
34. Submitted September eDMR to OEPA
35. Submitted September Minimum Staffing Report to OEPA
36. Sent Jones & Henry Engineers September operating reports
37. Completed SOUR test on AD#2; transferred to mixing tank

### **Electric Distribution**

1. Set 9 poles
2. New Services
  - a. Underground 2
3. Service Replacement
  - a. Upgrade Underground 2
  - b. Upgrade Overhead 2
4. Street Lights
  - a. Repairs 9
  - b. Replaced 3
  - c. Pole New/Replace 1

5. Underground Locates (OUPS) 133
6. Traffic Signals
  - a. Pour pedestrian light foundation- CVS
7. Tree Trimming
  - a. Feeder 6 on west side of town
8. Request or Miscellaneous Jobs
  - a. Replace broken pole at Ohio City- 9/27/2024
  - b. Pickleball light foundations
9. Trouble Calls
  - a. 9/21/2024- Hawk Road- raccoon
  - b. 9/27/2024- Rice Road- broken pole, wind
  - c. 9/28/2024- Frahm Pike- bad recloser
10. Large Projects
  - a. Replace poles and reconductor State Route 118 south of 29
  - b. Site work at shop
11. EV Charging Stations
  - a. Number of Sessions 28
  - b. Total Length of Sessions 67 hours 29 minutes



### Income Tax –September 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
<b>Business</b>	97,957.76	104,062.85	263,718.91	1,036,014.20	1,085,097.32	892,312.09	(49,083.12)	(4.52)
<b>Non Resident Bus</b>	5,156.63	3,464.72	9,530.81	113,112.04	104,057.04	83,137.81	9,055.00	8.70
<b>Non-Resident</b>	2,282.78	4,496.37	2,707.00	94,930.04	96,614.80	99,633.53	(1,684.76)	(1.74)
<b>Resident</b>	59,446.21	40,832.00	36,618.36	824,205.08	807,992.63	782,800.53	16,212.45	2.01
<b>Non Resident W/H</b>	9,067.31	13,090.03	14,650.35	169,778.99	132,763.72	100,113.10	37,015.27	27.88
<b>Withholding</b>	375,667.91	428,867.20	494,688.20	4,164,761.81	3,932,456.81	3,577,448.32	232,305.00	5.91
<b>Grand Total</b>	549,578.60	594,813.17	821,913.63	6,402,802.16	6,158,982.32	5,535,445.38	243,819.84	3.96

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