

Administrative Report
August 23, 2024 to September 5, 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. 1105 Lilac-shed
 - b. 319 E Wayne St-new house
 - c. 222 W Logan-non res bldg.
3. Plumbing Permits/Inspections (0)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 553 E Livingston St-trash
 - c. 1700 E Market St-zoning issue research
 - d. 603 N Ash St- trash
7. Planning Commission:
 - a. Meeting held on 08/22 site plans for three potential business/housing district. Temporary car sales granted on S Main St., site locate and lot split for Medical facility at Havemann Rd & Industrial Dr. Final was tabled due to lack of information
8. Board of Zoning Appeals:
 - a. Meeting held on 08/29 for sign variance. Granted to Machine Pro.
9. 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.
- 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. No Change
- 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.

Fire Department

- 1. Totals since August 6th, 2024:
 - a. Squad- 162
 - b. Fire- 32
 - c. Inspections- 14
 - d. Training Hours- 30
 - e. Primary squad runs & assist for other branches- 5
- 2. Total for 2024:
 - a. Squad- 1,339
 - b. Fire- 235
 - c. Inspections- 289
 - d. Training Hours- 240
 - e. Primary squad runs & assists for other branches- 51
- 3. Other:
 - a. Firefighter Kelly started August 28th
 - b. Firefighter Ewing completed his rescue tech class

- c. Structure fire at 6987 Peach Tree Lane
 - i. Lieutenant Cline was able to make entry and remove the resident from the structure

Police Department

1. On Friday, 8/30/2024 Celina Police responded to a pedestrian crash with injuries in the 200 block of W. Logan Street, Celina. Upon arrival they found that a City Public Works employee, Bryce Schmidt, had been working in a catch basin located on the drive to Casa Rodriguez parking lot. Schmidt was waist deep in the basin when a red 2021 Chevrolet turned onto the drive from W. Logan Street. The driver did not see Schmidt and struck him, causing serious injuries.
2. On Tuesday, 9/3/2024 classes resumed for K-6 at the new and old buildings on W. Logan Street and Portland Street. As a result of ongoing construction traffic is backing up on Portland Street southbound from Market Street and in both directions on W. Market Street from Portland Street. This is especially worse during afternoon pickup.

We ask that drivers be patient and if you are not going to the school, please try to find other routes. It is recommended that students who can ride a bus, do so. These issues are expected to resolve when construction is completed and pickup lanes can be established on the property.

3. Total Police Dept. Incidents YTD: 8,498

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Abandoned Vehicle	1	Injury Accident	1
Non Injury Accident	14	Active Theft	1	Assist Another Agency	15
Alarm	1	Animal Complaint	4	Assault	1
Bad Check	1	Bank Detail	8	Bond Sign Charges	11
Business Checks	201	Civil	3	Court	7
Debris in/on Roadway	1	Disorderly Conduct Issues	9	Domestic Violence	2
Domestic Dispute	2	False Alarm	1	Fight	2
Fire	1	Follow Up	21	Found Property	2
Funeral Detail	3	Golf Cart Inspection	4	Menacing/Threat/Harassment	5
Investigate Liquor Permit	4	Juvenile Runaway	1	Juvenile Abuse	1
K-9 Call	1	Mental Subject Call	1	Miscellaneous	2
Missing Adult	1	Missing Juvenile	1	Motorist Assist	1
Parking Enforcement	5	Public Information Request	17	Returning Property	3
Sex Offense	1	Special Detail	3	Speed Trailer Use	1
Suicide Threat	1	Suspicious Person	15	Suspicious Vehicle	7
Theft/Larceny	7	Special Traffic Detail	13	Traffic Stop	24
Prisoner Transport	2	Trespassing Report	5	Unruly Juvenile	2
Vandalism	3	Vehicle Maintenance	1	Lock Out/Vehicle	2
Warrant/Paper Service	6	Welfare Check	9		

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

- ## Public Works

- ## Sewer Collection

- ### Customer Accounts/Meter Readers

- ## Water Treatment Plant

- 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. Watering grass along Kaymar Ave., coming up very nice
- f. Dump truck bed wood rails replaced
- g. Investigated straight bar in a meter pit
- h. Lead service line research & replacement program
 - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024

a. Continued weekly sampling for Microcystin analysis:

i. Raw Lake Water	08/27/2024 – 23.3 ug/l
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- ii. Raw Lake Water 09/03/2024 – 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 08/25/2024 – 36.8 ug/L
 - 2. West Beach 08/25/2024 – 22.6 ug/L
 - 3. East Beach 08/25/2024 – 40.7 ug/L
 - 4. Windy Point Beach 08/25/2024 – 17.0 ug/L
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #3 scheduled for October 1, 2024
 - ii. Carbon Exchange for tank #5 scheduled for October 29, 2024
 - iii. Carbon Exchange for tank #7 scheduled for January 7, 2025
 - iv. Spot mowing grass
 - v. WTP fence painting, continued painting sections, as weather permits
 - vi. DAF units drained and cleaned
 - vii. Monthly and weekly maintenance items completed
 - viii. Sand Filter #3 Re-Construction
 - 1. Final quotes received, POs completed
 - 2. Sand removed and new sand received
 - 3. Glass panels removed for access for material removal & installation
 - 4. Jutte Excavating to move in for demo over the next few weeks
- 3. Water Dept. Training
 - i. NW OAWWA District meeting – 09/19/2024, Village of Ottawa
 - 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
 - ii. Chlorine analyzer repaired
 - iii. Slide replacement project
 - 1. Looking at options and cost estimates for project

Wastewater

- 1. Worked on 2025 Budget
- 2. Scheduled Bioassay testing
- 3. Ordered two audible/visual signal alarms for screw presses to mount on exterior of sludge dewatering building
- 4. Mowed

5. Completed SOUR test on AD#; transferred to sludge mixing tank
6. Completed Kingswood LS maintenance (pulled pumps to check oil and cables, cleaned enclosure vents, hosed wetwell); 4-H maintenance; Walmart maintenance (replaced pump cables); Eaglebrooke maintenance
7. Attended staff meeting
8. Hosed algae from clarifiers and effluent channel, treated north clarifier with Green Clean Pro to evaluate effectiveness of algae control
9. Removed plug from north polymer system
10. Ordered replacement doors for F-350 Knapheide service body
11. Working with Rovisys/CNT to secure SSL Certificate needed for logging into VTScada remotely
12. Rotated water meter in Raw building to evaluate debris accumulation
13. Removed plug from #1 WML pump, cleaned, reassembled
14. Completed SOUR test on AD#2; transferred to sludge mixing tank
15. Completed lift station reports
16. Completed August monthly reports
17. Reposted WW Position Opening
18. Worked on install of North alarm signal light/audible alarm for indication of North screw press alarm on exterior side of sludge dewatering building
19. Renewed Erik Murlin's Class III certification
20. Serviced Rec Plex lift station
21. Troubleshoot oil leak on Kessler generator (found bad oil switch)
22. Sprayed weeds
23. Trimmed bushes in front of office
24. Rovisys made site visit to upgrade SCADA for remote monitoring; assisted with correcting Havemann LS micrologix IP address correction

Electric Distribution

1. Set 7 poles
2. New Services
 - a. Underground 4
 - b. Overhead 1
3. Service Replacement
 - a. Upgrade Underground 1
4. Street Lights
 - a. Replaced 1
5. Underground Locates (OUPS) 71
6. Traffic Signals
 - a. Program school lights
7. Tree Trimming
 - a. US 127 south of Monroe Road
8. Trouble Calls
 - a. 8/24/2024- Reynolds- generator issues
 - b. 8/24/2024- Devonshire Apartments- their problem
 - c. 8/25/2024- Fleetfoot Road- bad transformer
 - d. 8/25/2024- Mercer-Auglaize Line- bad transformer

- e. 8/31/2024- Carmel Church- lightning
- f. 8/31/2024- Wilson Road- their problem
- 9. Large Projects
 - a. Continue site wok at shop
 - b. Replace poles on US 127 south of Monroe Road
- 10. EV Charging Stations
 - a. Number of Sessions- 14
 - b. Total Length of Sessions 42 hours 20 minutes

Income Tax – August 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	60,106.27	172,981.74	19,313.73	772,295.29	981,034.47	794,354.33	(208,739.18)	(21.28)
Non Resident Bus	12,612.37	7,138.79	645.32	103,581.23	100,592.32	77,981.18	2,988.91	2.97
Non- Resident	25,647.54	1,766.10	397.58	92,223.04	92,118.43	97,350.75	104.61	0.11
Resident	225,622.36	17,739.86	21,895.46	787,586.72	767,160.63	723,354.32	20,426.09	2.66
Non Resident W/H	14,906.94	16,063.22	20,820.25	155,128.64	119,673.69	91,045.79	35,454.95	29.63
Withholding	442,450.97	423,452.15	421,449.88	3,670,073.61	3,503,589.61	3,201,780.41	166,484.00	4.75
Grand Total	781,346.45	639,141.86	484,522.22	5,580,888.53	5,564,169.15	4,985,866.78	16,719.38	0.30

	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	
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	