

Administrative Report

January 6, 2023 to January 19, 2023

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:
 - a. 221 Jill Ave- fence
 - b. 813 Fairground Ave- fence
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 505 S Mill St- car parts
 - c. 243 Leona St-trash and vehicles PD involved
 - d. 625 Jay St-trash (working on it)
 - e. 413 W Warren St- zoning violation, car parts
 - f. 426 W Anthony St- trash bags
5. Planning Commission:
 - a. Meeting scheduled Jan. 26th to hear a tabled case for 107 S. Main St.
6. 2023 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.
- xi. All Concrete and Masonry is complete as of 12-16-22. The interior of restrooms are being painted and HVAC and plumbing fixtures are scheduled to be installed the week of 12-19-22. This project is moving along and Muhlenkamp has done everything they can to move quickly despite the weather.
- xii. The interior of restrooms are near completion, we are just waiting on the electric panel to be delivered so the contractor can bring power to all installed fixtures. The exterior has received trim pieces, concrete countertop, and caulking this past week to finish up the outside of the facility. Muhlenkamp anticipates completion the week of the 9th, less the site work and seeding that will be done in the spring.

xiii. No Change

b. 2022 Fulton Street Reconstruction

- i. 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.

ii. No Change

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. 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.**

d. Eastview Park Playground Project

- i. We have received equipment, just waiting on the contractor to install spring of 2023.
- ii. No Change**

- e. 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
 - iii. No change**
- f. 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
 - iii. Pre-construction meeting is scheduled for Wednesday, January 11th**
 - iv. Shinn Brothers anticipates starting work the first week of March. They will begin on Echo Street with 12" water main and continue south towards Schunck Rd.**
- g. 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. No Change**
- h. North Ash Street Reconstruction
 - i. This project is being advertised and the bid opening is on 12-15-22.
 - ii. PAB Construction was the apparent low bidder at \$908,734.00
 - iii. No change**

Fire Department

- 1. Responses to Date:
 - a. Squad- 69; Total- 90
 - b. Fire- 12; Total- 15
 - c. Primary Squad Runs & Assist for other Branches- 3; Total- 4
- 2. Attended the Mercer County LEPC meeting on January 12th
- 3. Attended the EMA Advisory board meeting on January 17th
- 4. County Fire Chief's meeting was held on Thursday, January 19th at Montezuma Fire Department
- 5. Mercer County Health Department held a table top exercise on January 17th
- 6. Four members of the department attended training conducted by St. Marys Township Fire Department to preplan the RRR Tire storage facility on the edge of St. Marys on January 18th
- 7. Thirty (30) gallons of diesel fuel spilled from a tank that was knocked over at the Fairgrounds. The accident occurred after the operator refilled the tractor. The tank hose caught on the three-point hitch when the operator started leaving after refilling. They called us immediately and was contained before entering drains.
- 8. Attended the County EMS Advisory Board meeting on Tuesday, January 17th

Police Department

- 1. Calls for Service- 667
- 2. Reports Written- 234
- 3. Arrests- 33
- 4. Citations- 38

5. Crashes- 6
6. Warnings- 81
7. Reports of Interest:
 - a. On 1/17/2023 Police Department received a call of someone driving on the Boardwalk along West Bank Road. A Cincinnati man had driven his Saturn Vue SUV over the retaining wall on West Bank Road and onto the Boardwalk, southbound. He struck a handrail on the way over the wall.

The driver was able to turn around and went back north to a point near the water intake and got back to the road. Celina Officers found him leaving the scene on Schunk Road and was able to get the vehicle stopped on Meyer Road. Due to jurisdictional issues Celina Police Department turned the incident over to the Mercer County Sheriff Office. The man was arrested for OVI.
8. Total Police Department Calls for Services, YTD: 857

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment

Public Works

1. Work on equipment
2. Cut parking lot to sub grade and stone at Bryson Park
3. Cleaned up dump
4. Christmas tree pickup
5. Fixed storm tile behind Chiefs

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. Clean leaves out of catch basins
5. Collect data for GIS

Customer Accounts/Meter Readers

1. Billed 2,081 customer billings
2. Sent out 219 delinquent billings
3. Changed water rates for outside customers
4. Sent out finals/refunds
5. Meter readers continue reading
6. Shut off 27 customers

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
 - i. Replacement of customer lines will continue with water main projects
 - d. Assisted WTP with Ozone system pump cleanout & concrete wall removal
- 2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 01/10/2023 – 4.00 ug/L
 - ii. Raw Water 01/17/2023 - 1.80 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)
 - b. WTP Buildings, Grounds, & Operations:
 - i. North clarifier tank
 - 1. Floor grinding completed
 - 2. Wall painting to start next week
 - 3. Main drain to be covered with aluminum grate
 - ii. #1 Ozone basin dewatering pump piping replacement
 - 1. Pipe installation completed and flushed
 - iii. Carbon exchange for tank #2, scheduled for February 1st, 2023
 - iv. Sand Filter Bldg. Project
 - 1. Revised equipment quotes have been requested
 - 2. Filter Gallery cleanup and painting completed
 - v. Boiler Room
 - 1. Walls have been scraped and primed
 - 2. Painting to be completed next week
 - vi. Carbon Dioxide System
 - 1. Compressor equipment replacement, PO completed
- 3. Water Dept. Training
 - i. AWWA district water meeting scheduled for April 20th, 2023 @ Celina WTP
 - ii. Technology Committee Meetings
 - 1. Scheduled zoom meeting February 21st, 2023
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Pool, closed for season
 - i. Winterization completed

Wastewater

- 1. Troubleshoot #1 RAS flowmeter and removed from service
- 2. Calibrated gas meters

3. Used degreaser to free up East grit blower, put back in service
4. MTECH provided confined space entry training
5. Met with Jones & Henry to determine scope of engineering services for cost proposal
6. Received shipment of UV lamps
7. Worked on south screw press water regulator leaking; ordered defective Velodyne parts
8. All WWTP staff completed Hearing test
9. Collected samples for Biosolids Landfill Special Waste recertification
10. Picked up overhead garage door from Menards for vestibule enclosure project; worked on installation
11. Confirmed costs for 2023 Budget items (20' trailer, Printer-Copier-Scanner, fuel tank) necessary for Purchase Requisitions
12. Replaced bearings and seals on East Influent building blower
13. Received drafted letter from Jones & Henry for comments on new OEPA NPDES draft Permit
14. Revised Monthly Zoll AED Plus Log; ordered new Pedi-Padz II
15. Pulled #1 pump at Bruns and opened both check-valves to remove debris
16. Completed 2022 Annual SSO Report and submitted to OEPA
17. Met with Wayne Adams to discuss RAS flowmeter replacement and get quote

Electric Distribution

1. Set 15 poles
2. New Services
 - a. Underground 1
3. Street Lights
 - a. Repairs 2
 - b. New Installs 1
 - c. Replaced 5
4. Underground Locates (OUPS) 41
5. Request or Miscellaneous Jobs
 - a. Remove transformer and poles at Bryson Park for new parking lot
6. Trouble Calls
 - a. 1/16/2023- Accident- Frahm Pike and State Route 118
 - b. 1/9/2023- Broken cutout- Bud's Chrysler
7. Large Projects
 - a. Move lines and new poles on Miller Road- county widening project
 - b. Continue pole replacement on Feeder 6- Brandon Avenue area
8. EV Charging Stations
 - a. Number of Sessions- 1
 - b. Total Length of Sessions- 17 minutes