

Administrative Report
November 10, 2023 to November 21, 2023

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. 585 E Livingston St- sign
 - b. Celina Tent- sign
 - c. 112 N Main St- sign
 - d. 516 N Sugar St- shed
 - e. 116 Morton St- fence
 - f. 327 Godfrey Ave- fence
 - g. 1353 Michael Ave- fence
 - h. 117 W Fayette St- sign
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (2)
5. Dominion Gas Co. Street permits (4)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 704 North St- weeds
 - c. 225 Godfrey Ave- sidewalk infraction
 - d. N Vine St- business trailers zoning violation
 - e. 320 Morton St- junk house
7. Planning Commission:
 - a. Pending meeting once paperwork has been filed and paid for
8. 2023 Construction Update:
 - a. 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.
- xvi. The Shelly Company has completed all paving. Hohenbrink plans to complete the Mr. Manhole process next week, then all work for the year will be complete. In the spring the contractor plans to add topsoil and finish grading so they can seed all dirt areas. The stop bars and parking will be painted when 70-degree weather permits.
- xvii. **No Change**

Fire Department

- 1. Responses to Date:
 - a. Squad- 45; Total- 1,677
 - b. Fire- 10; Total- 296
 - c. Primary Squad Runs & Assist for other Branches- 0; Total- 3
- 2. Lieutenant Chad Willrath will be retiring on February 2nd
- 3. Lieutenant Promotional test was posted 11/20/2023 and will take place on January 5th and January 19th

Police Department

- 1. Calls for Service- 490
- 2. Reports Written- 135

3. Arrests- 18
4. Citations- 13
5. Crashes- 5
6. Warnings- 30
7. Reports of Interest:
 - a. On November 20th 10-year-old Celina resident Keagan Carder for the second consecutive year donated earnings from his lemonade stand to the Celina Police Department Shop with a Cop Program. He operates the stand through the summer in front of the Willow Restaurant. This year's donations were \$261.00.

The local Shop with a Cop Program is organized by the Celina Police Department with support of CALL Pantry and Grand Lake Law Enforcement Association. Law Enforcement Officers and Dispatchers from every agency working in Mercer County assist with the shopping every year. This gives over 40 kids a year gifts at Christmas that they otherwise would not have.

Thanks to Keagan and all the generous donors who make this possible every year.

8. Total Police Department Calls for Services, YTD: 15,194

Parks and Recreation

1. Replacement equipment has been ordered
2. Due to changes with the high school softball team, they were not able to put on any clinics this winter as we were planning. So we are doing a Christmas break softball clinic, on Dec. 28th and Jan. 2nd in the Intermediate school gym.

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mulch leaves and sweep leaves in parks
5. Mow and edge the parks

Public Works

1. Work on equipment
2. Crack seal streets
3. Leaf pickup
4. Sweep the streets around town
5. Dura patch alleys
6. Trim trees around town

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 2,108 customer billings
2. Sent out 438 delinquent letters
3. Shut off 14 customers
4. Sent out finals/refunds
5. Meter Readers continue to read routes

Wastewater

1. Installed signal wire conduit from WWTP admin to east underground pull box
2. Installed pull wire in Scada signal conduit
3. Cleaned up dig area from Scada signal conduit trench
4. Blasted Walmart and Eaglebrooke wet wells and cleaned check valves at Walmart
5. Verified signal Scada signal wire length and cut 9 cables to length for install
6. Pulled 9 single pair Scada signal cables from WWTP admin building to blower building for Scada communication
7. Checking and repairing / replacing calcium nitrate dosing pumps prior to winter
8. Check for sporadic operation of 4-H flow meter-switched SW3 dip switch on flow meter control board and observe
1. Pulled and cleaned pumps and check-valves at Bruns LS
2. Hosed down classifier room floor/flushed drains
3. Removed excessive algae from south clarifier
4. Hosed down influent screen channels
5. Filled forklift propane tank at Landmark
6. Worked on repairing Stenner chemical feed pumps; ordered new pump and spare parts 1
7. WWTP Supt., SSD, Mayor met with Jones & Henry to discuss smoke testing results and next steps of NFA analysis for no bypassing

Electric Distribution

1. New Services
 - a. Underground 2
2. Street Lights
 - a. Repairs 5
 - b. Replaced 4
3. Underground Locates (OUPS) 33
4. Request or Miscellaneous Jobs
 - a. Put up holiday lights
 - b. Replace Feeder 3 meter
5. Trouble Calls
 - a. 11/17/2023- outage- Burger King- broken cutout
6. Large Projects
 - a. Storm drainage project at shop
7. EV Charging Stations
 - a. Number of Sessions 8
 - b. Total Length of Sessions 15 hours 50 minutes