

## **Administrative Report**

### **November 11, 2022 to November 22, 2022**

#### **Administration**

1. The Firefighter/Paramedic Exam was November 5<sup>th</sup>
  - a. 5 applicants signed up to take the exam and all 5 showed up for the exam
  - b. Civil Service Commission met on November 18<sup>th</sup> to certify the list
  - c. 4 passed the exam and letters were mailed to each applicant on Friday, November 18<sup>th</sup>
2. Written Fire Chief Exam was November 16<sup>th</sup>
  - a. 6 signed up to take the exam but only 4 showed up
3. Oral Fire Chief Exam is scheduled for December 9<sup>th</sup>

#### **Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Fulton St. project//Johnson Ave. project//alley vacate paperwork
2. Zoning Permits:
  - a. 907 Sycamore – duplex
  - b. Two pending approval
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 505 E Fulton St-trash
  - c. 512 E Anthony St-trash
  - d. 243 Leona St-trash
5. City mowed 4 properties
  - a. 649 N Walnut St
  - b. 611 Vining St
  - c. 303 N Brandon St
  - d. 1121 Grand Ave
6. Planning Commission:
  - a. Meeting scheduled for December- TBD. For new business on Havemann Road, signage & façade S. Main St., senior living facility on West Livingston and possibly addition to Dickman Supply.
7. 2022 Construction Update:
  - a. Lions Club Building
    - i. Plans have been prepared and are at present being reviewed for changes before being put out for bids.
    - ii. This project is to be advertised 4-7-22 and 4-14-22. Bid opening will be held 4-28-22 at 10am.
    - iii. This project is to be advertised 5-5-22 and 5-12-22. Bid opening will be held 4-19-22 at 10am.
    - iv. Bid opening on 5-19-22 presented 2 bidders: Muhlenkamp Building Corp. and Alexander & Bebout, INC. The bids are currently under review.

- v. Muhlenkamp Building Corp. was the apparent low bidder at \$373,324. They are currently ordering materials and getting a construction schedule together.
- vi. Delivery of the structure is planned to take place on September 27th. Our public works is to demolish the old structure the week prior to.
- vii. The shelter house has been delivered, Muhlenkamp is mobilizing through the first week of October and plans to start work on Monday, October 8th.
- viii. The shelter house is underway as Muhlenkamp has the footers poured, and the underground block work started for the restroom portion. The plan is to have the plumbing rough in started the week of the 24th as well as setting posts and pouring concrete for the rest of the shelter.
- ix. The plumbing rough in is complete, the floor is poured in the restroom area, and all concrete under the shelter is complete. Muhlenkamp has set trusses and plans to install the roof the week of the 14th. Once the shelter is complete the stone mason can come in and put the restroom walls up.
- x. **We continue to move forward with this project; the roof and tar paper is on, they have enclosed the structure with plastic so they are able to heat the area and move forward with masonry despite the colder weather.**

b. 2022 Fulton Street Reconstruction

- i. The bid opening for this project was held December 10th at 11:00am. Our Engineer's estimate was \$2,500,000.00. Hohenbrink Excavating was the apparent low bidder for the project at \$2,319,496.37 and has been given notice of award.
- ii. A pre-construction meeting was held on 2-1-22. Hohenbrink Excavating anticipates a start date of 3-1-22.
- iii. This project is underway. Hohenbrink Excavation has removed asphalt in the 400 and 300 blocks of West Fulton St. They have started at the west end with storm sewer installation, and will continue to move towards Main Street in the upcoming weeks. Their schedule shows them completing all storm sewer in Phase 1 (west of Main St.) by March 24th before beginning water line installation on the 25th.
- iv. Hohenbrink has started waterline installation as of March 23rd. They completed their 20" tie in at sugar street and have mainline installed heading west past mill street. They continue to make good progress despite a couple rain delays.
- v. Phase 1 continues. Hohenbrink has all water main installed and continues to install STM structures. The plan is to pressure test the main next week before installing service lines. All is going according to plan and on schedule.
- vi. Hohenbrink continues to work on water services and has 2 main tie-ins they plan to have completed by the 29th. Once the water utilities are installed they will begin excavation and placement of the aggregate base roadway.

- vii. All water main and service lines are complete for phase 1. Hohenbrink is completing some storm work the week of the 9th and plans to begin roadway excavation and curb work the week of the 16th.
- viii. Roadway excavation and subbase improvements continue through this week in Phase 1 (main to west). No scheduled date for curb work yet as crews ran into some gas line conflicts that are to be resolved toward the end of this month. To keep moving forward Hohenbrink plans to start some milling and removals in Phase 2 (buckeye to east) in the next week.
- ix. Hohenbrink has finished rough grading in prep for curb work in phase 1. We are told it will be approximately 1 more week until the curb company will be in. At this time the contractor has started sanitary work in phase 2 (buckeye to college) replacing the main in roadway and all laterals up to the right of way.
- x. Phase 2 of this project is underway with Hohenbrink working on Storm and Waterline East of Buckeye Street. Due to some conflicts with gas service lines, Dominion has now contracted out some mainline replacement in this section. Weather depending, Both the Gas Company and Hohenbrink are scheduled to have most work done by the end of August for phase 2.
- xi. Water service installs are complete. Hohenbrink continues to work around the gas company to get as much done as they can. They have a few hundred feet of storm line and one water main connection to make before being able to cut the road and prepare for curb. The gas company is still on track to be done with their mainline and services by the end of August before moving into phase 3 where they will continue with updates to their system.
- xii. Hohenbrink continues to make progress with curb being scheduled for Friday, August 19th. After curb is in they will work on all drive approaches and sidewalks within the next week, and begin phase 3 the week of August 29th.
- xiii. Phase 3 is underway. Waterline from main to buckeye has been installed and Hohenbrink is currently working on storm sewer. Water service lines are to be installed the week of the 12th.
- xiv. Phase 2 concrete is complete and we have The Shelly Company scheduled to lay asphalt on September 19th.
- xv. The Shelly Company has moved in and is laying intermediate course of asphalt in phase 2, as well as laying surface in phase 1. Hohenbrink continues to work in phase 3 on storm lines and water services.
- xvi. Phase 3 is scheduled for Curb and gutter on Monday, October 8th. All flat concrete work will be done the week thereafter and Hohenbrink has The Shelly Company scheduled to move in and finish all asphalt starting October 28th.
- xvii. All concrete work is now complete. Hohenbrink is working on miscellaneous punch list items and placing top soil. The week of the 24th they will be finalizing stone grade in preparation for The Shelly Company who is scheduled to lay asphalt on October 31st.

- xviii. The Shelly Company moved in on November 9th and has paved all of Fulton. Hohenbrink continues to work on miscellaneous items like dirt work, seeding, Mr. Manhole, line striping, and cleaning up the lay down yard. This project is near completion.
- xix. **Hohenbrink is finishing the Mr. Manhole process in phase 2 & 3 on Wednesday 11-23-22. The line striping that consists of parking stalls, crosswalks and stop bars will be completed in the spring due to the colder weather.**
- c. 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. **No Change.**
- d. West Side Storm Water Project
  - i. Tom's Construction was the apparent low bidder for this project at \$98,750. All material has been ordered and they plan to start the work late November. The Final Completion date for this project is 12-31-22.
  - ii. Tom's Construction started this project on Monday 10-24 and had it completed by the end of the week.
  - iii. **This Project is complete.**
- e. Eastview Park Playground Project
  - i. We have received equipment, just waiting on the contractor to install spring of 2023.
- f. Fayette Street Reconstruction
  - i. This project is being advertised and the bid opening is scheduled for November 3rd.
  - ii. **PAB Construction was the apparent low bidder at \$286,952.55**
- g. Southwest Quadrant Waterline Replacement
  - i. This project is being advertised and the bid opening is scheduled for November 10th.
  - ii. **Shinn Bros. Inc. was the apparent low bidder at \$1,554,000.00**
- h. North Walnut Street Reconstruction
  - i. **This project is being advertised and the bid opening is on 12-6-22.**
- i. North Ash Street Reconstruction
  - i. **This project is being advertised and the bid opening is on 12-15-22.**

### **Fire Department**

1. Runs to Date:
  - a. Squad- 70; Year Total- 1,772
  - b. Fire- 18; Year Total- 329
  - c. Primary Squad Runs & Assist for other Branches- 2; Year Total- 71
2. Assisted St. Marys Fire Department with a barn fire on Saturday, November 19<sup>th</sup> at 3:36AM at 17420 Koenig Road. The barn was a total loss.
3. Will be assisting with the Reindog Parade on Saturday, November 26<sup>th</sup>
4. On Saturday evening November 19<sup>th</sup> at 7:17PM responded to an attic fire at 209 E. Fulton Street. Estimated loss: \$15,000.00

### **Police Department**

1. Calls for Service- 580
2. Reports Written- 189
3. Arrests- 31
4. Citations- 26
5. Crashes- 19
6. Warnings- 39
7. Reports of Interest:
  - a. On Sunday, November 20<sup>th</sup>, Patrolman Kyle Balthis was able to rescue an adult woman from a locked car. She was unable to exit when the battery in her key fob failed. She had a friend who kept her calm until police arrived. Patrolman Kyle Balthis instructed the victim how to unlock the door manually. She safely left her vehicle.
8. Total Police Department Calls for Services, YTD: 15,057

### **Parks and Recreation**

1. Our Softball Camp on December 27<sup>th</sup> and 29<sup>th</sup> will be held in the Intermediate School gym. So far 23 girls have registered
2. Participation numbers for 2022 with comparisons to 2021:
  - a. Football- 77 (-5)
  - b. Girls Soccer- 200 (+14)
  - c. Boys Soccer- 153 (-3)
  - d. Softball- 153 (+33)
  - e. Baseball- 197 (+43)

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Demo inside of Lions restroom
5. Mowing parks

### **Public Works**

1. Work on equipment
2. Crack seal roads

3. Mow properties last time
4. Clean up dump
5. Leaf pickup
6. Salt boxes and plows ready

### **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. Fix fence on Pennyroyal Lane from suck hole

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

1. Billed 2,081 customer billings
2. Sent out 426 delinquent letters
3. Shut off 15 customers
4. Sent out refunds/finals
5. Meter readers continue to read routes

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program, continued replacing
  - b. Fire Hydrant painting to continue in the Spring 2023
  - c. Lead service line research & replacement program continuing, as well as map updates
  - d. 4 new services bored and connected
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 11/15/2022 – 12.40 ug/L
    - ii. All finished water samples were Non-Detect for Microcystin Toxin
    - iii. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
    - iv. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
  - b. WTP Buildings, Grounds, & Operations:
    - i. North clarifier tank floor grinding & wall painting started
    - ii. #1 Ozone basin dewatering pump piping replacement
      1. Fittings ordered, pump testing after received
  - c. WTP Maintenance
    - i. Carbon exchange for tank #7 scheduled for January 2023
    - ii. North low service pump coupling replaced and realigned, running well
    - iii. Sodium Hypochlorite feed line replacement
      1. Waiting for new flow meter delivery
3. Water Dept. Training
  - i. AWWA district water meeting attended November 17<sup>th</sup>, 2022

- ii. Technology Committee Meetings
  - 1. Scheduled zoom meeting February 21<sup>st</sup>, 2023
  - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Pool, closed for season
    - i. Winterization completed

### **Wastewater**

- 1. Calibrated raw & final pH probes and installed new electrode on final pH meter
- 2. Pulled obstruction from raw sample pump & re-primed
- 3. Cleaned impeller & vacuum prime chamber float valve on Cornell sludge pump
- 4. Working on overhead door specs & framing on vestibule
- 5. Transferred calcium nitrate to Walmart & Eaglebrooke pump stations
- 6. Submitted October minimum staffing hours to OEPA
- 7. Wrapping overhead door trim on vestibule project
- 8. Installed new chemical signs inside and outside sodium aluminate building
- 9. Cleaned calcium nitrate shed at Eaglebrooke lift station
- 10. Working on rebuild of spare raw sample pump
- 11. Picked up biosolids application sign from NS76
- 12. Run SOUR on AD3
- 13. Transferred AD3 to mixing tank
- 14. Worked on vestibule enclosure project
- 15. Contacted all four engineering firms interviewed for the “comprehensive analysis of all feasible alternatives necessary to eliminate bypasses at the Celina WWTP and any overflows in the sanitary collection system” project to inform City’s choice of Jones & Henry. Initiated scheduling of January 2023 meeting with Jones & Henry
- 16. Resubmitted NPDES Permit application with Priority Pollutant test results
- 17. Investigated complaint of sewer gas on West side of City. Determined it was application of hog manure nearby
- 18. Pumped rainwater out of spare hydraulic wasting tank

### **Electric Distribution**

- 1. Set 8 poles
- 2. New Services
  - a. Underground 1
- 3. Service Replacement
  - a. Upgrade Overhead 1
- 4. Street Lights
  - a. Repairs 1
  - b. Replaced 3
- 5. Underground Locates (OUPS) 51
- 6. Tree Trimming
  - a. Cedar trees at North Shore Park under transmission line
- 7. Trouble Calls
  - a. 11/17/2022- outage- Wilson Road- broken fuse

8. Large Projects
  - a. Continue replacing poles on Feeder 6 in Brandon Avenue area
  - b. Replace pole US 127 for reconductor project
9. EV Charging Stations
  - a. Charging Events- 3
  - b. Total usage time- 3 hours 50 minutes