

Administrative Report
April 5, 2024 to April 18, 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. 209 S Main St-temp fence
 - b. 1505 Westbury Dr.-fence
 - c. 910 Meadowview Dr.- fence
 - d. 1243 Brittany Dr.-fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (2)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 310 Forest- trash
 - c. 313 Forest- trash
 - d. Grass notifications readied for empty lots
7. Planning Commission:
 - a. Meeting scheduled for April 18th for conditional approval for site approval for Celina City Schools and Peels Pit Stop
8. Board of Zoning Appeals:
 - a. Meeting scheduled for May 2nd for a side yard variance in Eaglebrooke.
9. 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. Hohenbrink Excavating has contracted out to spray the dirt work areas (grass lawns) to rid soil of weeds. This work will be performed 4-18 and 4-19. They will then dress up the sites with topsoil and seed the remaining sections north of Wayne street 10-14 days from time of spray.**
- 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 Bryson Park Paving 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. **Wagner Paving moved in on Monday 4-15 to begin fine grading of stone. Wednesday 4-17 and Thursday 4-18 they laid all intermediate course asphalt in parking lot, splash pad drive, and basketball court. The paving crew plans to lay all surface course on Friday 4-19.**
- e. Pickleball Court Phase 2
 - i. City crews began to excavate and stone the base on 3-21.
 - ii. **City crews completed stone base and fine grading on Monday 4-15.**
 - iii. **Wagner Paving agreed to lay asphalt for their bid prices of Bryson Park Paving Project. They anticipate paving the pickleball court on Monday 4-22 with intermediate and surface courses of asphalt.**

Fire Department

- 1. Total since April 4th:
 - a. Squad- 97
 - b. Fire- 14
 - c. Inspections- 42
 - d. Training Hours- 15
 - e. Primary squad runs & assists for other branches- 5
- 2. Totals for 2024:
 - a. Squad- 564
 - b. Fire- 104
 - c. Inspections- 119
 - d. Training Hours- 138
 - e. Primary squad runs & assists for other branches- 33
- 3. Other:
 - a. Firefighter Grogean started his online portion for dive certification
 - b. Attended County Fire Chiefs meeting April 19th
 - c. Firefighter Gabel resigned from the auxiliary staff due to moving out of the area
 - d. Currently down 2 fulltime personnel

Parks and Recreation

- 1. Baseball and Softball practices begin April 22nd
- 2. T-Ball practices begin April 27th
- 3. Attended a Junior Buckeye League (Rec Football) league wide meeting
- 4. Spoke to the Rotary Club on March 28th to inform them of the basics of Rec Sports
- 5. Greased bridge, mechanical bar screen, grit blowers, grit classifier
- 6. Mulched up fodder outside fence from flooding
- 7. Worked on startup of UV system (changing bad bulbs/ballasts)
- 8. Jones & Henry performed smoke testing

9. Repaired Kingswood LS yard hydrant

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 sidewalk at Bryson Park
3. Dura patch alleys
4. Prep work for Pickleball courts
5. Grading Bryson parking lot for pavement
6. Sweep city streets

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. Clean catch basins
6. Smoke testing of sanitary sewer

Customer Accounts/Meter Readers

1. Billed 2,351 customer billings (with the new Quadrien/Impress Program and Inserter)
2. Shut off 14 customers
3. Sent out 223 customer billings
4. Sent out finals/refunds
5. Meter Readers continue reading meters

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 22 – 26, 2024
 - c. Located waterlines to ensure no other contractors hit and damage our infrastructure
 - d. Completed work orders from Utilities Office
 - e. Pond Street Waterline Project
 - i. Continued installation of 6-inch waterline
 1. 60% completed, connection at Margo Lane completed
 - ii. Hauled more stone
 - iii. Projected slowed down due to weather
 - f. Dump truck PO completed, greater than 9 months to receive

- i. Finalizing dump bed & light quotes
 - g. 528 Mill St, assisted plumber with repairs, lead service line replacement required
 - h. Shut water off to Kern's Chevy, removed leaking street valve
 - i. Turned water on in parking lot for trailer (sales group)
 - i. 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 04/09/2024 – 20.6 ug/l
 - ii. Raw Lake Water 04/16/2024 – 27.0 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 #6, scheduled for April 30, 2024
 - ii. WTP fence painting, started painting sections, continue as weather permits
 - iii. Continued Spring maintenance oil changes & greasing
 - iv. Installation of pressure washer system and hose reel completed
 - v. DAF #4 control system repaired
 - vi. Helping with Pond Street waterline installation
- 3. Water Dept. Training
 - i. NW OAWWA District meeting -?
 - ii. Technology Committee Meetings
 - 1. Scheduled for May 21, 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. Reinstalled modified spare pump back in Kessler wet well and rerouted all pump cables, dropped off bad pump motor to Irish Electric; adjusted clearance on impeller to improve pumping
2. Mowed
3. Completed SOUR test on AD#1; transferred to sludge mixing tank
4. Fabricated new handle for 4-H control panel to replace broken handle
5. Submitted March eDMR to OEPA

Electric Distribution

1. Set 3 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 3
 - b. Upgrade Overhead 2
4. Street Lights
 - a. Repairs 5
 - b. Replaced 5
5. Underground Locates (OUPS) 54
6. Traffic Signals
 - a. Install generator hookup at Menards entrance traffic light
7. Request or Miscellaneous Jobs
 - a. Move lines/poles, Monroe Road bridge project
8. Trouble Calls
 - a. 4/11/2024- outage- State Route 49 and Oregon- broken jumper
 - b. 4/11/2024- lines down (phone), Portland and Market
 - c. 4/12/2024- outage, broken cutout, Schaadts Road
 - d. 4/14/2024- lines down (cable), State Route 703
9. Large Projects
 - a. Directional bore, Wild Cherry Street for Pond Street Project
 - b. Directional bore, parking lot lighting Bryson Park
10. EV Charging Stations
 - a. Number of Sessions- 13
 - b. Total Length of Sessions- 37 hours 40 minutes