

Administrative Report
March 8, 2024 to March 21, 2024

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. 1000 Chicory Ct- accessory bldg.
 - b. 2011 Eaglebrooke Cir- fence
 - c. 636 Hierholzer- shed
 - d. Boardwalk District- shed, pool, rest room
 - e. 814 Windsor Cir- fence
3. Plumbing Permits/Inspections (3)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (6)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 1901 E Livingston St. – trash
 - c. 1003 N Brandon St- zoning violation
 - d. E Livingston St- trash
7. Planning Commission:
 - a. Meeting scheduled for April 18th for conditional approval for a home occupation at 119 Wild Cherry St., site approval for Celina City Schools and Peels Pit Stop
8. 2024 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
- b. Yorkshire & Barnsbury Court Improvements
- i. This project will be advertised 11-30-23 & 12-7-23. The Engineers estimate is \$700,000.00
 - ii. The bid opening was held on 12-14-23. PAB Construction was the apparent low bidder at \$613,087.20
 - iii. PAB construction plans to start this project in August with a completion date of 10-31-24.
 - iv. No Change
- c. Meyer Road and Pond Street Improvements
- i. This project was bid and opened by the county on 12-21-23. PAB Construction was the apparent low bidder at \$674,298.40. The final completion date is 8-15-24.
 - ii. A pre-constructing meeting was held on 3-5-24. PAB Construction plans to start this project in May.
 - iii. No Change
- d. 2024 Street Resurfacing

- i. This project will be advertised on 2-13-24 and 2-20-24, with a bid opening on 2-29-24 at 11:00am. The final completion date will be 8-30-24
 - ii. The Shelly Company was the apparent low bidder at \$869,432.00.
 - iii. The Shelly Company has their milling crew scheduled to start on April 15th, with paving to soon follow.
- e. 2024 Bryson Park Parking Lot Paving Program
 - i. This project will be advertised on 2-20-24 and 2-27-24, with a bid opening on 3-7-24 at 11:00am. The final completion date will be 7-15-24.
 - ii. Wagner Paving was the apparent low bidder at \$386,758.75.
 - iii. No Change
- f. Pickleball Court Phase 2
 - i. City crews began to excavate and stone the base on 3-21-2024

Fire Department

- 1. Total since March 6th, 2024
 - a. Squad- 71
 - b. Fire- 11
 - c. Inspections- 17
 - d. Training Hours- 18
 - e. Primary Squad Runs & assists for other Branches- 3
- 2. Totals for 2024
 - a. Squad- 391
 - b. Fire- 76
 - c. Inspections- 71
 - d. Training Hours- 110
 - e. Primary Squad Runs & assists for other Branches- 24
- 3. Other
 - a. Did an all call due to weather event on March 14th. 15 personnel responded to the station including the shift working. Multiple calls were handled during and immediately after the event. Received mutual aid from Rockford, Coldwater, Montezuma, and Chickasaw fire departments.
 - b. Mutual aid structure fire with Rockford fire at 9996 Herman Road on March 19th

Police Department

- 1. On 3/13/2024 Celina police investigated a reported burglary. It was found that two men, a 21-year-old and a 20-year-old fought over a skateboard money. Several other people were present. The 21-year-old was demanding money owed for an E-skateboard. The 21-year-old pistol whipped the 20-year-old causing injured to his head. The 21-year-old male is currently held in jail for felonious assault.
- 2. On 3/18/2024 Celina Police investigated a domestic violence during which a 45-year-old man attacked his girlfriend while she was in the shower. He strangled her during the incident making demands for sex acts. He is currently incarcerated for domestic violence while Mercer County Prosecutor's Office reviews the case for further charges.
- 3. Total Police Dept. Incidents, YTD: 2,406

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	2	Bank Detail	8	Domestic Violence	2
Abandoned Vehicle	5	Drugs	1	Domestic Dispute	2
Bad Check	3	Bond Sign Charges	9	False Alarm	8
Non Injury Accident	15	Business Checks	166	Fight	1
Assist Another Agency	16	Juvenile Runaway	2	Follow Up	32
Alarm	2	Disorderly Conduct Issues	6	Funeral Detail	4
Domestic Active	1	Open Door/Window	3	Menacing/Threats/Harassment	6
Trespassing Report	1	Prisoner Transport	2	Vandalism	5
Debris in/on Roadway	2	Welfare Check	6	Traffic Stop	18
Investigate Liquor Permit	4	Returning Property	4	Unruly Juvenile	4
Juvenile Transport	4	Warrant Service	1	Lock Out/Vehicle	10
Missing Juvenile	1	Special Detail	7	Warrant/Paper Service	11
Miscellaneous	7	Suspicious Person	7	Civil	1
Found Property	4	Suspicious Vehicle	5	Juvenile Abuse	1
Parking Enforcement	4	Theft/Larceny	8	Utility Need	1
Public Information Request	22	Special Traffic Detail	5	Golf Cart Inspection	2
Nuisance	2	Death Investigation	1	Burglary	1
Mental Subject Call	1	Overdose	1	Rape	1
Stolen Vehicle	2	Suicide Attempt	1	Suicide Threat	2

Parks and Recreation

1. Registration deadline for baseball and softball is April 1st
 - a. Enrollment numbers are looking promising
2. Giving a speech to Celina Rotary on March 28th to inform them of the ins and outs of Celina Rec Sports

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Prep diamonds for games
5. Mowing in parks

Public Works

1. Work on equipment
2. Poured combination curb sidewalk at Bryson Park
3. Tornado clean up
4. Dura patch alleys
5. Started grading Bryson parking lot for pavement

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
6. Installed 2 pipe patches in Southwest Quad ahead of resurfacing

Customer Accounts/Meter Readers

1. Billed 2,061 customer billings
2. Shut off 22 customers
3. Sent out 392 delinquent letters
4. Sent out finals/refunds
5. Meter readers continue reading routes

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in Spring of 2024, purchased paint in Dec 2023
 - b. Dead end system flushing scheduled for April 2024
 - c. Located waterlines to ensure no other contractors hit and damage our infrastructure
 - d. Completed live tap for Pond St and hauled stone, start installation next week
 - e. Organized parts for the start of Pond Street waterline on job site
 - f. Storm call-outs for water shut-off completed
 - g. Dump truck quotes received and reviewed w/ SSD
 - h. Mercer Co. Fairground 2" service line repaired
 - i. Assisted the electric department by Hydrovacing holes for new poles
 - j. Lead service line research & replacement program
 - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 03/12/2024 – 3.1 ug/l
 - ii. Raw Lake Water 03/19/2024 – 4.9 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 #2 scheduled for April 2nd, 2024
 - ii. WTP fence painting, started painting sections, continue as weather permits
 - iii. Added three shelves in GAC Facility basement for Distribution

- iv. Started Spring maintenance oil changes & greasing
 - v. Painted sand filter area heaters and floor hatch plates
- 3. Water Dept. Training
 - i. NW OAWWA District meeting -
 - ii. Technology Committee Meetings
 - 1. Scheduled for May 21st, 2024
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Main Pool pumps cleaned, rust inhibited, primed, and painted
 - b. Big Slide
 - i. Sanding and paint (ordered) – spring 2024
 - ii. Replacement recommended within 4 years, working on designs and quotes

Wastewater

- 1. Drained condensate water from screw press air compressor tank
- 2. Disassembled and disposed Gorman-Rupp fiberglass pump houses
- 3. High level alarms at WWTP and 4-H lift station
- 4. Completed SOUR test on AD#2
- 5. Raised parshall flume flow sensor 7" to get sensor deadband above 17 MGD
- 6. Scaled effluent chart recorder to sync flow with Parshall Flume meter
- 7. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations
- 8. Worked on OEPA progress report for new final effluent parameter limits
- 9. Troubleshoot water leaking past fiberglass slide gate at post aeration tank bypass channel; cleaned plate frame groove; switched handles end to end on both fiberglass post aeration bypass channel gates to eliminate worn corners
- 10. Collected high flow samples for Jones & Henry
- 11. Fertilized Kingswood LS lawn
- 12. Tornado/storm event (power outage and high flow), bypassed pumped Kingswood Ls with 4" Global pump due to generator failure; put brought pump and hose trailer back to WWTP and put away; Lake Contracting adjusted generator fuel pressure to within acceptable range; Electric crew restored power at Fairgrounds LS; SCADA fiber line still cut/damaged
- 13. Mercer Landmark topped off propane tank at Eaglebrooke LS
- 14. Transferred tote of polymer to South screw press bulk container
- 15. Installed last two fabricated gates in bypass flow channel of screening room; secured floor gasket with stainless concrete screws/washers to keep gasket in place for proper sealing when gates close
- 16. Troubleshoot grit grease bridge alarm (tripped breaker); troubleshoot grit pump fault (reset grit classifier timer in control room bucket)
- 17. Troubleshoot Martz generator alarm and discovered bad block heater
- 18. Moved isolated sludge (incorporate immediately at disposal) from East bunker to West bunker and pushed all sludge piles back
- 19. Kerry, Jason, SSD, and Mayor attended TEAMS meeting with Jones & Henry Engineers and OEPA reps to discuss progress of Bypass-NFA project; left message with Mayor after TEAMS meeting ended that City officials need to meet for discussion

Electric Distribution

1. Set 16 poles
2. New Services
 - a. Underground 2
3. Street Lights
 - a. Repairs 1
 - b. Replaced 6
4. Underground Locates (OUPS) 46
5. Substations
 - a. Power Services in to check 69 KV breaker at Staeger and 15 KV tie breaker at Havemann
6. Request or Miscellaneous Jobs
 - a. Place hoses on lines for roofing job, N. Enterprise
7. Trouble Calls
 - a. 3/12/2024- Phone line hanging low, Logan Street
 - b. 3/14/2024- Tornado- replaced 12 transmission poles, 4 distribution poles, approximately 5000' primary overhead wire
8. Large Projects
 - a. Put new lines underground, Leisure Lane
 - b. Continue work on TWP. Line Road
9. EV Charging Stations
 - a. Number of Sessions 6
 - b. Total Length of Sessions 33 hours 44 minutes