

**Administrative Report**  
**June 7, 2024 to June 20, 2024**

**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. 636 Hierholzer-pool
  - b. 1845 E Market St- storage facility
  - c. 510 N Ash St- fence
  - d. 117 W Fayette St- fence
  - e. 902 N Main St- signage
  - f. 1009 Willow St-shed
  - g. 910 Canterbury Dr.- fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (3)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. N Brandon St- zoning violation resolved
  - c. 522 N Mill St- bushed overgrown
  - d. 649 W Fulton- grass
  - e. 601 E Market St- grass
7. Planning Commission:
  - a. Meeting scheduled for 06/27/24 site plan W Logan St (Old Dairy Cone)
8. Board of Zoning Appeals:
  - a. July 18<sup>th</sup> meeting scheduled for two cases involving signage and a side yard setback
  - b. Working on retro tax abatements. Mapping for proposed annexation on W Market St. (Machine Pro area)
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. No Change
  - b. Meyer Road and Pond Street Improvements
    - i. This project was bid and opened by the county on 12-21-23. PAB Construction was the apparent low bidder at \$674,298.40. The final completion date is 8-15-24.
    - ii. A pre-constructing meeting was held on 3-5-24. PAB Construction plans to start this project in May.

- iii. PAB came and removed asphalt down to the stone base on Meyer Road the week of 4-29-24.
  - iv. Storm sewers and catch basins are installed on both Pond and Meyer Rd. PAB has started to excavate road to lay stone base in both areas. Curb on Meyer is scheduled for June 1st weather depending.
  - v. Stone base has been placed on both streets. Newcomer Concrete has placed curb on Meyer Road, and is scheduled to come back to Pond the first week of July. PAB is working on sidewalks and drive approaches this week, to get residents back into their drives as soon as possible. Asphalt will be placed by The Shelly Company, date is still to be determined.
- c. 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. No Change
- d. Public Works New Building
  - i. Access Engineering and Preferred Design is currently working on a site/building plan at the North Street Property.

### **Fire Department**

- 1. Totals since June 6<sup>th</sup>, 2024
  - a. Squad- 70
  - b. Fire- 12
  - c. Inspections- 15
  - d. Training Hours- 3
  - e. Primary Squad Runs & Assists for other Branches- 1
- 2. Totals for 2024
  - a. Squad- 917
  - b. Fire- 159
  - c. Inspections- 218
  - d. Training Hours- 190
  - e. Primary Squad Runs & Assists for other Branches- 42
- 3. Other
  - a. Firefighter Grogean and Firefighter Ayers began their prerequisites for Paramedic school
  - b. Firefighter Agler accepted a position with Lutheran Air and will be stepping down from his full-time position July 5<sup>th</sup>. He plans to pursue pre-med during his time with Lutheran.

### **Police Department**

1. On June 8<sup>th</sup> Officers responded to a call of a male who was shirtless and shoeless and apparently under the influence. CPD Officers made contact with him near Burger King on E. Market St. He was under the influence of and in possession of meth. He was booked into Mercer Co. Jail awaiting felony charges.
2. Total Police Dept. Incidents, YTD: 5,709

<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>
Abandoned Vehicle	2	Non Injury Accident	10	Assist Another Agency	11
Alarm	1	Animal Abuse/Neglect	1	Animal Complaint	6
Assault	1	Bad Check	3	Bank Detail	8
Bond Sign Charges	8	Business Checks	203	Civil	7
Court	3	Disorderly Conduct Issues	9	Domestic Violence	2
Domestic Dispute	2	False Alarm	4	Fire	1
Follow Up	27	Forgery/Counterfeit	1	Found Property	6
Funeral Detail	2	Golf Cart Inspection	5	Menacing/Threats/Harassment	5
Investigate Liquor Permit	4	Juvenile Transport	5	Juvenile Abuse	3
Lost Property	1	Meeting	1	Mental Subject Call	1
Emergency Message	1	Miscellaneous	5	Nature Unknown	1
Noise Complaint	3	Nuisance	2	Open Dorr/Window	3
Parking Enforcement	5	Public Information Request	32	Release from Impound	2
Returning Property	1	Sex Offense	1	Special Detail	4
Suspicious Person	19	Suspicious Vehicle	5	Theft/Larceny	7
Special Traffic Detail	10	Traffic Stop	26	Training Range/Firearms	1
Prisoner Transport	4	Trespassing Report	2	Unruly Juvenile	5
Utility Need	1	Vandalism	1	Vehicle Maintenance	1
Lock Out/Vehicle	9	Warrant/Paper Service	8	Welfare Check	13

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Prep diamonds for games
5. Mowing in parks

### **Public Works**

1. Work on equipment
2. Poured sidewalk at Bryson Park
3. Bryson parking lot dirt work and seeding
4. Sweep city streets
5. Mow properties
6. Dura patch alleys
7. Dirt work and seeding at Bryson Park
8. Concrete street repairs on Kingswood Court

### **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
6. Camera lines for 2025 resurfacing of Havemann Road and Grand Lake Road
7. Installed 4 pipe patches in storm main between Wayne Street and Anthony Street

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

1. Billed 2,387 customer billings
2. Sent out 170 delinquent accounts
3. Shut off final bills and refunds
4. Meter readers continue reading

### **Water Treatment Plant**

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

- a. Fire Hydrant painting to continue in Summer of 2024
  - i. Purchased red paint in Dec 2023
  - ii. 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. Myers Road 12” Waterline Project
  - i. Installation completed, pressure testing & bacteria testing this week
  - ii. Next week Lutheran Church service to be connected
  - iii. Next week old line from Forrest St. to be capped
- f.
- g. Lead service line research & replacement program
  - 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                      06/04/2024 – 18.6 ug/l
  - ii. Raw Lake Water                      06/11/2024 – 13.8 ug/l
  - iii. Raw Lake Water                      06/18/2024 – 21.2 ug/l
  - iv. All finished water samples were Non-Detect for Microcystin Toxin
  - v. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - vi. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
  - vii. Seasonal Microcystin testing of State monitored beaches on the lake – not started yet

1. Camp Beach 06/11/2024 – 8.8 ug/L
  2. West Beach 06/11/2024 – 10.2 ug/L
  3. East Beach 06/11/2024 – 10.1 ug/L
  4. Windy Point Beach 06/11/2024 – 10.5 ug/L
  5. Camp Beach 06/18/2024 – 20.4 ug/L
  6. West Beach 06/18/2024 – 18.5 ug/L
  7. East Beach 06/18/2024 – 20.7 ug/L
  8. Windy Point Beach 05/28/2024 – 36.4 ug/L
- b. WTP Buildings, Grounds, & Operations:
- i. Carbon Exchange for tank #8 scheduled for July 2, 2024
  - ii. Carbon Exchange for tank #1 scheduled for July 30, 2024
  - iii. WTP fence painting, started painting sections, continue as weather permits
  - iv. Spring tank cleanouts
    1. S. rapid mix, flocculation, & settling basin completed
    2. N. rapid mix, flocculation, & settling basin to be completed next week
    3. Recarbonation basin, #2 ozone contactor, & trenches to be completed in two weeks
  - v. Sand Filter #3 Re-Construction
    1. Cost compiled for City Council for money transfer
3. Water Dept. Training
- i. NW OAWWA District meeting -?
  - ii. Three operators attended Stirling's Water Workshop, June 11-12, 2024
  - iii. Technology Committee Meetings
    1. Scheduled for August 20, 2024
    2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
- i. Pool in full operation

### **Wastewater**

1. Completed SOUR test on AD#6; transferred to sludge mixing tank
2. Hosed Walmart wet well
3. Mowed
4. Worked on replacing LS control panel gfi outlets w/ standard outlets to prevent heaters from tripping out
5. Attended Dept. Head staff meeting, discussed HR Director's new holiday eligibility policy with Mayor and SSD
6. Troubleshoot Cornell sludge pump priming issue (disassembled and cleaned vacuum bypass seat)
7. Removed plug from #1 (North) polymer system
8. Assisted Sewer Maintenance crew with cutting grease in Myers Rd wet well and pumped out with sewage pumps

9. Authorized Jones & Henry to complete dye testing on last ten Stormwater points of interest as long as PO funds were available
10. Participated in TEAMS meeting with Rovisys
11. Replaced coupler on 450 gpm recycle pump
12. Replaced rocker studs, pushrods, and valve cover on Stihl trimmer
13. Verified Micrologix termination at Rec-Plex for Rovisys; terminated signal cables from Office control panel in Blower building SCADA panel per Rovisys drawings and contacted Rovisys to inform that we needed alarm for any change of pump status at pump stations; terminated phase II SCADA signal cables at all lift stations
14. Serviced North screw compressor
15. Transferred calcium nitrate at Walmart and Eaglebrooke lift stations
16. Replaced chemical feed pump heads at Walmart and Eaglebrooke lift stations; replaced Stenner pump at Havemann LS
17. Completed SOUR test on AD#2; transferred to sludge mixing tank
18. Calibrated gas meters, rotated spare pump impellers, checked AED
19. Received Preliminary Flow Summary from Jones & Henry for OEPA compliance report due July 1, 2024; communicated with Dan Miller on necessary changes
20. Scheduled bid dates for chemicals

### **Electric Distribution**

1. Set 19 poles
2. New Services
  - a. Underground 2
3. Service Replacement
  - a. Upgrade Underground 3
  - b. Upgrade Overhead 1
4. Street Lights
  - a. Repairs 5
  - b. Replaced 2
5. Underground Locates (OUPS) 110
6. Tree Trimming
  - a. Various spots in town as needed
7. Request or Miscellaneous Jobs
  - a. Move lines on Morrow Road for bridge replacement
8. Trouble Calls
  - a. 6/9/2024- 300 block Elm St.- blown fuse
  - b. 6/12/2024- Shore and Haig- broken pole (Frontier)
  - c. 6/18/2024- 615 N. Sugar- bad transformer
  - d. 6/18/2024- 1904 Heritage- bad transformer
9. Large Projects
  - a. Continue work on Gallman Road for county road widening project
  - b. Camping additions at Fairgrounds
10. EV Charging Stations
  - a. Number of Sessions 10
  - b. Total Length of Sessions 36 hours 54 minutes