Administrative Report
July 7, 2023 to July 20, 2023

<u>Engineering Department</u>

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. 1248 Brooke Ave-house
    b. 1105 Fairground Rd- addition
    c. 311 Morton St-fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Code Enforcement:
    a. Removal of signs in right-of-way
    b. 214 Summit St – grass
    c. 322 W Logan St- grass
    d. 649 N Walnut St-grass
    e. 611 Vining St-grass
    f. 920 N Brandon St-grass
    g. 303 N Brandon St-grass
    h. 538 Touvelle St-grass
6. Planning Commission:
    a. July 1, 2023 approved addition to 308 S Ash St (Hazelnut Coffee)
7. Board of Zoning Appeals:
    a. Meeting scheduled for August 10, 2023 for Boardwalk signage
8. 2023 Construction Updates:
    a. <u>Electrical Department Building:</u>
        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.

xi. Interior office area is being finished with paint, flooring, cabinet install. The shop part of the building is coming to a close as the fire suppression is completed and the electrical contractor is finishing up light installs. Other sub-contractors are continuing to work on punch list items as this project gets closer to being finished.

xii. No Change

b. <u>Southwest Quadrant Waterline Replacement:</u>

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.

x. Echo Street services are near completion and Shinn Brothers is moving to the west on Sycamore for main line install. We are on the schedule for Buehler Asphalt to come on July 6th and 7th to lay asphalt in the trenches.

xi. Shinn Brothers has completed Sycamore and Portland water main line install. They will soon be on Sunset and Grand. Asphalt for Echo Street trench repair is now scheduled for July 10th and 11th.

xii. Shinn Brothers is currently working on South street, once completed, all water main for this project will be complete. They will then come back and begin water services and complete main line tie ins.

c. <u>North Walnut Street Reconstruction:</u>

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. No Change

d. <u>North Ash Street Reconstruction:</u>

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.

vii. All storm and Water main line has been installed. Once pressure and bacteria tests pass on waterline they can begin on water service installs. In the meantime, PAB continues to prep sidewalks for concrete.

viii. All underground utilities are in and PAB is working on prepping road and sidewalk for concrete.

ix. All curb is complete as of 6-22. Approaches will begin to be poured Monday the 26th. Homeowners have all been notified they need to give concrete 7 days to cure before we will allow them to drive on approach. PAB plans to complete dirt work before paving in the next 4-6 weeks.

x. Sidewalk and Drive approaches continue to be poured. As of today, all drive approaches on the East side are installed. PAB will continue to work on West side approaches and sidewalk in the next week. We have no update on when asphalt will be laid.

xi. All concrete is complete as of 7-18. PAB has begun dirt work and hydro seeding to finish up their end of things this week. They will begin grading the road in prep for asphalt soon, with the paving date set to be July 31st.

e. Lake Shore Basketball Court

i. Fenson Contracting was the apparent low bidder for this project at $123,640. Starting the week of July 10th, topsoil was excavated and stone was brought in to grade. The basketball court was formed up and poured on July 14th. The handicap area and sidewalk is set to be poured on July 21st, and dirt work will be finished up the week of the 24th. Painters and line striping is scheduled to be done August 28th.

Fire Department

1. Responses to Date:
   a. Squad- 78; Total- 1,023
   b. Fire- 13; Total- 185
   c. Primary Squad runs & assist for other branches-0; Total- 4
2. Megan Tolson accepted the position of full-time Firefighter/Paramedic pending physical
3. Fire Department members are completing their annual SCBA agility drill

Parks and Recreation

1. Soccer Registration
    a. Boys- 160 (last year 153)
    b. Girls- 192 (last year 200)
2. Football Registration- 83 (last year 77)
3. Rec Sports pool party was a success with over 260 people attending

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Paint soccer and football fields
5. Worked on ball diamonds for Rec games
6. Mow and edge the parks

Public Works

1. Work on equipment
2. Taste of Celina
3. Pour City sidewalks on Meyer Road and Johnson Avenue
4. Swing set at Eastview Park
5. Brush pickup
6. Mow properties around town
7. Sweep the streets
8. Installed Disc Golf Course
9. Dirt work and seeding around town
10. Poured curbs on Sycamore Street
11. Asphalt patch work 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. Collected data for GIS
5. Help with meter reading
6. Root treatment list made
7. Grind crosswalks
8. Camera utilities for next years' projects

Customer Accounts/Meter Readers

1. Billed 2,092 customer billings
2. Sent out 234 delinquent billings
3. Shut off 23 customers
4. Sent out final billings and refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution
    a. Water meter replacement program
        i. Some ordered meters received
    b. Fire Hydrant painting to continue next month
    c. System flushing completed till fall 2023
    d. Ash Street Project
        i. Waterline installation completed, meter pits to be reset with grass installation
    e. Walnut Street Project
        i. Waterline replacement, main line to be tested next week
    f. South-West Waterline Project
        1. Echo St. – Waterlines completed
        2. Sycamore St. – Main lines @ 80% & services to complete
        3. Portland St. – Main lines @ 90% & services to complete
        4. Sunset / Grand Ave -
    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 07/12/2023 – 38.9 ug/L
        ii. Raw Water 07/19/2023 – 40.4 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. Start of seasonal Microcystin testing of State monitored beaches on the lake.
    b. WTP Buildings, Grounds, & Operations:
        i. Spring maintenance program completed
        ii. Carbon Exchange for tank #8 scheduled for July 6th, 2023 – completed
        iii. Carbon Exchange for tank #1 scheduled for first week of August
        iv. WTP fence painting continuing
        v. Sand Filter Bldg. Project
            1. Air valves and controllers received, Project to start in August 2023
            2. Wood for glass block window replacement, purchases
            3. 60% of the filter sand has been received
            4. HACH Turbidity meters received and installed
        vi. Carbon Dioxide System
            1. Compressor equipment received, replacement in August 2023
3. Water Dept. Training

        i. NW OAWWA District meeting scheduled for July 20th, 2023 (4 to attend)
        ii. Technology Committee Meetings
            1. Completed zoom meeting May 16th, 2023
            2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
    a. Slide & ladder maintenance completed, replacement recommended within 5 years
    b. Pool in full operation

Wastewater

1. Located and marked blower building H2O shutoff; dug up completely and added 4" casing over existing 3" and brought to grade
2. Transferred diesel from old bulk tank to new; put old tank in scrap pile
3. Dug up SCADA conduit in front of Office building to locate
4. Discovered leaking pump tube on sodium aluminate pump; cleaned up mess
5. Discovered sodium aluminate pump not pumping correctly and calibrated
6. Jones & Henry emailed bypass sample plan and tentative time frame for smoke testing startup (forwarded information to Mayor/SSD), dropped of sewer maps to WWTP
7. Worked on AD blower #1 and #2 retrofits; startup on both
8. Troubleshot bypass flowmeter not detecting sensor after power surge, switched SW3 dip switch to ON, now working
9. Fabricated and installed cover for bridge controls
10. Scott Gehle/Electro Controls completed startup on AD #1-#2 blowers
11. Purchased door hangers online for future smoke testing
12. Kerry, Jason, Garrett, Roland, and Bryce attended smoke testing training

Electric Distribution

1. Set 1 pole
2. New Services
    a. Underground 1
3. Service Replacement
    a. Upgrade Underground 1
    b. Upgrade Overhead 1
4. Street Lights
    a. Repairs 3
    b. Replaced 4
5. Underground Locates (OUPS) 73
6. Request or Miscellaneous Jobs
    a. Replaced 3 transformers at various locations
    b. Temporary electric panels on Main Street for Taste of Celina
7. Trouble Calls
    a. 7/13/2023-Broken pole, accident- North Walnut Street
    b. 7/11/2023-WSULC apartments, outage caused by a goose
    c. 7/15/2023-Pirates Cove Condos- broken cutout
8. Large Projects
    a. Work on shelter house at gun range

    b. Move material to new shop and work in new shop
    c. Legacy Lane line extension for apartments
9. EV Charging Stations
    a. Number of Sessions 5
    b. Total Length of Sessions 10 hours 35 minutes