

Administrative Report
October 9, 2020 to October 22, 2020

Administration

1. Gov Deals
 - a. Selling a 1992 Fire Truck
 - b. Selling a Derrick Digger Truck- Electric Department
2. Workers Compensation Claims
3. FMLA & FFCRA- Coronavirus Response Act Leave

Engineering Department

1. Zoning Permits:
 - a. Jeremy Lockwood- garage 430 E Fulton St
 - b. Moose Lodge- fence 1120 E Market St
 - c. Brian Neff- res addition 1215 Jessica Ln
 - d. Kirk Mullins- Garage addition 531 E Anthony St
 - e. Christopher Swanson- fence 809 Windsor Circle
 - f. Andrea Hume- fence 1213 Fairground Rd
 - g. Working with contractors on W. Market St. project; assist at range
 - h. Permits for Street cuts for Dominion Gas Co. (2); dumpster permits W. Market St and 202 Summit
2. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 227 E Fayette St- grass
 - c. 822 Sycamore- grass
 - d. 615 Elm – grass
 - e. 521 Schunk- grass
 - f. 708 Echo St – grass
 - g. 1205 Fairground Rd. – notice to start repairs or remove unsafe building
3. Planning Commission:
 - a. Meeting scheduled for November 19, 2020 for signage at 404 W Logan St and site plan review 2315 Eaglebrooke Circle (combine two lots)
4. Board of Zoning Appeals:
 - a. Meeting scheduled for October 8, 2020 to hear a case filed by Jeremy Lockwood to put a detached garage that exceeds the zoning size allowable for R-2 district. This variance was granted at the meeting.
5. 2020 Street Resurfacing Project:
 - a. 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 13th 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 next spring.

6. Police Department Cold Storage Building:
 - a. 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. Currently they are just beginning the exterior soffit and metal siding installation. This will be closely followed by the electrical installation and the placement of the interior metal siding. The contractor estimates the building to be completed within the next 3 weeks.**

Fire Department

1. Runs to Date:
 - a. Squad- 64; Total Year- 1,454
 - b. Fire- 12; Total Year- 274
 - c. Primary Squad Runs for other Branches- 2; Total Year- 55
2. Assisted Celina Police Department with the removal of a pickup truck from Westview Park pond on Tuesday, October 13th
3. Assisted Montezuma Fire Department with 2 light towers at the house explosion at 3741 County Road 716A
4. On Saturday, October 17th had an accident at Frahm Pike and State Route 118, van vs semi-tractor. Fuel tank on the semi ruptured spilling approximately 25 gallons of diesel fuel. Belna Petroleum assisted us at the scene to pump off the remaining diesel from the tanks. Mercer EMA assisted as well.

Police Department

1. Calls for Service- 635
2. Reports Written- 96
3. Arrests- 17
4. Citations- 17
5. Crashes- 11
6. Warnings- 36
7. Reports of Interest:
 - a. On the evening of October 12th at about 7:30 PM, a 41-year-old Indiana man drove his 1999 Dodge pickup truck down a path in Westview Park at Fairground Road. He drove off the path for an unknown reason and into the pond. The man was able to escape his truck and left on foot. He reported the crash about 4 hours later.

The investigation was aided by us of security cameras now in Westview Park. Several inconsistencies were discovered with his original story as a result. Charges have been filed in the case.

8. Total Police Department Calls for Services, YTD: 12,436

Customer Accounts/Meter Readers

1. Billed 2,080 customer billings
2. Shut off 13 customers
3. Sent out 534 delinquent notices

KWH Tax September 2020

	Number of KWHs Distributed	Tax
Inside Accounts	11,945,368	\$48,834.88
Outside Accounts	<u>8,372,045</u>	<u>\$32,825.21</u>
Total for All Accounts	20,317,413	\$81,660.09

Water Treatment Plant

1. COVID-19 mitigating measures are in place
 - a. Cleaning/disinfecting throughout the facility continues to be top priority
2. Completed 66 microbiology samples
3. Water Distribution
 - a. Water meter replacement program
 - b. Lead service line research
 - c. System wide hydrant flushing completed for 2020
4. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 10/13/20 – 53.0 ug/L
 - b. Raw Water 10/20/20 – 72.2 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)
5. Bryson Pool Operations
 - a. Pool closed for season
 - i. Winterization of pool basket house to be completed
 - ii. Winterization of pool pumps to be completed over the next few weeks
6. Water Dept. Training
 - a. Technology Committee Meetings scheduled for;
 - i. November 17th, 2020 (Teams Meeting)

7. WTP Buildings, Grounds, & Operations:
 - a. South raw water pump removed from service for repair
 - i. PO submitted, should return to service within ?? days
 - 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. N. and S. rapid lime mixing basins drained and cleaned
 - iv. Backwash water holding tank drained, cleaned, and inspected
 - v. Carbon exchange for tank #5, scheduled for November 3rd, 2020
8. WTP Capital Projects
 - a. 1974 Clarifier Replacement Project
 - i. AWC by-weekly phone meetings completed, project on schedule thru 12/2020
 1. DAF units #1 & #2 scheduled for delivery 2nd week of November 2020
 2. DAF units #3 & #4 scheduled for delivery 2nd week of January 2021
 - ii. Sludge and air testing with OSU ongoing, additional samples were collected on 2/7/20 and 7/24/20, waiting on results
 - iii. DAF Facility Project, Due for completion August 2021
 1. Roof columns continue to be formed and poured
 2. Column to column forms constructed and poured
 3. Stone backfill started on west side of bldg.
 4. Block layers to mobilize next week
 5. Woolace Electric continuing electrical conduit within WTP and grounding

Wastewater

1. Kerry and Erik renewed OEPA Wastewater Operator certification
2. Bunker Storage Addition project passed electrical inspection
3. Met with Soil & Water Conservation to discuss hauling biosolids to Schmitmeyer

Electric Distribution

1. Set 2 poles
2. New Services
 - a. Underground 3
3. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 10

- b. New Installs 1
 - c. Replaced 5
- 5. Underground Locates (OUPS) 111
- 6. Transformers Replace/New 4
- 7. Substations
 - a. Install safety and warning signs at 2 substations
- 8. Request or Miscellaneous Jobs
 - a. Pole replacement 1- E. Warren; 1- N. Main Street
 - b. Build transformer station on Old Town Road for home construction
 - c. Replace parking lot lights at the Admin. Building
 - d. Repair customer service drop on Shimp Drive
 - e. 3 temporaries to permanent services in Eaglebrooke Sub.
 - f. Replace flag lights on S. Main Street
- 9. Trouble Calls
 - a. 10/9/2020- Blinking lights on Weitz Road- bad underground to 1 customer
- 10. Large Projects
 - a. Dig in vaults in Bryson Park for new lights
 - b. Directional bore on E. Wayne Street for overhead to URD
 - c. Replace 3 phase transformer station and service on E. Warren
 - d. Assist Dynamic Federal with generator install