

Administrative Report

March 10, 2023 to March 23, 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. Brush and Limb Pick Up begins Monday, April 3rd
4. 2023 Special Trash Collection will be held on Saturdays of each week per the following schedule in April:
 - a. Saturday, April 1; the regular Monday route
 - b. Saturday, April 8; the regular Tuesday route
 - c. Saturday, April 15; the regular Thursday route
 - d. Saturday, April 22; the regular Friday route

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:
 - a. 1304 Michael Ave
 - b. 316 Leona St
 - c. 1845 E Market St
 - d. 428 E Livingston St
 - e. 2202 Eaglebrooke Cir
 - f. 516 N Ash St
 - g. 1145 Jackson Ave
3. Plumbing Permits/Inspections (2)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 410 S Echo St- zoning issue
 - c. 805 Echo St-trash
 - d. 702 S Elm St- trash
5. Planning Commission:
 - a. Currently scheduling a meeting for March 23, 2023
6. Board of Zoning Appeals:
 - a. Currently scheduling meeting for March 23, 2023
7. 2023 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.
 - iii. This project is to be advertised 5-5-22 and 5-12-22. Bid opening will be held 4-19-22 at 10am.

- iv. Bid opening on 5-19-22 presented 2 bidders: Muhlenkamp Building Corp. and Alexander & Bebout, INC. The bids are currently under review.
- v. Muhlenkamp Building Corp. was the apparent low bidder at \$373,324. They are currently ordering materials and getting a construction schedule together.
- vi. Delivery of the structure is planned to take place on September 27th. Our public works is to demolish the old structure the week prior to.
- vii. The shelter house has been delivered, Muhlenkamp is mobilizing through the first week of October and plans to start work on Monday, October 8th.
- viii. The shelter house is underway as Muhlenkamp has the footers poured, and the underground block work started for the restroom portion. The plan is to have the plumbing rough in started the week of the 24th as well as setting posts and pouring concrete for the rest of the shelter.
- ix. The plumbing rough in is complete, the floor is poured in the restroom area, and all concrete under the shelter is complete. Muhlenkamp has set trusses and plans to install the roof the week of the 14th. Once the shelter is complete the stone mason can come in and put the restroom walls up.
- x. We continue to move forward with this project; the roof and tar paper is on, they have enclosed the structure with plastic so they are able to heat the area and move forward with masonry despite the colder weather.
- xi. All Concrete and Masonry is complete as of 12-16-22. The interior of restrooms is being painted and HVAC and plumbing fixtures are scheduled to be installed the week of 12-19-22. This project is moving along and Muhlenkamp has done everything they can to move quickly despite the weather.
- xii. The interior of restrooms is near completion; we are just waiting on the electric panel to be delivered so the contractor can bring power to all installed fixtures. The exterior has received trim pieces, concrete countertop, and caulking this past week to finish up the outside of the facility. Muhlenkamp anticipates completion the week of the 9th, less the site work and seeding that will be done in the spring.
- xiii. Lions Club building is near completion. The electric panel has been installed and has Miami County Stamp of approval as of today 2-23-23. Next week we will walk through a list of punch list items to wrap this building up.

xiv. No Change

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.**

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.**

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.**
- 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. **No Change.**
- 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.**

Fire Department

- 1. Responses to Date:
 - a. Squad-75; Total- 411
 - b. Fire-14; Total-73
 - c. Primary Squad Runs & Assist for other Branches-1; Total-9
- 2. Will be attending the County EMS Advisory Board meeting on April 3rd
- 3. Auxiliary training will be held April 5th & April 19th
- 4. Two personnel attended continue education for Fire Instructor Certification at Apollo Career Center in Shawnee on March 18th

Police Department

- 1. Calls for Service-682
- 2. Reports Written-224
- 3. Arrests-33
- 4. Citations-11
- 5. Crashes-11
- 6. Warnings-43
- 7. Reports of Interest:
 - a. On 3/22/2023 Celina Police Officers were investigating theft from Walmart. They located suspects in a car and conducted a traffic stop on Fayette Street near Ash Street. The subsequent investigation resulted in the arrests of two adults, a Coldwater man and a woman from Anderson, Indiana.

Found in the car and in their possession was over \$1,000 in merchandise from Walmart, suspected stolen credit cards and checks as well as suspected meth and drug paraphernalia. Both are being held in the Mercer County Jail.
- 8. Total Police Dept. Calls for Services, YTD: 3,909

Parks and Recreation

1. Softball and baseball registration deadline is April 10th
 - a. Enrollee numbers are still on par with last year
2. Currently working with Jan Morrison, the girls High School tennis coach, on putting together a tennis camp this summer.

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

Public Works

1. Work on equipment
2. Graded stone at Bryson Park
3. Demo of old restroom at Bryson Park
4. Replaced street signs around town and new post
5. Sidewalks at Bryson Park around Lions Shelter/Restroom
6. Removal of playground in woods at Eastview

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 of crosswalks

Customer Accounts/Meter Readers

1. Billed 2,087 customer billings
2. Shut off 16 customers
3. Sent out final bills and refunds
4. Sent out 384 delinquent letters
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program
 - i. Replacing 2-wire probes with 3-wire probes for future radio readers, continued
 - b. Fire Hydrant painting to continue in the Spring 2023
 - c. Fayette Street Project
 - i. Connections and testing completed
 - ii. Lead service line to be replaced next week
 - d. 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 03/14/2023 – 23.10 ug/L
 - ii. Raw Water 03/21/2023 – 6.70 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 #4, scheduled for April 4th, 2023
 - iii. Sand Filter Bldg. Project
 - 1. Equipment PO's have been submitted
 - 2. Piping painting continued and concrete floor sealed
 - iv. DAF Bldg.
 - 1. Airline water separators installed on 3 of 4 units, to continue
 - v. Carbon Dioxide System
 - 1. Compressor equipment replacement, on order still
- 3. Water Dept. Training
 - i. Kurtis Williams, completed Backflow training update
 - ii. Joey Schmidt & Seth Hippy completed Backflow Training course
 - iii. AWWA district water meeting scheduled for April 20th, 2023 @ Celina WTP
 - iv. Technology Committee Meetings
 - 1. Scheduled zoom meeting May 16th, 2023
 - 2. Sludge Handling Sub-Committee, TBA
 - 3. Operator certification rules meeting completed on 03/24/23
- 4. Bryson Pool Operations
 - a. Pool, closed for season

Wastewater

- 1. Submitted February eDMR report to OEPA
- 2. Studied wiring of mechanical bar screen for replacement task
- 3. Changed polarity of 703 flowmeters on Allen-Badley Micrologix
- 4. Purchased wall ties from Grand Lake Builder Supply and worked on forming wall extension on north side of East sludge mixing tank to divert runoff
- 5. Worked on replacement of old mechanical bar screen with new unit
- 6. Provided Amy Schnarre/State Auditor's office information on past expenditures
- 7. Opened channel of new mechanical bar screen for normal operation; installed cover
- 8. Gave Ryan Klear/CAPT approval letter for CAPTs Permit Renewal application

9. Brought down old mechanical bar screen (except drive and motor) and scrapped out everything that could not be reused
10. Shared WWTP capacity concerns with SSD/Mayor
11. Fabricated forklift jig for moving grit classifiers; worked on replacement project
12. Mark Nichols / Electro Controls programmed RAS vfd

Electric Distribution

1. Set poles 24
2. Service Replacement
 - a. Upgrade Underground 1
3. Street Lights
 - a. Repairs 5
 - b. Replaced 3
 - c. Pole New/Replace 1
4. Underground Locates (OUPS) 72
5. Tree Trimming
 - a. Springer & Sons removed 4 trees, 2-E. Fulton; 2 Mud Pike
6. Request or Miscellaneous Jobs
 - a. Playground removal- Eastview
 - b. Assist Mercer County Sheriff-Accident US 33
7. Trouble Calls
 - a. 3/13/2023-street light-hit accident
 - b. 3/17/2023-replace transformer-Chief Supermarket
8. Large Projects
 - a. High Tech Electrical continue work on 127 North
 - b. Remove dirt at new building, west side
 - c. Directional bore conduit, new building
 - d. Continue work on Mud Pike, county road project
9. EV Charging Stations
 - a. Number of Sessions-3
 - b. Total Length of Sessions-19 hours