

Administrative Report
July 4, 2024 to July 18, 2024

Engineering Department

2024 Construction Updates:

1. **Yorkshire & Barnsbury Court Improvements**

- a. This project will be advertised 11-30-23 & 12-7-23. The Engineers estimate is \$700,000.00
- b. The bid opening was held on 12-14-23. PAB Construction was the apparent low bidder at \$613,087.20
- c. PAB construction plans to start this project in August with a completion date of 10-31-24.
- d. No Change

2. **Meyer Road and Pond Street Improvements**

- a. 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.
- b. A pre-constructing meeting was held on 3-5-24. PAB Construction plans to start this project in May.
- c. PAB came and removed asphalt down to the stone base on Meyer Road the week of 4-29-24.
- d. 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.
- e. 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.
- f. All drives and sidewalks are complete on Meyer Road. Residents have been ramped in with stone as of 7-3-24. Post Excavation also came today and hydro seeded Meyer Road in front of residences. Newcomer Concrete is scheduled for Tuesday the 9th to begin placing curb on Pond Street. The Shelly Company plans to move in on this project towards the end of July to place asphalt.
- g. All concrete work is complete. City Electric department is working on their light posts on the north side of Pond this week, with PAB completing dirt work throughout the project. The Shelly Company is now saying they plan to mobilize the 1st of August.

3. **Pickleball Court Phase 2**

- a. City crews began to excavate and stone the base on 3-21.
- b. City crews completed stone base and fine grading on Monday 4-15.
- c. 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.

- d. 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.
 - e. Posts for the nets have been set. Fencing is scheduled for Monday July 15th.
 - f. No Change, still waiting on fence install with paint scheduled for end of August.
4. Public Works New Building
- a. Access Engineering and Preferred Design is currently working on a site/building plan at the North Street Property.
 - b. No Change

Fire Department

- 1. Totals since July 3rd, 2024:
 - a. Squad- 71
 - b. Fire- 19
 - c. Inspections- 17
 - d. Training Hours- 3
 - e. Primary squad runs & assists for other branches- 1
- 2. Totals for 2024:
 - a. Squad- 1,054
 - b. Fire- 187
 - c. Inspections- 17
 - d. Training Hours- 201
 - e. Primary squad runs & assists for other branches- 46
- 3. Firefighter Kaiden Kelly accepted a Full-time position on 7/16/2024

Police Department

- 1. On July 15, 2024 Mayor Hazel swore in a new Celina Police Officer, a lateral transfer from New Bremen, Justin E. Bruns. Justin has nine full time years with New Bremen and a few part time years in law enforcement prior to that. He was a K-9 handler for New Bremen. We welcome Justin to the Police Department and City of Celina and hope to have him here for the next several years.
- 2. Total Police Department Incidents, YTD: 6,725

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Injury Accident	1	Non Injury Accident	19
Assist Another Agency	22	Alarm	4	Animal Complaint	6
Assault	1	Bad Check	3	Bank Detail	8
Domestic Active	1	Bond Sign Charges	6	Business Checks	210
Civil	5	Court	10	Debris in/on Roadway	3
Domestic Dispute	2	Death Investigation	1	Disorderly Conduct Issues	7
Domestic Violence	1	False Alarm	3	Fight	2
Follow Up	31	Found Property	12	Funeral Detail	3
Golf Cart Inspection	14	Menacing/Threat/Harassment	5	Investigate Liquor Permit	2
Lost Property	1	Juvenile Abuse	2	K-9 Call	1
Mental Subject Call	1	Miscellaneous	7	Nature Unknown	2

Noise Compliant	5	Parking Enforcement	5	Public Information Request	33
Returning Property	6	Stolen Vehicle	3	Suicide Threat	3
Open Door/Window	1	Suspicious Person	26	Suspicious Vehicle	14
Theft/Larceny	13	Release From Impound	1	Special Traffic Detail	11
Traffic Stop	46	Training	2	Prisoner Transport	4
Trespassing Report	5	Unruly Juvenile	2	Utility Need	1
Vandalism	4	Nuisance	3	Lock Out/Vehicle	9
Warrant/Paper Service	12	Welfare Check	7	Drugs	1
Meeting	1				

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Work on equipment
4. Prep diamonds for games
5. Mowing in parks
6. Started painting football fields and soccer fields
7. Shelter house rentals

Public Works

1. Work on equipment
2. Plaques replaced on the wall by the lighthouse
3. Pickleball post for nets installed
4. Sweep city streets
5. Mow properties
6. Brush pickup
7. Working on sidewalk at Eagle Loan
8. Concrete street repairs on Kingswood Court
9. Trimmed trees on city streets and in alleys
10. Taste of Celina

Sewer Collection

1. Locates for utilities
2. Completed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines around town
4. Duke's root control on sanitary lines around town
5. Installed 3 pipe patches in storm main between Wayne Street and Anthony Street

Customer Accounts/Meter Readers

1. Billed 2,355 customer billings
2. Shut off 15 customers
3. Sent out 209 delinquent bills
4. Sent out finals/refunds
5. New Customer Accounts Clerks started- Mary Wells
6. Meter Readers continue to read routes

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 completed
 - ii. Lutheran Church service connected to new waterline
 - iii. Old waterline removed from Forrest St.
 - iv. Completed concrete drive approach replacement
- f. Watering grass along Kaymar Ave.
- 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 07/02/2024 – 26.4 ug/l
 - ii. Raw Lake Water 07/09/2024 – 16.4 ug/l
 - iii. Raw Lake Water 07/16/2024 - 7.4 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
 - 1. Camp Beach 07/01/2024 – 14.1 ug/L
 - 2. West Beach 07/01/2024 – 17.6 ug/L
 - 3. East Beach 07/01/2024 – 13.9 ug/L
 - 4. Windy Point Beach 07/01/2024 – 14.7 ug/L
 - 5. Camp Beach 07/08/2024 – 9.6 ug/L
 - 6. West Beach 07/08/2024 – 12.1 ug/L
 - 7. East Beach 07/08/2024 – 12.4 ug/L
 - 8. Windy Point Beach 07/08/2024 – 20.0 ug/L
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #1 scheduled for July 30, 2024
 - ii. WTP fence painting, started painting sections, continue as weather permits

- iii. Sand Filter #3 Re-Construction
 - 1. Final quotes received, POs completed
 - 2. Removing sand next week
 - 3. Water Dept. Training
 - i. NW OAWWA District meeting -?
 - ii. Technology Committee Meetings
 - 1. Scheduled for August 20, 2024
 - 2. Sludge Handling Sub-Committee, TBA
 - 4. Bryson Pool Operations
 - i. Pool in full operation
 - ii. Chlorine analyzer failure, using one from water tower until parts arrive

Wastewater

- 1. Preventative inspection of impeller and volute on Cornell sludge pump-ok
- 2. Reinstalled repaired chopper pump at Fairground lift station
- 3. Mowed
- 4. Collected soil samples at NS4A99 site; collected soils samples at NS53; took samples to Brookside Labs
- 5. May Painting pressure washed all buildings and doors getting painted, WWTP staff removed bird seals from overhead doors; May Painting painted overhead doors and roof on sludge dewatering building
- 6. Emailed Ryan Muhlenkamp sanitary sewer / lift station drawings inside Fairgrounds
- 7. Adam Karakas / Tidewater Products performed polymer jar testing
- 8. Replaced failed seal water solenoid on #3 pump at Havemann LS
- 9. Cleaned #3 check-valve at Havemann LS (discovered check was sticking)
- 10. Reactivated 4-H voice reporter from high level event
- 11. Completed SOUR on AD#4; transferred to sludge mixing tank
- 12. May Painting sprayed primer coat and final paint coat on wall panels of storage vestibule and sludge dewatering building; painted gutter and trim on sludge dewatering building; WWTP reinstalled bird screens and diesel sign
- 13. Sprayed weeds
- 14. Completed June monthly operating reports; submitted eDMR and Minimum Staffing reports to OEPA
- 15. Performance tested two sludge dewatering polymers from Tidewater
- 16. Performance tested NRP-7525 and Hexagon Technologies sludge dewatering polymers
- 17. Reset bypass flowmeter display (dipswitches)
- 18. Received tanker load of sodium aluminate
- 19. Removed plug from south polymer system
- 20. Removed plug from north polymer system

Electric Distribution

- 1. Set 4 poles
- 2. Service Replacement
 - a. Upgrade Underground 5

- b. Upgrade Overhead 4
- 3. Street Lights
 - a. Repairs 4
 - b. New Installs 7
 - c. Replaced 3
 - d. Pole New/Replace 7
- 4. Underground Locates (OUPS) 59
- 5. Request or Miscellaneous Jobs
 - a. Install panela for Taste of Celina
 - b. Jack Duncan had AMP Training
- 6. Trouble Calls
 - a. 7/5/2024- Reynolds- generator issues, their problem
 - b. 7/13/2024- Miller Road- blinking lights, their problem
 - c. 7/13/2024- Fairground Road- half power, their problem
 - d. 7/14/2024- Hoenie Road- broken riser wire, storm
 - e. 7/14/2024- Hellwarth Road- broken riser wire, storm
 - f. 7/16/2024- Frahm Pike- arm burnt off, broken cutout
 - g. 7/17/2024- Tama Road- pole hit, replace transformer
- 7. Large Projects
 - a. Replace poles and switch behind Fire Dept.
 - b. Install street lights- Pond Street
- 8. EV Charging Stations
 - a. Number of Sessions- 19
 - b. Total Length of Sessions- 63 hours 50 minutes