

## **Administrative Report**

**October 6, 2023 to October 19, 2023**

### **Engineering Department**

1. Department Projects:
2. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule//  
//Organizing Maps & Plans// //Street Projects//Updating file system
3. Zoning Permits:
  - a. 225 N Leblond St- shed
  - b. 607 Hoying St- garage
  - c. 312 W Oak St- room addition
  - d. 224 Lincoln Dr.- shed
4. Plumbing Permits/Inspections (1)
5. Dumpster Permits (1)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 626 Buckeye St. chicken complaint-letter sent
  - c. 313 E Forest-grass/weeds
  - d. 322 W Logan St- grass
7. Planning Commission:
  - a. File pending...working on Casey's Annexation
8. 2023 Construction Update:
  - a. 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.
- viii. Interior fit out is in progress. Plumbing and Electrical is being ran, as well as gas, electrical, and water connections on the outside of building are being made. The building manufacturer (Kirby) is scheduled to do a walk around inspection the first of April.
  - ix. Arcon and the building manufacturer are putting together a list of items that need attention for the building's exterior. Inside fit up is in progress as plumbing, HVAC, and electrical is being installed. Interior office insulation is scheduled for Monday, April 10th.
  - x. The sub-contractors are working on punch list items. Interior office space is being dry walled and the pipe fitters are working on the sprinkler system. This project is ahead of schedule as Arcon plans on being done by the end of May.
  - xi. Interior office area is being finished with paint, flooring, cabinet install. The shop part of the building is coming to a close as the fire suppression is completed and the electrical contractor is finishing up light installs. Other sub-contractors are continuing to work on punch list items as this project gets closer to being finished.

**xii. No Change**

**b. 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. Hohenbrink Excavating plans to move in mid-April, no specific date yet.
- v. Contractor has moved in and started installing storm line on 4-20-23.
- vi. Phase 1 of this project is underway. All storm work in between Market Street and Wayne Street has been completed. Contractors are working on sidewalk and curb, with asphalt patching and resurfacing beginning in the next 2 weeks. Once completed, Hohenbrink will move onto the reconstruction phase of this project North of Wayne.
- vii. Phase 1 of this project is complete less the line striping (Wayne-Market). Hohenbrink has started on phase 2 north of Wayne. They will begin on storm work and a second crew is planned to start on waterline the week of the 12th. A contractor for the gas company has also moved in to begin long service and mainline replacement.
- viii. Waterline main progress continues to the north. All of the storm main and laterals is done between Wayne and Blake. Contractor continues despite being slowed by the gas company.
- ix. Water mainline is installed. Hohenbrink has pulled off the job for 1-2 weeks due to conflict with the gas company. As soon as gas has relocated their main they will move back onto the jobsite.

- x. Hohenbrink is back on site and working on storm sewer laterals. They will begin working on sidewalk removals next week before bringing road to grade. The contractor is working diligently on what they can, despite the delay on shipment for all brass water service parts.
- xi. Hohenbrink has completed all storm work and removals for the project. They have started installing water services between Wayne and Blake.
- xii. All water services have been installed from the main to a curb stop near existing meter pits. The contractor is still waiting on meter setters to complete the service install. Concrete removals are near completion and the next step will be cutting the road to grade in the next couple weeks.
- xiii. Hohenbrink continues to work on water service installs and road grading. Smith Paving is scheduled for concrete work beginning October 1st, and The Shelly Company is scheduled for asphalt November 1st.
- xiv. Smith Paving started curb work on Wednesday, October 4th and plans to have that finished in 2 days. The week of the 9th they will begin pouring drive approaches and sidewalks to follow. The Shelly Company is still planning for the first week of November to pave asphalt.
- xv. **Smith paving has completed all concrete work. Hohenbrink is following up with dirt work and plans to top dress and seed in the spring. The road will begin to be graded the week of the 23rd with The Shelly Company scheduled to pave on the 30th.**

### **Fire Department**

- 1. Responses to Date:
  - a. Squad- 65; Total- 1,518
  - b. Fire- 10; Total- 262
  - c. Primary Squad Runs & Assist for other Branches- 0; Total- 7
- 2. Firefighter Schroyer completed Fire Instructor at BGSU fire school on 10/12/2023
- 3. Chief Lange completed Basic Fire Investigation at BGSU fire school on 10/12/2023
- 4. Each shift completed extrication training on 10/16/2023, 10/17/2023, 10/18/2023
  - a. Cars and locations were donated by Nitro's Towing in Celina
- 5. 5 applicants will the Firefighter agility test Friday 10/20/2023 at 1300 hours

### **Police Department**

- 1. Calls for Service- 642
- 2. Reports Written- 193
- 3. Arrests- 18
- 4. Citations- 8
- 5. Crashes- 8
- 6. Warnings- 45
- 7. Reports of Interest:

- a. The Celina Police Department has seen an increase in reported scams. Mostly through social media and the internet. Some have been from phony checks made with real account and routing numbers. We would like to remind people to be aware of these scams. Never give out personal information, account numbers or user names and passwords to your internet based apps and do not leave mail in your mailbox any longer than you have to.
  - b. On 10/18/2023 the School Resource Officer did an investigation into a threat to “shoot up the school”. This threat was made by a 15-year-old boy on a Snapchat account. The student who made the threat was found to have no access to firearms in the home. The student was arrested and taken to court and then to detention. Another student was disciplined by the school for failure to report the incident.
8. Total Police Department Calls for Services, YTD: 13,847

### **Parks and Recreation**

1. Soccer season wrapped up on October 12<sup>th</sup>
  - a. Overall everything went smooth and it was a great season
2. Football Season
  - a. Varsity Black made the playoffs but lost in a final seconds heart breaking play
  - b. Junior Varsity Green won their first playoff game and play again on Sunday October 21<sup>st</sup>.
  - c. Varsity Green and Junior Varsity Black did not make the playoffs.
3. Inspecting and cleaning the equipment then will replace what is needed

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Paint soccer and football fields
5. Spray weeds
6. Mow and edge the parks

### **Public Works**

1. Work on equipment
2. Poured wall at the Lake from accident
3. Fix concrete streets around town
4. Replaced catch basin on Livingston Street
5. Leaf pickup
6. Sweep the streets around town
7. Dura patch alleys
8. Trim trees around town
9. Brush pickup
10. Poured pad at basketball courts for benches

### **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. Camera utilities for next year's projects

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

1. Billed 2,97 customer billings
2. Shut off 13 customers
3. Sent out 242 delinquent billings
4. Sent out finals/refunds
5. Meter readers continue putting on electric radio reads
6. Meters readers continue reading

### **Water Treatment Plant**

1. Water Distribution
  - a. Fire Hydrant painting to continue in 2024
  - b. Full system flushing scheduled for April 2024
  - c. Hired Justin Rhodes, to Water Distribution crew
  - d. Walnut Street Project
    - i. Waterline installed and tested
    - ii. Services being connected
    - iii. Two lead service lines replaced
  - e. Lead service line research & replacement program
    - i. 9 customer services on Echo for City to replace
      1. Contacting customers to coordinate and schedule with plumber
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Lake Water 10/10/2023 - 17.6 ug/L
    - ii. Raw Lake Water 10/17/2023 - 8.6 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. Continued seasonal Microcystin testing of State monitored beaches on the lake.
      1. Camp Beach 09/19/2023 – 25.0 ug/L
      2. West Beach 09/19/2023 – 21.7 ug/L
      3. East Beach 09/19/2023 – 25.0 ug/L
      4. Windy Point Beach 09/19/2023 – 15.2 ug/L
  - b. WTP Buildings, Grounds, & Operations:
    - i. Carbon Exchange for tank #3 completed

- ii. Carbon Exchange for tank #5 scheduled for October 31<sup>st</sup>, 2023
  - iii. WTP fence painting continuing until weather will not allow
  - iv. Repaired Forklift starter
    - v. Working on old JD Backhoe – Starting issue diagnosed and repaired
  - vi. Lime silo mixer
    - 1. New mixer received as spare till needed
- vii. Sand Filter Bldg. Project
  - 1. Sand Filter #1
    - a. Completed and returned to service
  - 2. Sand Filter #2
    - a. Completed and returned to service
  - 3. Sand Filter #3
    - a. Completed and returned to service
  - 4. Sand Filter #4
    - a. Filter underdrains,
      - i. 2000 underdrains heaved and need to be replaced
      - ii. New underdrains on order, January 17<sup>th</sup>, 2024 delivery date
      - iii. Currently working on removal of old drains and mortar
    - b. 2 of 3 window opening framed, sheeted, sided, and sealed
- viii. Carbon Dioxide System
  - 1. Compressor equipment received, replacement in October 2023?
- 3. Water Dept. Training
  - i. NW OAWWA District meeting scheduled for October 19<sup>th</sup>, 2023
  - ii. Technology Committee Meetings
    - 1. Scheduled for November 14<sup>th</sup>, 2023
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Big Slide
    - i. Sanding and re-gel coat next spring
    - ii. replacement recommended within 5 years
  - b. Pool season completed for 2023
    - i. Winterization process completed

### **Electric Distribution**

- 1. Set 11 poles
- 2. New Services
  - a. Underground 5
- 3. Service Replacement
  - a. Upgrade Underground 2
  - b. Upgrade Overhead 2

4. Street Lights
  - a. Repairs 9
  - b. New Installs 8
  - c. Replaced 3
  - d. Pole New/Replace 8
5. Underground Locates (OUPS) 65
6. Traffic Signals
  - a. Replace cut loop detector with radar-Northbound Portland at Logan
7. Request or Miscellaneous Jobs
  - a. Help Water Treatment Plant replace motor
  - b. Pour concrete for generator at new shop
  - c. Assist with taking red tent down
8. Large Projects
  - a. Energize Casey's gas station
  - b. Continue pole replacement- US 127 South
  - c. Install new street lights, N. Walnut Street
9. EV Charging Stations
  - a. Number of Sessions 5
  - b. Total Length of Sessions 22 hours 19 minutes