

## **Administrative Report**

### **April 7, 2023 to April 20, 2023**

#### **Administration**

1. Accepting seasonal applications for Assistant Managers, Lifeguards, and Basket House workers for this Summer at the Bryson Memorial Swimming Pool.
2. Accepting seasonal applications for Seasonal Parks Maintenance Crew Members.
3. Accepting applications until May 15, 2023 at 4:00 PM for the Firefighter/Paramedic exam that will be on June 10, 2023 at 9:00 AM.

#### **Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system//DORA project
2. Zoning Permits:
  - a. 1216 Jill Ave- fence
  - b. 1125 Fairground Rd- shed
  - c. 801 Murlin Ave- fence
  - d. 913 Echo St- shed
  - e. 1031 E Livingston St- house
  - f. 930 N Main St- sign
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. Preparing for grass season of 2023
5. Planning Commission:
  - a. Working on setting up meeting for May
6. Board of Zoning Appeals:
  - a. Meeting April 20, 2023. Heard cases from:
    - i. 109 Stella St.- house addition- approved
    - ii. First Baptist Church- sign- tabled
    - iii. Choosing Life Center-sign- approved
    - iv. Celina Bethany Church- sign-approved
7. 2023 Construction Update:
  - a. Lions Club Building:
    - i. This project is complete as of 4/13/2023
  - 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.
- vii. All exterior metal and insulation has been installed, contractor is now working on the inside electrical, framing, and metal. They anticipate the crews have 2 more weeks before building structure is said to be done, and the building manufacturer will come in with punch list items to complete.
- viii. Interior fit out is in progress. Plumbing and Electrical is being ran, as well as gas, electrical, and water connections on the outside of building are being made. The building manufacturer (Kirby) is scheduled to do a walk around inspection the first of April.
- ix. Arcon and the building manufacturer are putting together a list of items that need attention for the building's exterior. Inside fit up is in progress as plumbing, HVAC, and electrical is being installed. Interior office insulation is scheduled for Monday, April 10th.
- x. **The sub-contractors are working on punch list items. Interior office space is being dry walled and the pipe fitters are working on the sprinkler system. This project is ahead of schedule as Arcon plans on being done by the end of May.**

c. 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. PAB Construction started with asphalt and concrete removals as of 2-13-23 and has now started with water main install.
- iv. Water main and storm sewer installs are complete. PAB will begin working on water services the week of the 13th and move to concrete work shortly after.
- v. Underground utilities are complete. PAB is working on cutting the road to grade before prepping for curb and sidewalk the week of the 27th.
- vi. Curb was poured on Monday, April 3rd. PAB continues prepping for sidewalk through the week in hopes to start concrete pours the week of April 10th (weather depending).

- vii. This project is near completion as PAB has finished all installs and have passed proof rolls on the stone base. Asphalt is scheduled for Wednesday, April 26th.**

d. 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.
- vi. Shinn brothers will start on this project Monday, March 13th 2023.
- vii. Shinn brothers has made significant progress with main line installation. To date they have installed approximately 1,500 feet of 12" water main. Between Schunck road and South street.
- viii. Progress continues to the north as Shinn Brothers have made the tie in at Logan St. We are awaiting pressure test results before they begin on water services for this phase of the project.
- ix. Shinn Brothers continues to work on Echo Street and have installed 37 water services to date after passing main line tests.**

e. 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.**

f. 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. The pre-construction meeting was held on 2-12-23 and discussion was had that PAB will move to Ash once all utilities are in on Fayette.
- iv. Construction has started the week of March 13th. PAB has removed curb and roadway in the first block north of Wayne and has started storm sewer removal/replacement.
- v. PAB has installed approximately 300' of new storm sewer and will continue north to Johnson Ave. in the coming weeks. Once their second crew is finished on Fayette, they will begin waterline on Ash as well.
- vi. PAB continues to make progress with storm sewer main line and lateral installation. As Fayette street nears completion, we anticipate more progress with both crews on Ash.**

### **Fire Department**

1. Responses to Date:
  - a. Squad- 73; Total- 571
  - b. Fire- 17; Total- 104
  - c. Primary squad runs & assist for other branches-0; Total- 3
2. Attended LEPC meeting April 13<sup>th</sup>
3. Attended County EMA meeting on April 18<sup>th</sup>
4. Neonatal Resuscitation program conducted April 20<sup>th</sup> at the Fire Department
5. Mercer County Fire School taking place April 23<sup>rd</sup>

### **Police Department**

1. Calls for Service- 704
2. Reports Written- 215
3. Arrests- 41
4. Citations- 36
5. Crashes- 17
6. Warnings- 40
7. Reports of Interest:
  - a. On 4/19/2023 Celina Police received a radio call from a Celina employee who had a gun pointed at him. The City employee had left the stone quarry west of town driving a loaded dump truck and was in route back on SR29. As he neared SR118 he noticed a motorcyclist was close behind him swerving right to left trying to find a way around him. When he was finally able to pass, the motorcyclist, a man from Indiana, produced a handgun and pointed it at the City employee.

The City employee radio' d in the incident with a good description with directions of travel. Celina Police located the suspect, stopped him and took him into custody. He was turned over to the Mercer County Sheriff's Office and is being held on charges of Aggravated Menacing.

Celina Police Department would like to give kudos to the City employee, who maintained his composure, did not act rashly and got us information needed to apprehend the suspect.

8. Total Police Department Calls for Services, YTD: 5,222

### **Parks and Recreation**

1. Baseball and softball registration is closed
2. Baseball enrollments are 192; 5 less than 2022
3. Softball enrollments are 144; 9 less than 2022
4. Practices will start Monday, April 24<sup>th</sup>

### **Parks Maintenance**

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

4. Open up restrooms
5. Worked on ball diamonds for Spring sports
6. Fixed dugouts at Eastview

### **Public Works**

1. Work on equipment
2. Graded stone at Bryson Park
3. Installed storm at Bryson Park
4. Replaced street signs around town and new post
5. DORA signs around town
6. Finished concrete walks and grading around walks at Lions shelter house
7. Dirt work and seeding around town

### **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. Grind red paint off crosswalks

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

1. Billed 2,090 customer billings
2. Shut off 18 customers
3. Sent out 223 accounts
4. Sent out final billings and refunds
5. Meter readers continue reading

### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program
    - i. Waiting for ordered meters to be delivered
  - b. Fire Hydrant painting to continue in the Spring 2023, after pool startup
  - c. Ash Street Project
    - i. Waterline started this week
  - d. Walnut Street Project
    - i. Waterline to start in a few weeks
  - e. South-West Waterline Project
    - i. Shinn Bros. continue on Echo St.
      1. One galvanized service line replaced
  - f. Fayette Street Project
    - i. Completed for Water Dept.
  - g. 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 04/11/2023 – 18.0 ug/L
    - ii. Raw Water 04/18/2023 – 22.5 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. Spring maintenance program continued
    - ii. Carbon exchange for tank #6, scheduled for May 2<sup>nd</sup>, 2023
    - iii. Sand Filter Bldg. Project
      1. Equipment PO's have been submitted and ordered
      2. HACH Turbidity meters received and installed
    - iv. Carbon Dioxide System
      1. Compressor equipment replacement, on order still
3. Water Dept. Training
  - i. AWWA district water meeting completed April 20<sup>th</sup>, 2023 @ Celina WTP
  - ii. Technology Committee Meetings
    1. Scheduled zoom meeting May 16<sup>th</sup>, 2023
    2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
  - a. Pool, closed for season

## **Wastewater**

1. Wayne Adams/Gilson Engineering made site visit to identify effluent totalizer and influent building flow display needs (used WWTP 4-20 mA calibrator); provided quote; removed spray foam in effluent flow meter conduit
2. Studied requirements of Parshall flume flowmeter replacement
3. Hosed Bruns wetwell, pulled and cleaned both pumps, emptied wetwell contents with Vactor
4. Removed insulation from lift station control cabinets
5. Weighed grit & grease bridge at Mercer Landmark for future crane installation
6. Provided State Auditor Capital expenditure information for Audit
7. Completed March monthly reports; submitted March eDMR to OEPA
8. Bret Bender/Electro Controls worked on #4 Kaeser blower project (elimination of Omega controller and added pressure/suction gauges, removed components/wiring not needed)
9. Installed new thermostat in Myers Rd Kohler generator
10. Modified new grit/grease bridge prox switch brackets and locations; verified wiring retrofit termination points on new control panel; Aaron Siefring made site visit to determine if Electric digger truck could set for us (will need to perform dry run)

11. Discovered no SCADA communication for Eaglebrooke LS; rebooted MicroLogix and ok
12. Discovered no SCADA communication for Martz, tried rebooting MircoLogix; replaced Ethernet cable and rebooted again (still bad)
13. Contacted Jones & Henry to modify scope of work for NFA Proposal (remove NPDES renewal language and fee) and to send invoice for NPDES renewal work completed; received revised Proposal and submitted to SSD for 4/24 Council meeting
14. Electric Dept completed dry run on future Grit & Grease removal/installation
15. Scott Gehle/Electro Controls showed how to recharge capacitors on spare vfds
16. Coordinated with Aaron/Electric Dept and Schreiber Service to remove old and set new grit & grease removal system on; also developed project plan
17. Contacted Rovisys with SCADA issues needing addressed and scheduled completion meeting for 4/27/2023
18. Contacted Woolace Electric and scheduled installation of temperature sensors for SCADA
19. Moved new grit & grease bridge to crane picking location for Monday project

### **Electric Distribution**

1. Set 12 poles
2. New Services
  - a. Underground 1
3. Service Replacement
  - a. Upgrade Overhead 2
4. Street Lights
  - a. Repairs 3
  - b. New Installs 4
  - c. Replaced 3
  - d. Pole New/Replace 4
5. Underground Locates (OUPS) 74
6. Tree Trimming
  - a. Clean up railroad right of way between Sugar and walnut substations
7. Request or Miscellaneous Jobs
  - a. Move lines- Bryson Park
  - b. New street light installation- 100 block E. Fayette
  - c. Directional bore- new lighting North Shore Park
  - d. Directional bore- Fairgrounds, new camping area
8. Trouble Calls
  - a. 4/15/2023- pole hit State Route 49, auto accident
  - b. 4/18/2023- service ripped down, Denney Road, tree
9. Large Projects
  - a. Hi Tech continue work on US 127 north
  - b. Continue work on Mud Pike- County Road widening project
  - c. Site work and install electric lines- new shop
10. EV Charging Stations
  - a. Number of Sessions 8
  - b. Total Length of Sessions 19 hours