

**Administrative Report**  
**August 9, 2024 to August 22, 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. 1026 Canterbury Dr.-shed
  - b. 1909 Havemann Rd- non res addition
  - c. 1106 Fleck Ave- new house
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (3)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 1414 Canterbury- weeds
  - c. 1901 E Livingston-grass
  - d. 909 Lilac-grass
7. Planning Commission:
  - a. Meeting scheduled on 08/22 site plans for three potential business/housing district
8. Board of Zoning Appeals:
  - a. Meeting scheduled for 08/29 for sign variance
9. Working on retro tax abatements.
10. 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.

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.
- vi. 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.
- vii. 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.
- viii. This project is complete.

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. 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.

d. 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

### **Police Department**

1. Celina High School and Middle School students returned to class this week. With construction of the new school and the closing of that section of Holly Street traffic patterns changed significantly. Officers reported few problems with the change; mainly with parking during afternoon pickup by parents. The Celina police Department would like to remind parents that all traffic and parking Ordinance remain in force. Please be patient and plan ahead during these times and make the adjustments you need to stay safe and keep our children safe.
2. Total Police Department Incidents, YTD: 8,035

<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	5	Abandoned Vehicle	2	Injury Accident	6
Non Injury Accident	25	Assist Another Agency	44	Alarm	7
Animal Abuse/Neglect	1	Animal Bite	1	Animal Complaint	5
Assault	5	Bad Check	5	Bank Detail	20
Bond Sign Charges	35	Business Checks	455	Civil	6
Court	22	Death Investigation	1	Disorderly Conduct Issues	26
Domestic Violence	6	Domestic Active	1	Domestic Dispute	6
Drugs	3	False Alarm	3	Fight	4
Fire	2	Follow Up	97	Foot Patrol	1
Found Property	22	Funeral Detail	3	Golf Cart Inspection	7
Menacing/Threats/Harassment	9	Investigate Liquor Permit	10	Juvenile Runaway	8
Juvenile Transport	4	Juvenile Abuse	1	Lost Property	3
Meeting	1	Mental Subject Call	7	Miscellaneous	12
Motorist Assist	3	Nature Unknown	2	Noise Compliant	2
Nuisance	1	Open Door/Window	4	Parking Enforcement	35
Public Information Request	65	Release from Impound	1	Returning Property	14
Sex Offense	4	Special Detail	16	Suicide Attempt	2
Suicide Threat	7	Suspicious Person	64	Suspicious Vehicle	14
Theft/Larceny	16	Theft of Bicycle	2	Special Traffic Detail	21
Traffic Stop	82	Training Range/Firearms	1	Prisoner Transport	4
Trespassing Report	3	Unruly Juvenile	9	Utility Need	1
Vandalism	4	Lock Out/Vehicle	5	Warrant/Paper Service	24
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. Dirt work at Aldi
5. Fixed suck holes in roads
6. Asphalt trenches in roadways
7. Work on ADA ramps at Meyers Road, Main Street, and Summit Street
8. Grin off paint at intersection of Wayne Street and Holly Street and repaint
9. Trimmed trees on City streets and in alleys

### **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. Fix suck holes in roads

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

1. Billed 2,327 customer billings
2. Shut off 16 customers
3. Sent out 429 delinquent notices
4. Sent out finals/refunds
5. Meter readers continue to read

### **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. Watering grass along Kaymar Ave., coming up very nice
- f. 8” water main on S. Sugar St. @ RR repaired
- g. Dump truck bed lifting ram rebuilt
- h. Relocated meter pit that was located in driveway (homeowner getting new drive)
- i. Installed meter pits (2) that had buried curb boxes (previously no access to shut off)
- j. Replaced lead service line from main to home on Fayette
- k. Replaced the fire hydrant at West Bank / 127 and installed a watch valve
- l. Investigated high water usages throughout the system

- m. Patched asphalt where we have dug in the roads (21 ton)
- n. Installed (6) services to tri-plexes at Grand Lake & Livingston
  - i. North unit completed
  - ii. South unit completed
  - iii. Asphalt Completed
- o. 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                      08/13/2024 – 22.3 ug/l
  - ii. Raw Lake Water                      08/20/2024 – 26.4 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. Camp Beach                      08/13/2024 – 25.8 ug/L
    - 2. West Beach                      08/13/2024 – 19.0 ug/L
    - 3. East Beach                      08/13/2024 – 28.2 ug/L
    - 4. Windy Point Beach    08/13/2024 – 18.6 ug/L
- 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. WTP fence painting, continued painting sections, as weather permits
  - v. DAF units drained and cleaned
  - vi. Monthly and weekly maintenance items completed
  - vii. Turbidity units calibrated
  - viii. Sand Filter #3 Re-Construction
    - 1. Final quotes received, POs completed
    - 2. Sand removed
    - 3. Glass panels removed for access for material removal & installation
    - 4. Jutte Excavating to move in for demo over the next few weeks

## 3. Water Dept. Training

- i. NW OAWWA District meeting – 09/19/2024, Village of Ottawa
- ii. Technology Committee Meetings
  - 1. Scheduled for August 20, 2024, completed
  - 2. Sludge Handling Sub-Committee, TBA

4. Bryson Pool Operations
  - i. Pool in full operation, last day of operation is August 25, 2024
  - ii. Chlorine analyzer failure, using one from water tower until parts arrive
  - iii. Slide replacement project
    1. Looking at options and cost estimates for project

### **Wastewater**

1. Mowed
2. Worked on fabricating/installing aluminum handrail
3. Completed SOUR test on AD#3; transferred to sludge mixing tank
4. Removed plug from south polymer system
5. Transferred tote of polymer to north bulk tank
6. Attended facility meetings for Mackinaw Phase II and Mercy Health
7. Sent Jones & Henry July operating reports
8. Submitted July eDMR report to OEPA
9. Submitted July Certified Operator Minimum Staffing Record to OEPA
10. Installed flush valve on #1 Flygt pump in Walmart LS wet well
11. Switched over to West sludge wasting tank, cleaned East tank to make repairs
12. Worked on 2025 Budget
13. Assessed John Deer damage, started ordering parts and making repairs
14. Removed plug from south polymer system
15. Removed plug from influent sample pump
16. Serviced South Eaton compressor (changed oil/filter)
17. Calibrated gas meters, rotated spare pump impellers, checked AED, rotated Milwaukee batteries
18. Hosed Walmart wet well to remove all grease and evaluate flush valve effectiveness
19. Completed Fairground LS maintenance (pulled pumps to check oil and cables, cleaned enclosure vents, hosed wet well); completed Kessler LS
20. Adjusted flights in East sludge wasting tank (removed one link from both sides to tighten chain from prevent slippage, replaced two missing wear shoes)
21. Contacted Vertimix and Pulse air companies and requested quote for tote mixing system
22. Met with CAT rep to discuss wheel loader options for 2025 Budget quote (already received quotes from CASE and John Deere)
23. Troubleshoot Myers Rd LS pumping issues, reset MultiSmart by powering down
24. Trimmed shrubs and trubs along 4-H drive

### **Electric Distribution**

1. Set 2 poles
2. New Services
  - a. Underground 4
3. Service Replacement
  - a. Upgrade Overhead 1
4. Street Lights
  - a. Repairs 3
  - b. New Installs 3

- c. Replaced 8
  - d. Pole New/Replace 1
- 5. Underground Locates (OUPS) 128
- 6. Traffic Signals
  - a. Removed traffic lights and poles- Holly and Wayne
  - b. Replace poles for school lights
- 7. Request or Miscellaneous Jobs
  - a. Jack Duncan at AMP Training for 1 week
- 8. Trouble Calls
  - a. 8/14/2024- Wabash Road- outage their problem
  - b. 8/19/2024- Monroe Road- blown fuse
  - c. 8/20/2024- West Bank Road- blown fuse
- 9. Large Projects
  - a. Completed Middle School and CAPT Building changeover to new feed
  - b. Continue work at shop on parking lot
  - c. Move lines on Mercer Road
- 10. EV Charging Stations
  - a. Number of Sessions- 20
  - b. Total Length of Sessions- 56 hours 25 minutes