

## **Administrative Report**

**April 8, 2022 to April 21, 2022**

### **Administration**

1. Boat Dock Licenses were mailed and residents have until April 30<sup>th</sup> to renew their license then we will offer docks not renewed to our waiting list. There are some docks available at the Hot Water Hole to rent.
2. Miscellaneous items posted/sold on Gov Deals- internet auction- see list attached

### **Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Bryson Park Restroom//Fulton St. project
2. Zoning Permits:
  - a. 1014 Briar Ln-fence
  - b. 816 Hemlock-room addition
  - c. Heirholzer-St Johns Builders house
  - d. 1707 Meadowview Dr- shed
  - e. 2500 Eaglebrooke Pkwy- new home
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 1466 Greenview Dr- zoning (fixed)
  - c. 517 Echo St- trash
  - d. 214 Summit St- grass
  - e. 425 S Mill St- trash (gone)
  - f. 623 Cron St-trash
5. Planning Commission:
  - a. Meeting 5/5/22 for plat change on 2500 Eaglebrooke Parkway. Requesting two lots become one to build a single family home on.
6. Board of Zoning Appeals:
  - a. Meeting 5/5/2022 for variance to place a sign less than allowable side yard setback at 441 E Market St
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.**
  - b. 2022 Street Resurfacing Project
    - i. The Engineering Department is currently planning for next year's resurfacing project and plans to put out for bid this fall.
    - ii. The Street Resurfacing is scheduled to be advertised 10-28 and 11-4. The bid opening will be Thursday, November 18th.
    - iii. The bid opening will be held today, November 18th at 11:00am.

- iv. Our Engineer's estimate for this project was \$2,950,000.00. The Shelly Company was the apparent low bidder for the project at \$2,838,125.00 and has been given notice of award.
  - v. A pre-construction meeting was held on 3-22-22. The Shelly Company plans to have their mill crew move in the week of April 11th with paving to start later that week. (weather depending)
  - vi. Street Resurfacing started north of Myers Road in the Meadowview area on April 14th. The milling crew will progress to the southwest with the paving crew following just a couple days behind them.**
- c. 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.**
- d. West Bank Road Development (Utility Extension)
- i. This project was advertised on February 10th and 17th 2022. The bid opening will be Thursday, February 24th at 11:00am.
  - ii. The bid opening for this project was held on February 24th, 2022, and our Engineer's Estimate was \$160,000. Bruns Construction was the apparent low bidder at \$132,954. The notice of award was sent on March, 4th and we have a final completion date of July 1st, 2022.
  - iii. A pre-construction meeting has been scheduled for March 31st.
  - iv. Bruns Construction plans to start this project the week of April 11th.
  - v. No progress on this project to date.**
- e. Lakeshore Park Basketball Court

- i. Degen Excavating Company out of Lima, OH was given Notice of award on October 19th 2021. They intend to begin work come spring with a substantial completion date of May 15th 2022.
- ii. A pre-construction meeting has been scheduled for March 30th.
- iii. Degen Excavating plans to start this project mid-April (weather depending).
- iv. April 11th was the first day of work. The stone base for basketball court is in and Degen has started installing sidewalk on the back side of court. They continue to pour sidewalk and plan to have all concrete completed by April 29th.**

### **Fire Department**

- 1. Runs to Date:
  - a. Squad- 57; Total- 582
  - b. Fire- 4; Total- 78
  - c. Primary squad runs & assist for other branches- 7; Total- 19
- 2. Tri Star Med Prep students will be riding on runs from April 20-28, 2022
- 3. County Fire School will be held Sunday, May 1<sup>st</sup> at Ft. Recovery
- 4. Auxiliary training will be held Wednesday, May 4<sup>th</sup> and May 18<sup>th</sup>. On May 4<sup>th</sup> will be preplanning at the new Boardwalk Development.
- 5. A department meeting will be held on Wednesday, May 4<sup>th</sup>
- 6. Will be attending Coldwater Schools Career Day on Monday, May 2<sup>nd</sup>
- 7. Will be attending the Mercer County Chief's meeting on Thursday, April 12<sup>th</sup> at Chickasaw
- 8. The department will be doing our annual fire hose and nozzle testing in April & May

### **Police Department**

- 1. Calls for Service- 645
- 2. Reports Written- 194
- 3. Arrests- 14
- 4. Citations- 22
- 5. Crashes- 7
- 6. Warnings- 42
- 7. Reports of Interest:
  - a. On 4/8/2022 Officers responded to Walmart for a theft in progress, 2 men were pushing out 2 carts of merchandise. Officers located and stopped the men in a vehicle. The 2 were arrested. One was found to be in possession of cocaine. Officers recovered \$2,313 worth of merchandise, mainly LEGO kits stolen from Walmart.
  - b. On 4/8/2022 the Celina Police Department along with several jurisdictions in western Ohio received phone calls indicating there was a bomb in their local school. The man who called Celina Police Department was very specific as to what the bomb looked like and exactly where it was located. The caller sounded foreign, spoke very poor English and was very similar to a caller who made a fake call of a home invasion in Celina earlier this year.

Officers made contact with school officials, searched the area described and then, with help of school staff searched the entire school. No device was located. Celina Police Department remains in contact with other agencies involved in the event a suspect is identified.

8. Total Police Department Calls for Services, YTD: 4,875

### **Parks and Recreation**

1. 4/19/2022- Rec softball coaches attended a clinic
2. 4/20/2022- Rec baseball coaches attended a clinic
3. Registration for baseball and softball have been closed
4. Rosters and schedules have been passed out to the coaches
5. Softball and baseball practices begin the week of 4/25/2022

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Working on equipment
5. Working on ball diamonds for High School Spring sports
6. Started mowing parks

### **Public Works**

1. Work on equipment
2. Handed out notices to residents for start of (Resurfacing Project 2022)
3. Worked on asphalt from catch basin and pipe repairs (Resurfacing Project 2022)
4. Cut down trees on the bike path and Walnut Street
5. Swept the streets throughout the town
6. Repairs to Public Works building
7. Dura Patched Alleys
8. Repairs to spillway drive, dump drive, and solar drive

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Clean catch basins
4. Mortar catch basins for (Resurfacing Project 2022)
5. Hydro excavate for sewer repairs
6. Completed tap locations for residents with sewer issues (Locates)

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

1. Billed 2,034 customer billings
2. Sent out 389 delinquent notes
3. Shut off 21 customers
4. Mailed out solar packets to customers
5. Sent out final bills/refunds
6. Meter readers continue to read cycles

## **Water Treatment Plant**

### 1. Water Distribution

- a. Water meter replacement program
- b. Lead service line research & replacement program
  - i. Replacing services on Fulton Street Project
  - ii. Replaced leaking lead service line on N. Walnut St.
  - iii. Locating services on the following streets
    1. N. Ash St. & N. Walnut St. (2023 Street Projects)
    2. Echo St. & Sycamore St. (2023 Street Projects)
- c. Installed new service taps
  - i. College Ave for Field House & Maintenance Garage
- d. Fulton Street Project
  - i. Main St. – West water main completed, connecting services
  - ii. Starting at College heading West, Mid-May 2022
  - iii. College Ave water main replacement by Water Dept.
    1. Main line completed and tested
    2. Connections to be completed on Anthony St. and Wayne St., next week

### 2. Water Plant

- a. Continued weekly sampling for Microcystin analysis:
  - i. Raw Water 04/12/2022 – 6.90 ug/L
  - ii. Raw Water 04/19/2022 – 12.50 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. Elevator issues repaired
  - ii. Driveway & S. Parking Lot, concrete to be started next month after pool painting
  - iii. Chem Lab Re-Certification scheduled for May 19<sup>th</sup>, 2022
- c. WTP Maintenance
  - i. Carbon exchange for tank #4 completed, tank #6 scheduled for April 28<sup>th</sup>, 2022
  - ii. 1952 Settling Basins, OEPA Sanitary Survey hit, repair crumbling concrete
    1. N. Settling Basin
      - a. Loose wall concrete is being removed, reformed, and re-poured
      - b. Flaking at grating to be patched
    2. S. Settling Basin

- a. Flaking at grating to be patched
  - 3. Sand Filter inlet trench
    - a. Exterior wall flaking to be patched
  - 4. Recarbonation Basin
    - a. Exterior wall flaking to be patched
    - b. Top of wall into #2 Ozone Contactor to be removed & patched
- iii. WTP Bldg. exterior cleaning & prep for foundation painting, after pool startup
- 3. Water Dept. Training
  - i. Hydrant Training scheduled for May 3<sup>rd</sup>, 2022
  - ii. Technology Committee Meetings
    - 1. Scheduled zoom meeting for May 17<sup>th</sup>, 2022
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Pool closed for season
    - 1. Pool painting project
      - a. Re-paint pool, waiting for 50 degrees overnight low or higher (Spring)?
    - 2. Main pool pump elbow cracked, parts in stock, spring repair
    - 3. Changing area curtain replacement - stall walls received, old removed

### Wastewater

1. Installed fiber patch panel at Bruns LS; remounted to allow more clearance for patch cables
2. Electro Controls installed vfd's for aerator motors; completed startup; hooked alarm signal back up; temporary labeled aerator controls and vfds; designed permanent label tags
3. Applied Weed & Feed at Kingswood and Bruns lift stations
4. Cleaned out catch basin by West sludge bunker
5. Reviewed other WWTP Permits for Bypass Elimination criteria; contacted Administration to schedule discussion meeting
6. Picked up Eaton Compressor; unloaded and inventoried all materials and discovered several wrong parts, emailed Eaton
7. Replaced high & low level alarm floats at raw sewage pump area; completed terminating all floats on new terminal strip and labeled
8. Contacted Scott Gehle and requested needed equipment tags for aerators
9. Serviced Thern cranes, flow regulator, bridge drive axle pillow-block bearings
10. Visited all lift stations to get MultiSmart Module settings and emailed summary to Rovisys
11. Studied electrical drawings and troubleshoot reason for high / low level alarms

## **Electric Distribution**

1. Set 1 pole
2. New Services
  - a. Underground 2
3. Street Lights
  - a. Repairs 3
  - b. New Installs 1
  - c. Replaced 6
  - d. Pole New/Replace 1
4. Underground Locates (OUPS) 98
5. Traffic Signals
  - a. Install a temporary camera at Lilac and Myers Road
6. Substations
  - a. UIS Power Services cleaned, tested, and repaired equipment at Walnut Substation
7. Tree Trimming
  - a. West side of town
8. Request or Miscellaneous Jobs
  - a. Remove power lines on S. Elm Street
  - b. Directional bore on Meadowview Drive to replace bad urd
  - c. Move primary urd at Thieman Tailgate for expansion
  - d. Turn on new service for Machine Pro
9. Trouble Calls
  - a. 4/13/2022- Hellwarth Road broken riser wire
  - b. 4/20/2022- E. Market- truck hit a phone line and it got into our lines
10. Large Projects
  - a. Competed pole line relocates on Neptune Mendon Road- County Project
  - b. Completed State Route 703 overhead to urd project
  - c. Work on 3 phase line extension on Fleetfoot Road and Brown Road
  - d. Work on fiber network for upcoming substation relay replacement