

## **Administrative Report**

### **September 8, 2023 to September 21, 2023**

#### **Administration**

1. The Firefighter/Paramedic Exam will be on September 27<sup>th</sup> at 5PM.
2. The Patrolman Exam will be on October 8<sup>th</sup> at 2PM.
3. Accepting applications until September 29<sup>th</sup> at 4PM for a full-time Waterline Maintenance Worker I for the Water Treatment Department.

#### **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. 1014 Meadowview Dr.-shed
  - b. 1122 W market St-fence
  - c. 452 Touvelle St- fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Street Permits Dominion Gas (2)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 1002 Hemlock-brush blocking
  - c. 322 W Logan St- grass
  - d. 516 W Market St- grass
7. Planning Commission:
  - a. Meeting scheduled for September 28, 2023 to hear request by RCS for community building at Legacy Lane Apartments. Celina City Schools for the vacation of Holly St. Christopher Mohler requesting the conditional use for a church at 712 E. Wayne ST. (Infinite Inspiration)
8. 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 21<sup>st</sup>. 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 31<sup>st</sup>.

- iv. Arcon has begun to erect the steel structure that was delivered on the 28<sup>th</sup> 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 20<sup>th</sup> of January as of now.
- v. Arcon continues to work on the pre-manufactured steel structure. Windows are set to be delivered on January 23<sup>rd</sup>, 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 10<sup>th</sup>.
- 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 10<sup>th</sup>.
- ii. Shinn Bros. Inc. was the apparent low bidder at \$1,554,000.00
- iii. Pre-construction meeting is scheduled for Wednesday, January 11<sup>th</sup>
- 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 13<sup>th</sup> 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 6<sup>th</sup> and 7<sup>th</sup> 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 10<sup>th</sup> and 11<sup>th</sup>.
- 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 Shinn's 2 crews work to install water services on all roads west of Echo.
- xiv. Shinn Brothers has completed all water services and connections to existing waterlines. Their sub-contractors are finishing up dirt work and asphalt repairs this week to hopefully bring this project to a close less some punch list clean up items.
- xv. **This project is complete.**
- 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 12<sup>th</sup>. 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.
- xii. All water services have been installed from the main to a curb stop near existing meter pits. The contractor is still waiting on meter setters to complete the service install. Concrete removals are near completion and the next step will be cutting the road to grade in the next couple weeks.
- xiii. Hohenbrink continues to work on water service installs and road grading. Smith Paving is scheduled for concrete work beginning October 1<sup>st</sup>, and The Shelly Company is scheduled for asphalt November 1<sup>st</sup>.**

#### **Fire Department**

- 1. Responses to Date:
  - a. Squad- 78; Total- 1,388
  - b. Fire- 12; Total- 242
  - c. Primary Squad Runs & Assist for other Branches-0; Total- 3
- 2. Firefighter Koch completed his open water diver course

#### **Police Department**

- 1. Calls for Service- 569
- 2. Reports Written- 147
- 3. Arrests- 9
- 4. Citations- 14
- 5. Crashes- 8
- 6. Warnings- 29
- 7. Total Police Department Calls for Services, YTD: 12,570

#### **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. Fix concrete streets around town
4. Prep for Half Marathon
5. Mow properties around town
6. Sweep the streets around town
7. Dura patch alleys
8. Trim trees around town

### **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. Smoke testing
6. Camera utilities for next year projects

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

1. Billed 2,101 customer billings
2. Shut off 28 customers
3. Sent out 486 delinquent billings
4. Sent out finals and refunds
5. Meter readers continue to read cycles

### **Water Treatment Plant**

1. Water Distribution
  - a. Fire Hydrant painting to continue in 2024
  - b. System dead-end flushing to be conducted end of September into October
  - c. Southwest City Waterline Project
    - i. Completed
  - d. Walnut Street Project
    - i. Waterline installed, service work once fittings arrive
  - e. Lead service line research & replacement program
    - i. IC Rec. House (226 Anthony St)
      1. Completed replacement of service line, tap to inside facility
    - ii. 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 09/12/2023 – 12.1 ug/L
    - ii. Raw Water 09/19/2023 – 13.2 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. Completed and returned to service
    - 3. Sand Filter #3
      - a. Glass block removed
      - b. Wall grinding completed and painted
      - c. Sand replacement scheduled for three weeks
      - d. Window opening to be framed, sheeted, sided, and sealed
    - 4. Sand Filter #4
      - a. Glass block removed
    - 5. HACH Turbidity meters received and installed
  - iv. Carbon Dioxide System
    - 1. Compressor equipment received, replacement in September 2023?
- 3. Water Dept. Training
  - i. NW OAWWA District meeting scheduled for October 19<sup>th</sup>, 2023
  - ii. Technology Committee Meetings
    - 1. Completed zoom meeting August 16<sup>th</sup>, 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. Winterization process started

### **Wastewater**

- 1. Completed and submitted August eDMR report to OEPA
- 2. Shinn's tilled and hauled out dirt with stone old Schwieterman property used for material storage area, hauled in topsoil and leveled; seeded and strawed
- 3. Put away 6" pump and hoses returned by Public Works Dept
- 4. Removed original Parshall Flume effluent flowmeter
- 5. Assisted Jones & Henry with dye testing storm sewer that smoked during sanitary smoke testing to determine if direct connection existed

6. Loaded two loads of biosolids on Republic Services truck to dispose at Cherokee Run landfill
7. Hooked up hoses and started watering seeded areas outside fence daily as needed
8. P&R Communications looked at LS antennas, determined insufficient line of sight and informed that WW needs to go back onto repeater for best service
9. Sewer Maintenance crew cleaned gravity sewers entering Havemann LS; assisted with removing grease from Myers Rd lift station
10. Jones & Henry completed dye testing of storm catch basins that smoked during sanitary sewer smoke testing to determine direct or indirect connections (did not dye test any down spouts that smoked)
11. Removed scum trough operator from south clarifier, disassembled, cleaned and replaced bearings, reassembled, repositioned bracket for operator and reinstalled; dropped clarifiers and inspected scum trough brackets (replaced two) and leveled troughs
12. Sewer Maintenance crew removed grease from wet wells with vacuor truck

### **Electric Distribution**

1. Set 11 poles
2. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 5
3. Street Lights
  - a. Repairs 3
  - b. Replaced 6
4. Underground Locates (OUPS) 70
5. Request or Miscellaneous Jobs
  - a. Turn transformers off at Crown for them to check switchgear inside
  - b. Power to new cameras at Parks
6. Trouble Calls
  - a. 9/20/2023- Replace bad CT at Celina Insurance
7. Large Projects
  - a. Work at new shop- organize/put material away
  - b. Expand gravel lot at new shop
  - c. Pole replacement- Hone Weir Road
8. EV Charging Stations
  - a. Number of Sessions 7
  - b. Total Length of Sessions 9 hours 54 minutes