

Administrative Report

August 11, 2023 to August 24, 2023

Administration

1. Accepting applications for a full-time Assistant Water Treatment & Distribution Superintendent until September 1, 2023 at 4:00 PM.
2. Accepting applications until September 1, 2023 at 4:00 PM for the Firefighter/Paramedic exam that will be on September 27, 2023 at 5:00 PM.
3. Accepting applications until September 13, 2023 at 4:00 PM for the Patrolman exam that will be on October 8, 2023 at 2:00 PM.

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. 1542 Greenview Dr.- pool
 - b. 1114 Fleck Ave- fence
 - c. 817 West Bank Rd- sf dwelling
 - d. 821 West Ban Rd- sf dwelling
 - e. 801 West Bank Rd- sf dwelling
 - f. 825 Linden Ave- room addition
 - g. 1421 James Dr.- pool
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 649 N Walnut- grass
 - c. 1005 Rosewood Dr.- grass
 - d. 819 South St- grass
 - e. 538 Touvelle St- grass
 - f. 504 Sycamore St- grass
6. Planning Commission:
 - a. Meeting scheduled for September 7, 2023 to hear ROW vacation for Boardwalk Village and review signage.
7. Board of Zoning Appeals:
 - b. Meeting scheduled for August 10, 2023 for Boardwalk signage was held and board deferred the case to the Planning Commission
8. 2023 Construction Updates:
 - 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.
- xi. Shinn Brothers has completed Sycamore and Portland water main line install. They will soon be on Sunset and Grand. Asphalt for Echo Street trench repair is now scheduled for July 10th and 11th.
- xii. Shinn Brothers is currently working on South street, once completed, all water main for this project will be complete. They will then come back and begin water services and complete main line tie ins.
- xiii. Progress continues as Shinns 2 crews works to install water services on all roads west of Echo.**
- xiv. No Change**

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.
- ix. Water mainline is installed. Hohenbrink has pulled off the job for 1-2 weeks due to conflict with the gas company. As soon as gas has relocated their main they will move back onto the jobsite.
- x. Hohenbrink is back on site and working on storm sewer laterals. They will begin working on sidewalk removals next week before bringing road to grade. The contractor is working diligently on what they can, despite the delay on shipment for all brass water service parts.
- xi. Hohenbrink has completed all storm work and removals for the project. They have started installing water services between Wayne and Blake.**

d. North Ash 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.
- ix. Water mainline is installed. Hohenbrink has pulled off the job for 1-2 weeks due to conflict with the gas company. As soon as gas has relocated their main they will move back onto the jobsite.

- x. Hohenbrink is back on site and working on storm sewer laterals. They will begin working on sidewalk removals next week before bringing road to grade. The contractor is working diligently on what they can, despite the delay on shipment for all brass water service parts.
 - xi. Hohenbrink has completed all storm work and removals for the project. They have started installing water services between Wayne and Blake.
 - e. Lake Shore Basketball Court
 - i. **Fenson Contracting was the apparent low bidder for this project at \$123,640. Starting the week of July 10th, topsoil was excavated and stone was brought in to grade. The basketball court was formed up and poured on July 14th. The handicap area and sidewalk is set to be poured on July 21st, and dirt work will be finished up the week of the 24th. Painters and line striping is scheduled to be done August 28th.**
 - ii. **No change**

Fire Department

1. Responses to Date:
 - a. Squad- 73; Total- 1,229
 - b. Fire- 11; Total- 218
 - c. Primary Squad Runs & Assist for other branches-0; Total- 3
2. Firefighter Matt Schlater turned in his resignation, last shift is 8/25/2023
3. Firefighter Brian Davis will be promoted to Acting Officer on 8/26/2023 at 0730 hours
4. Civil Service exam was posted and closes on 9/1/2023
5. Firefighter Russ Moorman completed SATRA rescue training on 8/18/2023
 - a. Training was paid for by Mercer Landmark/Heartland of Celina

Police Department

1. Calls for Service- 549
2. Reports Written- 137
3. Arrests- 14
4. Citations- 13
5. Crashes- 8
6. Warnings- 21
7. Reports of Interest:
 - a. 8-7-23 at about 9:51 PM Celina officers responded to a reported burglary in progress at May Painting on Industrial Dr. A 34-year-old man from Waverly, WV was caught in the act and arrested and held in the Mercer Co. Jail.
 - b. 8-19-23 at about 1:34AM Celina officers on patrol observed two men, a 31-year-old Greenville man and a 33-year-old man from rural Celina area. They were preparing to steal scrap metal from a construction site on West Bank Rd. The theft was prevented and both men were charged with trespassing.
8. Total Police Department Calls for Service, YTD: 11,370

Parks and Recreation

1. Bryson Pool is now closed for the season- last day opened was August 20th
2. Soccer games were to begin August 24th but were cancelled due to the predicted heat and humidity. These games will be rescheduled for later in the season.
3. Football: Celina Black and Celina Green have their first games on the road, Saturday, August 26th

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Paint soccer and football fields
5. Spray weeds
6. Mow and edge the parks

Public Works

1. Work on equipment
2. Pond at Westview Park
3. Mulch playgrounds
4. Install signs and fix street signs
5. Mow properties
6. Sweep the streets around town
7. Dura patch alleys
8. Trim trees around town

Sewer Collection

1. Locates for utilities
2. Competed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines
4. Collect data for GIS
5. Smoke testing
6. Camera utilities for next year's projects

Customer Accounts/Meter Readers

1. Billed 2,094 customer billings
2. Sent out 390 delinquent billings
3. Shut off 16 customers
4. Sent out refunds and final billings
5. Meter readers continue to be trained and are settings electric radio reads

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program
 - i. Some ordered meters received, still waiting on some
 - b. Fire Hydrant painting to continue

- c. System flushing completed till fall 2023
 - d. Walnut Street Project
 - i. Waterline installed, service work once fittings arrive
 - e. South-West Waterline Project
 - 1. Echo St. – completed
 - 2. Sycamore St. – completed
 - 3. Portland St. – completed
 - 4. Sunset / Grand Ave – Main line completed, services @ 75%
 - 5. Plum St. – Main line completed, services @ 20%
 - 6. South St. – Main line completed, services @ 20%
 - f. Lead service line research & replacement program
 - i. 9 customer services on Echo for City to replace
 - 1. Contacting customers to coordinate and schedule with plumber
2. Water Plant
- a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 08/15/2023 – 30.0 ug/L
 - ii. Raw Water 08/22/2023 – 32.7 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. Continued seasonal Microcystin testing of State monitored beaches on the lake.
 - b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #3 scheduled for first week of October 2023
 - ii. WTP fence painting continuing
 - iii. Sand Filter Bldg. Project
 - 1. Sand Filter #1
 - a. Completed and returned to service
 - 2. Sand Filter #2
 - a. Glass block removed
 - b. Sand removed
 - c. Wall grinding started, painting next week
 - d. Backwash trough support rods, replace next week
 - e. Sand replacement scheduled in two weeks
 - f. Window opening to be framed, sheeted, sided, and sealed
 - 3. Sand Filter #3
 - 4. Sand Filter #4
 - 5. HACH Turbidity meters received and installed
 - iv. Carbon Dioxide System

1. Compressor equipment received, replacement in August 2023?
3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for October 19th, 2023
 - ii. Technology Committee Meetings
 1. Completed zoom meeting August 16th, 2023
 2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
 - a. Big Slide
 - i. Sanding and re-gel coat next spring
 - ii. replacement recommended within 5 years
 - b. Pool season completed for 2023
 - i. Drain and start winterization in a week or two

Wastewater

1. Removed plug from influent sample pump
2. Operated WWTP valves (bypass, wml, sludge)
3. Greased grit grease bridge, mechanical bar screens, grit classifier/blower drives
4. Cleaned flow mechanical bar screen channel; assisted Schreiber field service in removing incorrect bar screen and replaced with correct size unit, banded incorrect bar screen to pallet for Schreiber to pick up
5. Collected high flow samples and tested in-house or for BoJhun lab to complete (Jones & Henry study)
6. Mowed
7. Republic Services hauled two roll off loads of biosolids to Cherokee Landfill
8. Jones & Henry completed smoke testing East section of sanitary sewers and started downtown area
9. Worked on Parshall flume flow meter replacement
10. Republic Services hauled two roll-off container loads of biosolids to Cherokee Run landfill
11. WWTP Superintendents met with SSD/Mayor to discuss biosolids disposal; authorized Nick Schmitmeyer to dispose both biosolids bunkers on his approved farm sites for \$15,000; communicated with Nick to allow fertilizer planning
12. Worked on Parshall Flume flow meter replacement; Wayne from Gilsen Engineering completed startup
13. Jones & Henry completed smoking SE section of Downtown sewers, started West side of Main St.; completed West side of Main/Downtown and started Phase 4 (South) smoke testing; completed Phase 4 smoke testing

Electric Distribution

1. Set 3 poles
2. New Services
 - a. Underground 1
3. Service Replacement
 - a. Upgrade Underground 1

- b. Upgrade Overhead 2
- 4. Street Lights
 - a. Repairs 3
 - b. Replaced 17
- 5. Underground Locates (OUPS) 68
- 6. Traffic Signals
 - a. Loop cut northbound Portland at Logan 8/21/2023
- 7. Request or Miscellaneous Jobs
 - a. School lights
- 8. Trouble Calls
 - a. 8/14/2023- State Route 703 east of Staeger Road, raccoon
 - b. 8/19/2023- Frahm Pike, blown fuse
 - c. 8/23/2023- 1106 Grand Avenue, burnt lug in meter base
- 9. Large Projects
 - a. Celina Tent line relocate completed
 - b. Move to/work in new shop
 - c. New service to new school
 - d. Pole replacement Erastus Durbin
- 10. EV Charging Stations
 - a. Number of Sessions 2
 - b. Total Length of Sessions 2 hours and 42 minutes