

Administrative Report

November 8, 2024 to November 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//working billboard ordinance
2. Zoning Permits:
 - a. 2411 Eaglebrooke Pkwy-new home
 - b. 140 S Enterprise St-house addition
 - c. 326 Johnson Ave-shed
 - d. 1909 Carolina Ct-garage addition
3. Plumbing Permits/Inspections (0)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (2)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 431 E Anthony St-junk
 - c. 202 Washington St-junk
 - d. 510 Jay St- trash
7. Planning Commission:
 - a. Meeting scheduled for Dec 12th for a conditional use and a lot split.
8. Board of Zoning Appeals:
 - a. No meeting scheduled to date
9. 2024 Construction Update:
 - a. 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.
 - iv. Asphalt is complete. The board of control has passed for the lighting and materials are on order. We are waiting council final approval for fencing, and the court paint is scheduled for the end of August.
 - v. Posts for the nets have been set. Fencing is scheduled for Monday July 15th.
 - vi. Fencing is complete. Still Waiting on paint near the end of August. Lighting will follow.
 - vii. Fencing, paint, and nets are installed. The light poles are backordered until January 2025.
 - b. Public Works New Building
 - i. Access Engineering and Preferred Design is currently working on a site/building plan at the North Street Property.
 - ii. Plans are being finalized for this project. It is set to advertise the next 2 weeks, and has a bid opening of 12-13-24

c. Bryson Park Restroom

- i. Heyne Construction was the apparent low bidder for this project at \$312,400. They started work the second week of August and since then has dug and poured footers, and began laying the block walls. Their intention is to have most of the restroom complete by the end of the year.
- ii. Foundation block work is complete. All underground plumbing is complete and has passed inspection. The slab inside the restroom is scheduled to be poured on Monday, September 23rd. The Masonry crew will follow to begin the rest of the block work. All submittals for material have been approved and as of now all is available and nothings is on backorder.
- iii. Plumbing rough in and door frame installation is complete. Heyne Construction has hired out the masonry and they are scheduled to start the walls on 10-14-24. This process should take 2 weeks, then trusses will be set.
- iv. Masonry block work has been completed. The walls have been foam insulated and Heyne Construction has returned and set trusses and sheathed the roof.
- v. Doors and exterior metal have arrived and set to install the week of 11-25-24. Electric is also scheduled to begin this week on 11-22-24.

d. Mill Street Improvements

- i. This project has a bid opening of 11-21-24 at 11AM. The engineers estimate is \$4,490,000.00
- ii. Shinn Brothers was the apparent low bid at \$3,690,000.00

Fire Department

1. Totals since November 7th, 2024
 - a. Squad- 78
 - b. Fire- 12
 - c. Inspections- 26
 - d. Training Hours- 13
 - e. Primary squad runs & assists for other branches- 3
2. Totals for 2024:
 - a. Squad- 1,758
 - b. Fire- 321
 - c. Inspections- 344
 - d. Training Hours- 310
 - e. Primary squad runs & assists for other branches- 69
3. Other:
 - a. Offered jobs to three candidates pending background checks and physicals. Planning to send two of them to fire school in February, one is currently an EMT and in Paramedic School.
 - b. Cade Schoenleben passed Level I Fire and will attend Level II Fire in December.
 - c. Will hire three more members next year to increase shifts to six
 - d. Working towards a staffing format like Van Wert:
 - i. Fire Chief/Medic

ii. Battalion Chief/Medic

A Shift	B Shift	C Shift
Captain/Medic	Captain/Medic	Captain/Medic
Lieutenant/Medic	Lieutenant/Medic	Lieutenant/Medic
Firefighter/Medic	Firefighter/Medic	Firefighter/Medic
Firefighter/Medic	Firefighter/Medic	Firefighter/Medic
Firefighter/Medic	Firefighter/Medic	Firefighter/Medic
Firefighter/Medic	Firefighter/Medic	Firefighter/Medic

Police Department

1. Celina Police have taken a case of stolen water to the Mercer County Grand Jury. A Celina resident is accused of stealing thousands of gallons of water over the past several years. A report taken by Celina Police from Water Distribution resulted in the investigation. The investigation showed that the accused by passed a Celina water meter in an intermittent manner over a long period of time. It is believed this was done to fill a pool and to keep a lawn green. The suspect faces felony theft charges.
2. In another matter, Celina Police worked with several local agencies to build a case against a Celina man who was traveling around Mercer and surrounding counties stealing from parked cars. He has been arrested and is also facing indictments from the Mercer County Grand Jury.
3. Total Police Department Incidents YTD: 11,030

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
Abandoned Vehicle	1	Non Injury Accident	5	Assist Another Agency	11
Alarm	3	Assault	1	Bad Check	1
Bank Detail	8	Barking Dog	1	Bond Sign Charges	13
Business Checks	172	Civil	3	Court	2
Death Investigation	1	Disorderly Conduct	8	Domestic Violence	1
Domestic Dispute	5	False Alarm	6	Fight	1
Follow Up	23	Found Property	3	Golf Cart Inspection	1
Menacing/Threats/Harassment	7	Investigate Liquor Permit	4	Juvenile Abuse	1
Lost Property	1	Meeting	2	Mental Subject Call	2
Miscellaneous	5	Motorist Assist	2	Parking Enforcement	7
Public Information Request	31	Returning Property	3	Sex Offense	1
Special Detail	3	Suspicious Person	8	Suspicious Vehicle	7
Testing Alarms	2	Theft/Larceny	9	Special Traffic Detail	8
Traffic Stop	12	Training Range/Firearms	2	Prisoner Transport	1
Trespassing Report	1	Unruly Juvenile	2	Vandalism	3
Warrant/Paper Service	11	Welfare Check	7		

Parks Maintenance

1. Dump trash from Parks
2. Clean restrooms
3. Working on equipment
4. Mowing in Parks

Public Works

1. Work on equipment

2. Crack seal streets
3. Sweep City streets
4. Mastic roadways
5. Fixed sidewalks from trees
6. Planted 28 trees: 7 on the streets and 21 in the parks
7. Leaf pickup
8. Asphalt patches

Sewer Collection

1. Locates for utilities
2. Completed tap locations for residents and sewer issues (Locates)
3. Clean and camera storm and sanitary lines
4. Collect data for GIS
5. Clean catch basins

Customer Accounts/Meter Readers

1. Sent out 2,369 customer billings
2. Shut off 7 customers
3. Sent out 426 delinquent letters
4. Sent out finals/refunds
5. Meter Readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Spring of 2025
 - i. Painted (23 of 759) hydrants red
 - ii. Painted (125 of 141) private hydrant tops blue
- b. Located waterlines to ensure no other contractors hit and damage our infrastructure
- c. Completed work orders from Utilities Office
- d. Dump truck POs completed and on order
 - i. Rush Truck Center – 2024 International Truck
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip.
 - iii. RG Comm. – Truck Radio
- e. Completed asphalt patching
- f. Set new fire hydrant on South side of Beavercreek Spillway
- g. Flow tested fire hydrants with Fire Dept.
- h. Met with RCS about sprinkler system water meter installation and location
- i. Replaced water main valve on Home Ave.
- j. Replaced 4 service tap saddles at 701, 705, 707, 709 N. Main St.
- k. Fixed water main on Garman Ave.
- l. Organized shop for winter weather and plowing
- m. Continued updating Lead service line replacement program

- i. Completed & Submitted to OEPA
- ii. Mapping & Spreadsheet info. update due to OEPA 2027

2. Water Plant

- a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 11/12/2024 – 11.7 ug/l
 - ii. Raw Lake Water 11/19/2024 – 14.4 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. Seasonal Microcystin testing of State monitored beaches on the lake
 - 1. Completed for the year
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #7, scheduled for January 14, 2025
 - ii. Carbon Exchange for tank #2, scheduled for January 28, 2025
 - iii. Mowing grass at WTP, lagoons, towers, & pool – completed for season
 - 1. Mower maintenance completed and stored for winter
 - iv. GAC Facility
 - 1. Transfer pump #4 stuck
 - a. Troubleshooting revealed that the motor is fine
 - b. Pulled pump & inspected, sent out for repair
 - 2. UV 1200 unit 2 bad capacitors, on order November 6, 2024
 - 3. 6 UV lamps on order for restock November 6, 2024
 - v. DAF units drained and cleaned
 - 1. #3 recycle pump failure
 - a. Pump is grinding and tripping out the VFD
 - b. Replaced with spare pump, sent old pump to Irish Electric
 - 2. #1 unit has a valve leaking, new valve and rotork assembly ordered
 - a. Replaced valve and reset rotork assembly
 - b. clutch assembly still on order
 - c. Working in automatic control only
 - vi. Industrial Park Water Tower SCADA
 - 1. Reading from tower to WTP are sporadic
 - 2. Troubleshooting revealed that the main control board is bad, obsolete
 - 3. Called Electro Controls for quote for replacement / update
 - vii. Monthly and weekly maintenance items completed
 - viii. Completed fall maintenance & water basin cleaning
 - ix. Sand Filter #3 Re-Construction
 - 1. Final quotes received, POs completed

2. Sand removed and new sand received
 3. New underdrains & equipment delivered November 5, 2024
 4. Glass panels removed for access for material removal & installation
 5. Jutte Excavating demo of old underdrains, Finished November 7, 2024
 6. WTP / Distr. Crew – cleaned debris & sand from filter floor
 7. Ohio Concrete & Saw – completed wall cleanup
 8. Davis Welding – to weld extension to air inlets
 9. WTP Crew – to install u-channel & threaded rods once cleaned
 10. Xylem field rep. scheduled for December 10 – 12, 2024
 - a. Progress & weather dependent (grout / concrete pour)
3. Water Dept. Training
- i. Completed - 2 Operators Micro lab certification November 15, 2024
 - ii. Technology Committee Meetings
 1. Scheduled for November 19, 2024 - Completed
 2. Sludge Handling Sub-Committee meeting
 - a. December 12, 2025, at Delco Water Plant
4. Bryson Pool Operations
- i. Pool season ended August 25, 2024
 1. Winterization of splash pad completed
 2. Winterization of basket house waterlines completed
 - ii. Main pool pumps (2) pulled for service / repair
 - iii. Slide replacement project
 1. Looking at options and cost estimates for project
 2. Old slide listed on GovDeals.com, sold
 - a. No scheduled date for removal at this time
 3. City crews to remove old concrete and prep for new foundations

Wastewater

1. Confirmed for Rovisys if various MultiSmart controllers at various stations had DPN3, reviewed old emails to Rovisys about DNP3 modules enabled and emailed Rovisys to rein form
2. Changed oil and filter in Eaglebrooke generator
3. Mowed
4. Installed new capacitor in #5 blower cooling fan motor and tested; installed fan and cabinet filter, put into service
5. Removed plug from influent sample pump, topped pump off with oil
6. Replaced bad H2S sensors in two gas meters
7. Troubleshoot East sodium aluminate pump not pumping (bad pump tube), switched to West pump
8. Completed SOUR test on AD#1; transferred to sludge mixing tank

9. Assembled 3 new suction pipe assemblies for sodium aluminate
10. Replaced DO sensor cap on influent DO probe
11. Nick Schmitmeyer signed sludge forms, dropped off invoice, received copy of 2024 Biosolids Records
12. Troubleshoot North WML pump, tore apart, replaced seal
13. Updated 2024 Biosolids records
14. Put plywood over UV channels
15. Reviewed revised LS electrical drawings, saved correct drawings and contacted Electro Controls to fix incorrect drawings
16. Installed emergency eye wash / drench hose signs on inside and outside of Phosphorus bldg.
17. Repaired fence (tractor bucket) by roll-off container
18. Removed plug from influent sample pump and reprimed, reprimed pump
19. Replaced exhaust and cooling fan drive support bearing, bearing hosing, shaft on Eaglebrooke generator; ordered additional parts needed
20. Hosed Walmart, Bruns, and Fairgrounds LS wetwells and removed grease
21. Welded broken Vac truck suction tube for Electric Dept
22. Removed leaves from 4-H LS enclosure
23. Installed prefilters on AD blower outdoor filters
24. Collected landfill Special Waste sample (grit/grease/screenings/trash) for recertification

Electric Distribution

1. Set 6 poles
2. New Services
 - a. Underground 8
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 3
4. Street Lights
 - a. Repairs 7
 - b. Replaced 5
5. Underground Locates (OUPS) 78
6. Traffic Signals
 - a. Security Fence in for conflict monitor testing
7. Substations
 - a. Oil samples and battery testing at Summit Substation
8. Tree Trimming
 - a. West side of town as needed
9. Request or Miscellaneous Jobs
 - a. Put up Christmas lights
10. Trouble Calls
 - a. 11/9/2024- Emergency locates, Bruns Addition
 - b. 11/11/2024- Crown, transformer 4
 - c. 11/17/2024- Burrville Road, drop pulled loose from house
11. Large Projects
 - a. Premium Utility working on Feeder 14 reconductor

- b. Replace poles on west side of town
- 12. EV Charging Stations
 - a. Number of Sessions 12
 - b. Total Length of Sessions 23 hours 5 minutes