

**Administrative Report**  
**January 8, 2021 to January 21, 2021**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//Code Enforcement//Planning Commission Meeting Schedule//Organizing Maps & Plans// //Street Projects//Sidewalk Commercial District Research
2. Zoning Permits:
  - a. 7473- City of Celina Lake Shore Drive (Bryson Park)- restrooms
  - b. 7474 – 5481 SR 29- sign
  - c. Plumbers License have been coming and our office is receiving and processing them
  - d. Permits for Street cuts for Dominion Gas Co. (4)
3. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 425 S Mill St- van occupant (gone)
  - c. Checking decibels on car wash on E Market St (letter sent/received/working to comply)
4. Planning Commission:
  - a. Meeting Scheduled for January 14, 2021 for signage at 404 W. Logan St and lot split S. Enterprise St.
5. Board of Zoning Appeals:
  - a. Meeting Scheduled for January 21, 2021 for garage not meeting side yard setback (222 E Forest St)
6. 2021 Construction Update:

**a. 2020 Street Resurfacing Project**

This project is currently in the planning and design stage. Access Engineering Solutions and The City of Celina expect to put this project out for bids sometime in late May or early June with construction beginning sometime after the first of July. This project was postponed due to the covid-19 pandemic. The City opened bids for this project on Thursday the 13<sup>th</sup> of August with only one bidder, The Shelly Company. Their Bid was \$1,293,479.80 and the engineers estimate was \$1.3 million. The substantial completion date for this project is June 15, 2021. This project has been awarded to The Shelly Company. A start date has not been determined, however it is looking like this project will not start until spring.

**b. Police Department Cold Storage Building**

The City took bids for this project on December 10, 2019. The Engineers Estimate for this building was \$400,000.00. There were 8 bids for this project with Miller Builder, LLC of Apple Creek, Ohio being the lowest with a bid of \$308,780.00. Miller Builder, LLC has been awarded the contract and this project has a completion date of September 1, 2020. The contractor did layout the building on 6/25/2020. On 7/28/2020 the contractor began work. The footings and foundation walls were completed 7/30/2020. The concrete floor for the building was completed 8/26/2020. The wood framed walls were completed 9/12/2020. The contractor finally took delivery of the wooden roof trusses. On Tuesday 10/6/2020 they began the placement of the trusses and finished

same. The metal roofing was completed 10/20/2020. The exterior and interior metal siding has been completed as of 11/17/2020. The electrical was completed on 12/17/2020 and the building was completed and turned over to the Police Department on 12/18/2020.

**c. Commercial Sidewalks**

The following businesses were notified about sidewalk requirements. Each were informed in person they would have to install sidewalks along the street and hand delivered a copy of the City's sidewalk standard drawings. The following businesses were notified: Crown, Dairy Queen, First Financial Bank, Aldi, Mercer Saving Bank, Goodwill and Bud's Chrysler.

**d. Bryson Park Restroom**

Plans have been prepared and are at present being reviewed before being put out for bids. This project is expected to be put out for bid in February.

**Fire Department**

1. Runs to Date:
  - a. Squad- 72; Total- 114
  - b. Fire- 8; Total- 12
  - c. Primary Squad Runs for other Branches- 1; 2020 Total- 70
2. Continue working with the Health Department on the coronavirus cases. Transports are down to 2 or 3 a week.
3. Members of the Fire Department will receive the 2<sup>nd</sup> dose Covid-19 vaccine on Wednesday, January 27<sup>th</sup>.
4. Attended the Midwest Ohio Arson Board meeting on January 22<sup>nd</sup> in Sidney
5. Attended the Mercer County Fire Chief's meeting on January 21<sup>st</sup>

**Police Department**

1. Calls for Service- 487
2. Reports Written- 138
3. Arrests- 27
4. Citations- 22
5. Crashes- 10
6. Warnings- 24
7. Reports of Interest:
  - a. On 1/15/2021 The Celina Police Department along with the Mercer County Sheriff's Office conducted H.I.T. operations within the City of Celina. Six criminal arrests were made, including for heroin, marijuana, drug paraphernalia and outstanding warrants. An additional four were charged with driving under suspension.
  - b. On 1/19/2021 the Celina Police Department with the Grand Lake Drug Task Force served a search warrant for a room at America Best Value Inn on State Route 703. Three of the five occupants were arrested. Two had outstanding warrants and the third was arrested on drug charges. Methamphetamine and marijuana were located in the room as well as a stun gun.
8. Total Police Department Calls for Services, YTD: 722

## **Parks and Recreation**

1. Working on Sponsorships for the 2021 Baseball, Softball, and Soccer season

## **Public Works**

1. Repair signs
2. Patch pot holes
3. Work on equipment
4. Work on south wall of Public Works Building- covering block with steel siding; replace soffit
5. Trim trees in alleys
6. Salt streets- used 130 tons of salt

## **Sewer Collection**

1. Locates for utilities
2. Clean up equipment
3. Jet sanitary and storm sewers
4. Camera sewers for repairs
5. Demo new sewer camera systems

## **Customer Accounts/Meter Readers**

1. Billed 2,086 customer billings
2. Sent out 224 delinquent accounts
3. Shut off 12 customers

## **Water Treatment Plant**

1. Completed 43 microbiology samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement
  - c. Service lines installations
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 01/12/21 – 2.1 ug/L
  - b. Raw Water 01/19/21 – 4.2 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - e. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
  - f. Continued Microcystin Analysis for West Beach project (GLSM State Park)
4. Bryson Pool Operations
  - a. Pool closed for season
    - i. Winterization of pool basket house & pumps completed
    - ii. Main pool recirculation pumps pulled for inspection & repair
5. Water Dept. Training
  - i. Technology Committee Meetings

1. Sludge Handling Sub-Committee, meetings to be scheduled
6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump removed from service for repair
    - i. Pump installed and re-pulled to have main bearings re-replaced
    - ii. While running, the pump performed very well
  - b. Fall maintenance
    - i. #1 ozone basin to be completed when WTP is shut down for piping installation
    - ii. All outside valves to be exercised when WTP is shut down for piping installation
    - iii. Carbon exchange for tank #2, scheduled for February 2<sup>nd</sup>, 2021
7. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. AWC by-weekly phone meetings completed, project on schedule thru 02/2021
      1. DAF units #1 & #2 delivered and set-in place
      2. DAF units #3 & #4 delivered and set-in place
    - ii. Sludge and air testing with OSU ongoing, additional samples were collected on 2/7/20 and 7/24/20, waiting on results due to COVID. Working on workshop presentation
    - iii. DAF Facility Project, Due for completion August 2021
      1. Block layers completed laying DAF Bldg. block, outside brick in Spring
      2. Block layers continue laying WTP entry block
      3. Woolace Electric
        - a. Continuing electrical conduit within WTP and inside block
        - b. DAF facility electric room panels set in place, wiring started
        - c. Main electric panel on order
      4. Overhead crane iron & crane equipment installed, waiting on electric
      5. Continued WTP entry re-construction
      6. Continued sludge handling facility construction of tank walls
      7. Started outside yard piping installation

### **Wastewater**

1. Completed welding and bracing of loft, worked on installation of subfloor, floor, and lighting
2. Left Scott Gehle voice message about status of Scotty's LS project and near future need of control panel being held at Celina Dickman store

3. VTF exposed Scotty's forcemain exiting drywell, dug out for new wetwell and set cage; set new wetwell and dug out//leveled area for valve chamber
4. Mack set valve chamber, and installed lift station components (pump bases, guide rails, piping, pumps, couplers)
5. Met with Brian May at Scotty's LS to discuss dimensions and location of controls
6. Met with Kent Shaner and Craig Knapke to discuss off-centering of south screw press concrete bases and centrate drain connection
1. Met Mertz and Brian May at Scotty's LS to discuss electrical plan
2. Shinn's formed up drain where floor was cut; poured concrete bases and floor patch; hung metal panels on walls; relocated exhaust fan
3. Assisted Water Distribution with backflow preventer inspections
4. Buschur Electric moved large conduit on north wall of south screw press room for Shinn's to install metal panels
5. Pumped rainwater out of West sludge mixing tank for Shinn's to install ductile piping the next day