

Administrative Report
November 6, 2020 to November 19, 2020

Administration

1. Gov Deals
 - a. Sold a Derrick Digger Truck- Electric Department- \$8,600.00
 - b. Sold a Waste Oil Burner with Tank and Mounting Rack- Wastewater- \$1,179.00
 - c. Sold an Extreme Engineering Mobile Climbing Wall- Police Department- \$2,652.00
2. New hire- Tax Clerk
3. Workers Compensation Claim
4. FMLA & FFCRA- Coronavirus Response Act Leave

Engineering Department

1. Zoning Permits:
 1. 7455 – North Coast Sign and Lighting Services – 1971 Havemann Rd. – Sign
 2. 7456 – Melinda Lockwood – 630 Lisle St. – Accessory Building
 3. 7457 – RCS Construction – 2312 Eaglebrooke Circle – SF Dwelling
 4. 7458 – RCS Construction – 2306 Eaglebrooke Circle – SF Dwelling
 5. 7459 – Chris Burckholter – 249 Fairlawn Dr. – Fence & Pool
 6. 7460 – Carl Huber – 2305 Eaglebrooke Circle – SF Dwelling
 7. 7461 – Carl Huber – 618 W Livingston St. – Fence
 8. 7462 – Dale Pummell – 510 Portland St. – Accessory Building
 9. 7463 – Gerald Ausland – 1217 Yorkshire Ct. – Accessory Building
 10. 7464 – Donald Leugers – 1809 E Livingston St. – Accessory Building
 11. 7466 – Cody Muhlenkamp – 109 S. Main St. – Fence
 12. 7467 – Summit Locations – 6301 S. Main St. – Sign
 13. 7468 – Phoenix Signs – 809 Logan St. - Sign

**Working with contractors on W. Market St. project; assist at range

**Permits for Street cuts for Dominion Gas Co. (1)
2. Code Enforcement:
 1. Removal of signs in right-of-way
 2. 55 total junk notices have been sent out

621 Echo St.	641 W. Fulton St.	323 Wayne St.	7349 St. Rt. 197
925 W. Logan St.	625 W. Anthony St.	642 N. Mill St.	7262 St. Rt. 197
537 Touvelle St. Lot #39	616 Wayne St.	615 Mackinaw St.	1709 E. Livingston St.
MH Park	611 Wayne St.	529 N. Walnut St.	244 Lakeview Dr.
625 Jay St.	526 Hoying St.	634 N. Mill St.	225 Bayview Dr.
509 S. Mill St.	504 Hoying St.	422 W. Anthony St.	245 Jewett Dr.
825 Wilkins St.	713 Mackinaw St.	123 N. Lake St.	221 Oakwood Dr.
1121 Sunset Dr.	628 Cron St.	430 E. Fulton St.	1312 W. Market St.

619 Elm St.	607 Hierholzer St.	224 E. Fulton St.	1122 W. Market St.
719 South St.	800 Touvelle St.	515 Lake Shore Dr.	616 Murlin Ave.
413 W. Warren St.	821 N. Main St.	302 N. Buckeye St.	125 Stella St.
315 W. Warren St.	334 Leona St.	301 E. Forest St.	920 N. Brandon St.
324 W. Market St.	433 Touvelle St.	1305 E. Livingston St.	628 Murlin Ave.
542 Touvelle St.	624 Murlin Ave.		

3. 23 notices have been served
3. Planning Commission:
 1. Meeting scheduled for November 19, 2020 for signage at 404 W Logan St and site plan review 2315 Eaglebrooke Circle (combine two lots) and Eaglebrooke Circle Parkway road extension
4. 2020 Construction Updates:
 - 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 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.
 - 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 contractor has just begun work (11/19/2020) and the garage door contractor is schedule to begin tomorrow (11/20/2020). It is expected that the building will be completed on or near 12/1/2020.**

Fire Department

1. Runs to Date:
 - a. Squad- 76; Total Year- 1,604
 - b. Fire- 6; Total Year- 294
 - c. Primary Squad Runs for other Branches- 3; Total Year- 59
2. Auxiliary Training will be held on November 25th
3. Fire & EMS Instructor continuing education was held on November 9th & 16th
4. Provided mutual aid to St. Marys' Township Fire Department for a kayaker who was found unresponsive in the Lake. We were cancelled on arrival St. Marys' Township & St. Marys' Fire Department had rescued the patient. The incident turned into a fatality. There were high winds and rain during the incident.
5. 3 hours of EMS continuing education was held on November 10th, 11th, 12th

Police Department

1. Calls for Service- 541
 2. Reports Written- 97
 3. Arrests- 16
 4. Citations- 8
 5. Crashes- 6
 6. Warnings- 26
 7. Reports of Interest:
 - a. This past week Governor DeWine enacted a curfew in his efforts to combat the COVID-19 virus. The curfew has little impact on the local community as bars and other establishments have been closing early for the last number of months. There has been no further guidance offered by the State of Ohio as to what they expect from local law enforcement.
- The Celina Police Department will not be actively seeking out violations of the order. People will be permitted out for other reasons we cannot stop motorists without other probable cause. We will react to complaints and if they appear to be in violation of the order we will pass on any issues to be addressed by the Health Department or the Mercer County Prosecutor.
8. Total Police Department Calls for Services, YTD: 13,528

Parks and Recreation

1. Receiving uniform returns from football
2. Assembling new baseball and softball helmets

Public Works

1. Sweep streets
2. Repair signs
3. Collect leaves
4. Collect brush and limbs

Sewer Collection

1. Camera sewers for repairs

2. Camera East Jefferson sewers, checking for infiltration

Customer Accounts/Meter Readers

1. Billed 2,045 customer billings
2. Shut off 11 customers
3. Sent out 187 delinquent notices
4. Sent out finals and refunds

KWH Tax October 2020

	Number of KWHs Distributed	Tax
Inside Accounts	10,587,415	\$42,655.16
Outside Accounts	<u>7,895,292</u>	<u>\$30,649.09</u>
Total for All Accounts	18,482,707	\$73,304.25

Water Treatment Plant

1. Water Dept. Training
 - a. Technology Committee Meetings scheduled for;
 - i. Sludge Handling Sub-Committee:
 1. Meeting held to discuss OEPA's new permits, second to be in 2 weeks
 - ii. November 17th, 2020 (Teams Meeting) completed
2. 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. Carbon exchange for tank #5, completed November 4th, 2020
 - iv. Carbon exchange for tank #7, scheduled for January 5th, 2021
3. 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 delivered and set in place
 2. DAF units #3 & #4 scheduled for delivery 4th 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 due to COVID

iii. DAF Facility Project, Due for completion August 2021

1. Column to column concrete completed
2. Block layers continued laying inside block, outside brick in Spring
3. Woolace Electric continuing electrical conduit within WTP and inside block
4. Equipment concrete pads continued
5. Overhead crane iron installation continued
6. Started WTP entry demo and re-construction

Wastewater

1. Removed north (drive) axle on bridge for repair; assembled and reinstalled
2. Requested quote for bridge parts
3. Ordered new bridge axle from Thees Machine
4. Completed October monthly reports and submitted October eDMR
5. Buschur's Farm Services hauled biosolids to Sudman and Schmitmeyer approved fields:
32 loads on 11/18/20 and 15 loads on 11/19/20

Electric Distribution

1. Set 6 poles
2. Set 8 Street Light poles
3. 5 Cutout Replaced
4. 3 Transformers Replaced
5. New Services
 - a. Underground 3
 - b. Overhead 8
6. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 3
7. Street Lights
 - a. Repairs 5
 - b. Replaced 2
 - c. Pole New/Replace 8
8. Underground Locates (OUPS) 177
9. 4 Arresters Replaced
10. Substations
 - a. Install new safety signs in the substations
 - b. Replace compressor on circuit breaker in Walnut Substation
11. Tree Trimming
 - a. Trim and removed trees in power lines by the railroad south of E. Market Street
12. Request or Miscellaneous Jobs
 - a. Replaced 2 poles on West Logan Street and 1 on East Livingston Street
 - b. Remove flags and put up Christmas lights
 - c. Assist with repair work at the Admin. Building
13. Trouble Calls

- a. 10/23/2020- feeder 1 out of power from storm and tree damage
 - b. 10/29/2020- Mallard Cove out of power, bad lightning arrester from storm
 - c. 11/5/2020- replace bad transformer on Doner Road
 - d. 11/7/2020- Replace secondary service at home
 - e. 11/8/2020- Replace bad transformer on Fairground Road
 - f. 11/12/2020- Replace pole on Frahm Pike, traffic accident
 - g. 11/15/2020- Multiple calls from wind damage
14. Large Projects
- a. Directional bore in Bryson Park for park light and cameras. Set 8 light poles and 3 camera poles.
 - b. Complete boring, pulling wire, and setting transformers on E. Wayne Street