

**Administrative Report**  
**February 10, 2023 to February 23, 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. 1548 Greenview Dr.- pool
  - b. 606 S Elm St- shed
  - c. 789 West Bank Rd.- sf dwelling
  - d. 791 West Bank Rd- sf dwelling
  - e. 1445-1447 Irmscher - duplex
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 124 Morton St- trash
  - c. 207 S. Main St- zoning violation
  - d. 522 N. Cherry St- trash
  - e. 504 Sycamore St-trash
  - f. 715 Echo St-trash
5. Planning Commission:
  - a. Meeting Jan. 26<sup>th</sup> to hear a tabled case for 107 S. Main St. for signage. Board approved.
  - b. Currently scheduling a meeting for March 23.
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 is 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 is 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. Lions Club building is near completion. The electric panel has been installed and has Miami County Stamp of approval as of today 2-23-23. Next week we will walk through a list of punch list items to wrap this building up.**

b. 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.**

- c. Eastview Park Playground Project:
  - i. We have received equipment, just waiting on the contractor to install spring of 2023.
  - ii. **DWA has started the install as of 2-13-23. This is anticipated to take 3-4 weeks.**
- d. 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.
  - iii. **PAB Construction started with asphalt and concrete removals as of 2-13-23 and has now started with water main install.**
- e. 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.
  - v. **Shinn Brothers as made a live tap into the 12" main at Schunck Rd and Echo on 2-23-23. Next week they will start here and head north with water main.**
- f. 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**
- g. 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- 81; Total- 266
  - b. Fire- 8; Total- 50
  - c. Primary Squad Runs & Assist for Other Branches- 0; Total- 5
- 2. Provided a squad for the Polar Plunge at the Moose on Saturday, February 18<sup>th</sup>
- 3. Attended the County Fireman Association meeting on February 16<sup>th</sup> at Montezuma Fire Department
- 4. Will be attending a fire seminar on Saturday, February 25<sup>th</sup> at Apollo in Lima
- 5. Auxiliary trainings will be held March 1<sup>st</sup> and March 15<sup>th</sup>
- 6. Conducted a first aid talk at Grace Missionary Church on February 16<sup>th</sup>

### **Police Department**

- 1. Calls for Service- 674
- 2. Reports Written- 240

3. Arrests- 22
4. Citations- 27
5. Crashes- 14
6. Warnings- 57
7. Reports of Interest:
  - a. On February 15<sup>th</sup> Celina Police Department destroyed evidence from cases closed in 2022. This include 250 items of drug and drug related evidence. The majority of drugs were meth and marijuana. A local business with high temp incinerator donates its use to the Celina Police Department for this purpose.
8. Total Police Department Calls for Services, YTD: 2,530

### **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 stoned at Bryson Park
3. Cleaned up dump
4. Put in new pond overflow at Westview Park

### **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

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program
    - i. Replacing 2-wire probes with 3-wire probes for future radio readers, continued
  - b. Fire Hydrant painting to continue in the Spring 2023
  - c. Fayette Street Project
    - i. Old waterline break repaired as street pavement was being removed
    - ii. Waterline replacement started on Thursday
  - d. Pine St. waterline
    - i. Main line installed, pressure test next week
  - e. Lead service line research & replacement program
    - i. Replacement of customer lines will continue with water main projects
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 02/14/2023 – 3.50 ug/L

- ii. Raw Water 02/21/2023 – 5.90 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. Carbon exchange for tank #4, scheduled for April 4<sup>th</sup>, 2023
  - ii. Sand Filter Bldg. Project
    - 1. Equipment PO's have been submitted
    - 2. All lighting has been replaced
  - iii. DAF Bldg.
    - 1. Bug mitigation project, waterline installation completed
  - iv. Carbon Dioxide System
    - 1. Compressor equipment replacement, on order
- 3. Water Dept. Training
  - i. Kurtis Williams, scheduled for Backflow training update
  - ii. AWWA district water meeting scheduled for April 20<sup>th</sup>, 2023 @ Celina WTP
    - 1. Tour book update completed
    - 2. Painting and cleaning continuing
  - iii. 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

## **Wastewater**

1. Informed Jones&Henry that both Draft Eng. Services Agreement (ESA) and Draft NFA Scope of Services are acceptable by SSD and therefore to proceed with Cost Proposal and Final Agreement for signing
2. Completed plumbing install of new North RAS flowmeter; worked on wiring
3. Mounted DIN rail for SCADA fiber to wire converter
4. Transferred AD#2 to sludge mixing tank
5. Collected #3 of 7 sludge fecal sample; collected #4 of 7 sample
6. Assisted Rovisys staff to get to lift stations for SCADA integration
7. Purchased Fluke meter with mA readout, determined 4-20 mA scaling of all lift station flowmeters for Rovisys; determined scaling of all Current transducers of lift station power lines (also corrected mounting location and wiring of Current transducers if needed)
8. Replaced MultiSmart display at Havemann with repaired original unit
9. Scheduled JS Utilities to resplice (repair) 12-count fiber optic cable in Fairground SCADA box

10. Transferred polymer to north tote
11. Collected #5 of 7 sludge fecal sample
12. Transferred calcium nitrate to Eaglebrooke and Walmart LS
13. Assisted Rovisys with SCADA integration
14. WWTP bypass event; reported to OEPA
15. Transferred tote of polymer to South polymer feed tank

### **Electric Distribution**

1. Set 1 pole
2. New Services
  - a. Overhead 1
3. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 2
4. Street Lights
  - a. Repairs 4
  - b. Replaced 4
5. Underground Locates (OUPS) 27
6. Substations
  - a. UIS- look at S1 breaker at Sugar Street substation
  - b. UIS- oil samples and battery testing at all substations
7. Request or Miscellaneous Jobs
  - a. Remove street poles 100 block of E. Fayette- street project
  - b. Take transformer and wire out at Orchard Tree for demo of building
  - c. Set transformer for Watson House
  - d. Take snowflakes down and put flags up
8. Trouble Calls
  - a. 2/13/2023- outage- Godfrey Avenue
  - b. 2/21/2023- outage- Burrville Road- broken fuse
  - c. 2/23/2023- outage- 537 Touvelle- bad secondary underground feeding meter center for 4 trailers
9. Large Projects
  - a. Miller Road project completed
  - b. High Tech Electric continues pole replacement on Feeder 4
10. EV Charging Stations
  - a. Number of Sessions- 6
  - b. Total Length of Sessions- 9 hours 10 minutes