

**Administrative Report**  
**September 6, 2024 to September 19, 2024**

**Administration**

1. Listed 6 items on Gov Deals for Police Department—bids will end 9/30/2024
  - a. 2002 Ford Excursion- \$1,000.00- minimum bid
  - b. Caterpillar Machine Powered Mowing System- \$5,000.00- minimum bid
  - c. John Deere 740 Front End Loader Attachment with Mounts- \$3,000.00- minimum bid
  - d. Crown Mortar Mixer- \$500.00- minimum bid
  - e. Multi Pro 5700 D Turf Sprayer- \$500.00- minimum bid
  - f. Utility Trailer- \$100.00- minimum bid
2. Final Brush & Limb Pickup will be the week of October 7<sup>th</sup>
3. Leaf Pickup will begin the week of October 21<sup>st</sup>
4. Trick-or-Treat will be Sunday, October 27<sup>th</sup> from 4pm-6pm

**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. 1321 W Market St-sign
  - b. 314 E Livingston St-garage addition
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (0)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 903 N Sugar St- trash
  - c. 303 W Anthony St- trash
  - d. 515 N Walnut St -trash
7. Planning Commission:
  - a. Meeting scheduled for 9/26/24 to hear requests for:
    - i. zoning change at 457 Grand Lake Road
    - ii. site plan review new 18-unit apartment in Meadowview
    - iii. lot split at 800 N Main St.
8. Board of Zoning Appeals:
  - a. Meeting scheduled for 9/26/24 to hear variance at 1207 Jessica Lane for rear yard setback for a pool
9. 2024 Construction Update:
  - a. 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. PAB is moving along nicely with this project. In the last 4 weeks they have excavated and replaced sections of sidewalk, along with both cul-de-sacs roadway and curb. Storm sewer work has been completed. Stone has been placed and rolled in at both ends of this project. We have worked with the residents and have maintained the best access we could to their homes. This week the ramps to drives have been removed as we are stringing and pouring curb on 8-23. PAB will quickly move to the sidewalk and approaches in these areas to get residents back in as soon as possible. Once the cul-de-sacs have been completed they will move on to the center of the streets and begin removing that last sections of concrete roadway.
- v. All drive approaches have been poured in both cul-de-sacs and homeowners will be able to access drives by the first of the week 9-9. PAB continues to move forward with excavating roadway and placing tensor before 12 inches of stone due to the soft subbase. This project seems to be going well as the Engineering Department has received zero calls.
- vi. All curb is complete as of 9-18-24. PAB continues to replace sections of sidewalk and complete drive approaches. Access engineering has staked out road grades and PAB will begin to final grade stone the week of the 23rd. The Shelly Company is scheduled to pave the first week of October, weather depending.
- b. 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.
- c. Public Works New Building:
  - i. Access Engineering and Preferred Design is currently working on a site/building plan at the North Street Property.
  - ii. No Change
- d. 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.

### **Police Department**

1. Two new police trainees started on Wednesday, September 11<sup>th</sup> with Celina Police Department. They are students at the Grand Lake Law Enforcement Academy at Wright State Lake Campus. The two, Isaac Daniel and Connor Burr have been going to class and training with the Celina Police Department. To this point they have been shadowing Officers and learning the ropes. The have already witnessed investigations and drug arrests. The pair are excited to be working for Celina and show great promise.
2. In response to the request from Council on September 9<sup>th</sup>, I did check Officer to population ratios for both the State of Ohio and nationally. I retrieved statistics from FBI's Criminal Justice Information System (CJIS). The national ratio has been 2.4 Officers per 1,000 populations for the last 8-11 years with one 2.3 and one 2.5. Ohio has been up and down between 2 and 2.4 Officers per 1,000 populations. The average has been 2.2 Officers per 1,000 populations. With previous staffing levels of 18 we were at 1.6 officers per 1,000 populations.
  - a. <https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/le/pe>
3. Total Police Department Incidents YTD: 8,995

<b>Nature of Incident</b>	<b>Total Incidents</b>	<b>Nature of Incident</b>	<b>Total Incidents</b>	<b>Nature of Incident</b>	<b>Total Incidents</b>
911 Hang Up	1	Injury Accident	2	Non Injury Accident	15
Assist Another Agency	19	Alarm	4	Animal Abuse/Neglect	1
Animal Complaint	5	Assault	1	Bad Check	2
Bank Detail	7	Bond Sign Charges	6	Business Checks	187
Court	8	Dispatch Other Agency	1	Disorderly Conduct Issues	2
Domestic Violence	4	Domestic Dispute	3	Drugs	1
False Alarm	6	Fire	2	Follow Up	34
Foot Patrol	1	Found Property	7	Funeral Detail	5
Golf Cart Inspection	1	Menacing/Threats/Harassment	8	Investigate Liquor Permit	4
Juvenile Abuse	5	Mental Subject Call	1	Miscellaneous	3
Motorist Assist	2	Noise Complaint	1	Parking Enforcement	4
Public Information Request	25	Returning Property	2	Special Detail	3
Suicide Attempt	1	Suicide Threat	3	Suspicious Person	20
Suspicious Vehicle	3	Theft/Larceny	2	Theft of Bicycle	1
Special Traffic Detail	10	Traffic Stop	23	Prisoner Transport	3
Trespassing Report	7	Unruly Juvenile	8	Vandalism	12
Lock Out/Vehicle	1	Warrant/ Paper Service	11	Welfare Check	9

### **Parks Maintenance**

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

5. Painting Football Fields and Soccer Fields
6. Shelter House rentals

### **Public Works**

1. Work on equipment
2. Dura patch alleys
3. Sweep city streets
4. Work on ADA ramps at Myers Road, Main Street, and Summit Street
5. Trimmed trees on city streets and in alleys
6. Installed pipe in ditch by Pullman Bay
7. Installed nest at Pickleball Courts

### **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

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

1. Billed 2,357 customer billings
2. Shut off 15 customers
3. Sent out 255 delinquent notices
4. Meter Readers continue to read meters

### **Water Treatment Plant**

#### **1. Water Distribution**

- a. Fire Hydrant painting to continue in Summer of 2024
  - i. Purchased red paint in Dec 2023
  - ii. Fixing pressure washing trailer to wash hydrants safely (Tires, Brakes, & Wiring)
  - iii. Private hydrants will have a medium blue top
- 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. Watering grass along Kaymar Ave., coming up very nice
- f. Lead service line research & replacement program – 95% completed
  - 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                      09/10/2024 – 24.4 ug/l
  - ii. Raw Lake Water                      09/17/2024 – 11.1 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 #3 scheduled for October 1, 2024
  - ii. Carbon Exchange for tank #5 scheduled for October 29, 2024
  - iii. Carbon Exchange for tank #7 scheduled for January 7, 2025
  - iv. Spot mowing grass and weeds
  - v. WTP fence painting - completed
  - vi. DAF units drained and cleaned
  - vii. Monthly and weekly maintenance items completed
  - viii. Sand Filter #3 Re-Construction
    - 1. Final quotes received, POs completed
    - 2. Sand removed and new sand received
    - 3. Glass panels removed for access for material removal & installation
    - 4. Jutte Excavating demo of old underdrains
      - a. Working on rainy days – one so far
- 3. Water Dept. Training
  - i. NW OAWWA District meeting – 09/19/2024, Village of Ottawa
  - ii. Technology Committee Meetings
    - 1. Scheduled for November 19, 2024
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - i. Pool season ended August 25, 2024
  - ii. Main pool pumps (2) to be pulled and serviced
  - iii. Slide replacement project
    - 1. Looking at options and cost estimates for project

## **Wastewater**

- 1. Assisted Rovisys with upgrading SCADA for remote monitoring
- 2. Worked on installation of exterior fault light/horn for South sludge screw press
- 3. Lubricated grit & grease bridge, mechanical bar screen, grit blower, grit classifier, post aerators
- 4. Completed Bioassay sampling
- 5. Calibrated Final/Raw ISCO samplers
- 6. Cleaned control panel filters at Myers Rd LS; Havemann LS

7. Serviced Myers Rd and Scotty's lift stations; Serviced Martz LS
8. Sprayed weeds
9. Completed August eDMR; submitted to OEPA
10. Replace oil pressure switch on Kessler LS generator
11. Rebooted bypass flowmeter from power flicker 9/11/2024
12. Replaced hose lock fittings on both polymer systems
13. Ordered replacement hydraulic oil reservoir for Lift Moore Truck crane
14. Removed shaft and bushings from #3 check valve in Havemann LS; cleaned and reinstalled
15. Mowed
16. Completed Bioassay sampling
17. Attempted to update firmware on 4-H LS MultiSmart controller due to Application Failure fault; replaced unit with spare unit for temporary operation
18. Removed plug from influent sample pump and reprimed
19. Recommended to Administration to demote/transfer Wastewater Asst. Supt. Jason Andrews to Wastewater Operator (fill position opening) until Asst. Supt. pay scale adjusted by Council
20. Worked on standby schedule and staffing schedule future changes due to unfilled Asst. Supt. position and Scott Conn having back surgery 9/27/24 (off 8+ weeks)
21. Completed SOUR test on AD#4

### **Electric Distribution**

1. Set 12 poles
2. New Services
  - a. Underground 3
3. Service Replacement
  - a. Upgrade Underground 2
  - b. Upgrade Overhead 4
4. Street Lights
  - a. Repairs 2
  - b. New Installs 1
  - c. Replaced 3
  - d. Pole New/Replace 1
5. Underground Locates (OUPS) 97
6. Request or Miscellaneous Jobs
  - a. Ohio City- new service for Dollar General
  - b. Take flower baskets down
7. Trouble Calls
  - a. 9/8/2024- street light pole hit- Touvelle Street
  - b. 9/17/2024- bad primary underground- north of Myers Road
8. Large Projects
  - a. Site work at shop
  - b. Replace poles on US 127 between Monroe and Coldwater Creek
9. EV Charging Stations
  - a. Number of Sessions- 10
  - b. Total Length of Sessions- 33 hours 20 minutes