

**Administrative Report**  
**June 9, 2023 to June 22, 2023**

**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. 120 N Leblond-new house (variance)
  - b. 122 N Leblond St-new house (variance)
  - c. 105 S Vine St- sign (variance)
  - d. 560 Touvelle St-sign (variance)
  - e. 1964 Havemann Rd-sign
  - f. 656 N Mill St- duplex
  - g. 811 Cheshire Ct- shed
  - h. 797 West Bank- sf dwelling
  - i. 799 West Bank- 799 sf dwelling
  - j. 825 West Bank- sf dwelling
3. Plumbing Permits/Inspections (3)
4. Dumpster Permits (1)
5. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 214 Summit St – grass
  - c. 530 Schunk Rd- grass
  - d. 300 Brandon – grass
  - e. 504 Sycamore- grass (city mow)
  - f. 516 W Market St- grass
  - g. 322 W Logan St- grass
6. Board of Zoning Appeals:
  - a. Meeting June 8, 2023 variances granted for:
    - i. 825 Linden Ave – room addition
    - ii. 120-122 N Leblond St- new homes
7. 2023 Construction Update:
  - a. 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.
- 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. 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.
- 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.**

c. 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.
- 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.**

d. 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.
- 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.**

### **Fire Department**

- 1. Responses to Date:
  - a. Squad- 70; Total- 868
  - b. Fire- 17; Total- 164
- 2. Primary Squad runs & assist for other branches- 0; Total- 3
- 3. Civil Service exam was June 10<sup>th</sup>; 5 applicants present for the exam
- 4. Continued to assist Parks Dept. with watering city grounds
- 5. Firefighter Megan Tolson and Firefighter Doug Wolters have been added to Auxiliary staff

### **Police Department**

- 1. Calls for Service- 686
- 2. Reports Written- 188
- 3. Arrests- 18
- 4. Citations- 14
- 5. Crashes- 6
- 6. Warnings- 79
- 7. Reports of Interest:
  - a. Dispatcher Mathew Stambaugh transferred to Meter Reader position. Applications for the position are currently under review. Patrolman Caden May gave his notice of resignation as he has accepted an offer to work for Rockford Police Department. A Civil Service Test will be scheduled soon.
- 8. Total Police Department Calls for Services, YTD: 8,412

### **Parks Maintenance**

- 1. Dump trash from parks
- 2. Clean restrooms
- 3. Working on equipment
- 4. Open up restrooms
- 5. Worked on ball diamonds for Rec games

### **Public Works**

- 1. Work on equipment
- 2. Street repairs on Queensbury Drive
- 3. Pour city sidewalk on Myers Road
- 4. Worked on pond at Westview park
- 5. Fixed docks on West Bank Road
- 6. Mow city properties around town

7. Sweep the streets
8. Installed 3 catch basins on Sycamore Street
9. Fixed suck holes in streets

### **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. Help with meter reading

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

1. Billed 2,097 customer billings
2. Shut off 16 customers
3. Sent out 401 delinquent billings
4. Sent out final billings/refunds
5. Meter readers continue to read routes

### **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
      1. One lead / galvanized service line found and replaced
  - e. Walnut Street Project
    - i. Waterline replacement started
  - f. South-West Waterline Project
    - i. Shinn Bros. continue on Echo St.
      1. One galvanized service line replaced
  - 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 06/13/2023 – 18.5 ug/L
    - ii. Raw Water 06/20/2023 – 23.6 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
    - 1. Recarb, #2 Ozone, Trench cleaning completed on June 14<sup>th</sup>
  - ii. Carbon Exchange for tank #8 scheduled for July 6th, 2023
  - iii. Main underdrains of 1952 building replaced on June 14<sup>th</sup>
  - iv. WTP fence painting to be started next week
  - v. Sand Filter Bldg. Project
    - 1. Air valves and controllers received, Project to start in August 2023
    - 2. HACH Turbidity meters received and installed
  - vi. Carbon Dioxide System
    - 1. Compressor equipment received, replacement next week
- 3. Water Dept. Training
  - i. Completed two-day training, four operators (electrical, safety, & disasters)
  - ii. Technology Committee Meetings
    - 1. Completed zoom meeting May 16<sup>th</sup>, 2023
    - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
  - a. Slide & ladder maintenance completed, replacement recommended within 5 years
  - b. Shallow end re-painted
  - c. A few repairs completed on splash pad equipment, additional parts required before next season
  - d. Sand filter sand & gravel replaced
  - e. South pool recycle pump VFD replaced with soft-starter, same as North pump last year
  - f. Girls restroom toilet & faucet replaced
  - g. Pool is in full operation

### **Wastewater**

- 1. Removed plug from influent sample pump
- 2. Cut grass on sludge mixing tank hill
- 3. Received Flygt chopper pumps for Fairground LS
- 4. Received Siemens flowmeters for RAS
- 5. Transferred AD#4 to sludge mixing tank
- 6. Replaced South RAS flowmeter
- 7. Replaced cabinet air filters in North Eaton compressor
- 8. Received uv lamp/sleeve pricing from UV Engineering; will add to vendor list
- 9. Created monitoring reports for Lead, Selenium, Cadmium, and Butyl Benzyl Phthalate
- 10. Met with Rovisys (Colleen and Adam) for final SCADA meeting; owner's manuals returned; received final drawings

11. Received shipment of polymer (4 totes)
12. Created new NPDES Permit Deadline check-off sheet
13. Wayne Adams completed startup on South RAS flowmeter; enabled 4-20 mA output/touch base with Siemens tech
14. Removed polymer plug from check valve on North screw press; same on South screw press
15. Troubleshoot Walmart probe alarm, cleaned probe and reset fault
16. Assisted Scott Gehle on programming RAS vfds
17. Neil / Schreiber rep made warranty repairs / adjustments to grit & grease bridge
18. Replaced Fairground pumps with new chopper pumps
19. Serviced Myers Rd LS generator, cleaned cabinet filters