

**Administrative Report**  
**February 7, 2020 to February 20, 2020**

**Administration**

1. Sergeant Exam will be April 3<sup>rd</sup> and April 4<sup>th</sup>
  - a. 5 Patrolmen signed up to take exam
2. Miscellaneous employee changes/questions
3. Employee bi-weekly accruals
4. Payroll
5. 2019 Ohio BWC True-Up report
6. January Pension reports and payments
7. New hire orientation- Fire Department

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Cemetery Project//Organizing Maps & Plans//Celina Welcome signs//Street Projects//EPA SWMP//
2. Zoning Permits:
  - a. 7362 – Cindy Pottkotter – 850 Fairground Rd. – Commercial Accessory Building
  - b. 7363 – MHI Properties – 1424, 1426, 1428 Irmischer Blvd. – Triplex
  - c. 7364 – RCS Construction – 725 West Bank Rd. – Commercial Addition
  - d. 7365 – City of Celina – 1125 S. Elm St. – Sledge Bunker
  - e. 7366 – Brett Riley – 321 N Mill St. – Accessory Building

\*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Zoning Violations:
  - a. 243 Leona St. - checking into a camper issue (PD involved)
  - b. 1452 James St. – checking into a “home business” Note: opening up business on E Market St in B-1 district
  - c. 229 E Fayette St- possible church in garage (certified letter sent)
4. Code Enforcement:
  - a. 529 W. Market St. trash in rear of property
  - b. Removal of signs in tight-of-way
5. Planning Commission:
  - a. There is a meeting scheduled for March 5, 2020 to hear appeal from 680 N Main St.
6. 2020 Construction Update:
  - a. 2018 East Livingston Street Improvements
    - i. PAB Construction Company has completed the Livingston Street project, phase 1 and 2 with the exception of a final punch list. Final punch list will include final grading and seeding in the tree lawn areas. This is scheduled to be completed in Spring 2020.
  - b. 2020 Street Resurfacing Project

- i. 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.
- c. 2020 ODOT Resurfacing (North Main Street)
  - i. The Ohio Department of Transportation (ODOT) has contracted with The Shelly Company to resurface N. Main Street from Fulton Street to the northern City Limits on Main Street. This project has a June 30<sup>th</sup> completion date and a contract bid price of \$493,173.00.
- d. 2020 ODOT West Market Street Reconstruction
  - i. ODOT accepted bids for this project Thursday, January 23, 2020. The Engineers Estimate for this project was \$1,718,000.00. The apparent low bidder was Milcon Concrete Inc. from Troy, Ohio with a bid of \$1,676,869.00. ODOT has awarded Milcon Concrete Inc. this project. The project has a completion date of September 30, 2020.

The natural gas lines in the area of this project have to be lowered before this project can get started. Dominion Energy has awarded this project to Middleton Mechanical. They have not established a start date. They are expected to have their part of this project completed by March 1<sup>st</sup>.

- e. Police Department Cold Storage Building
  - i. 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.
- f. Water Treatment Plant- Dissolved Air Floatation System Equipment (Only)
  - i. The City and our consultant Hazen & Sawyer of Columbus, Ohio took bids for the water treatment plant equipment only on Thursday, January 30, 2020. AWC Process Solutions LTD of Langley, BC, Canada was the apparent low bidder with a bid of \$2.395 million. AWC has been awarded this project for the tanks, pumps, etc.

The expected delivery time for this equipment is approximately 240 days. A contract for the construction of a building and installation of equipment will be put out for bid later this year.

### **Fire Department**

1. Runs to Date:
  - a. Squad- 46; Total Year- 204
  - b. Fire- 9; Total Year- 28
2. Primary squad runs for other branches- 1; Total Year- 11
3. Cub Scout talk on Thursday, February 20, 2020
4. EMS in-service will be held the week of February 23<sup>rd</sup>
5. March 5<sup>th</sup> will be giving several talks to students at Tri Star about the fire service and what it takes to make it a career.

6. Polar Bear Plunge will be Saturday, March 7<sup>th</sup> at the Celina Moose. Providing a squad and water rescue equipment.

### **Police Department**

1. Calls for Service- 582
2. Reports Written- 94
3. Arrests- 33
4. Citations- 16
5. Crashes- 10
6. Warnings- 25
7. Junk Vehicle Report:
  - a. 322 W. Warren Street- vehicle removed by owner; case closed
  - b. 624 North Street- one vehicle removed by owner; one vehicle confirmed to be operative
  - c. On 2/19/2020 SSD Hitchcock and Chief Wale checked areas where the most complaints of junk vehicles have come from. There has been a very notable improvement over the past several months.
8. Reports of Interest:
  - a. On the 14<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup> Celina Officers had the opportunity to train in cold weather and after dark on the new firearms range. The fact that the City has its own facility to train on allows more flexibility in training allowing more realistic conditions officers face. Officers had the bulk of coats, gloves, and the low light conditions making it more like conditions they are likely to face.
9. Total Police Department Calls for Service, YTD: 2,282

### **Parks and Recreation**

1. Working on sponsorships
2. Fixing baseball helmets
3. Working on advertising team sideline registration

### **Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Shoot screamers at geese
4. Clean restrooms
5. Plow snow
6. Work on getting baseball fields cleaned up for upcoming season
7. Work on batting cage at Westview Park
8. Help with storm sewer repairs
9. Help with patching pot holes
10. Cleaning up branches and leaves at Eastview Park
11. Shovel snow on sidewalks
12. Repaired pitching mound at Montgomery Field
13. Order supplies for restrooms
14. Call seasonal personnel for upcoming season
15. Fork lift training

## 16. Pickup new welcome signs in Columbus

### **Public Works**

1. Sign repair
2. Working on equipment
3. Repair catch basins on Myers Road
4. Repair catch basins on Riley Street
5. Plow snow
6. Haul snow
7. Salt streets 3 times in past 10 days (used 175 tons of salt @ \$82.11= \$14,213.50)
8. Work on cemetery house
9. Patch pot holes
10. Sweep streets
11. Trim trees
12. Fork lift training
13. Repair concrete streets on Meadowview at Devonshire
14. Repair aerators at boat docks, rats keep chewing the rubber holes in air hose

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Repair catch basins
5. Camera sewers for repairs

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

1. Billed 2,073 customer billings
2. Sent out 476 delinquent billings
3. Shut off 13 customers
4. Mailed out final billings and refunds
5. Worked on information for state auditors
6. Meter readers continued reading routes

### **Water Treatment Plant**

1. Completed 41 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 02/11/20 – 2.9 ug/L
  - b. Raw Water 02/18/20 – 1.0 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
  - a. Pool is closed for the season
    - i. Maintenance list received from pool staff for next season
4. Water Dept. Training

- a. AWWA meeting scheduled in April 2020
- b. Technology Committee Meetings scheduled for;
  - i. February 25<sup>th</sup>, May 15<sup>th</sup>, August 18<sup>th</sup>, & November 17<sup>th</sup>, 2020
- 5. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump to be removed from service for repair next week
  - b. GAC transfer pump #4 VFD ordered for replacement
  - c. GAC basement North heater ordered for replacement
- 6. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. AWC meeting scheduled for 2/26/20 @ WTP
    - ii. Sludge testing with OSU ongoing, additional samples were collected on 2/7/20
    - iii. WTP in ground piping exploratory digging conducted for pipe locating & design

### **Wastewater**

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course bar screens daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer sodium aluminate/polymer/calcium nitrate as needed, perform all laboratory tests needed for operational control and permit compliance, check 13 lift stations daily (check generators/voice reporters and clean level probes weekly), perform buildings/grounds duties as needed
2. Informed Craig Knapke that both conveyors needed emergency pull stop cables and also needed cost estimate on cold weather protection for conveyors (sludge dewatering project)
3. Received Zoning Permit for sludge storage addition project; emailed copy to Brian May/Access Engineering to send to Miami County to review drawings (sludge dewatering project)
4. WWTP had bypass event, notified OEPA
5. Pumped rainwater from spare WML hydraulic thickening tank
6. Revised valve / gate operating list for semi-annual operation
7. Received renewed Special Waste Permit for landfilling biosolids
8. Worked on biosolid applications for Sudman farm sites
9. Met with Joe Walker / Automated Systems Engineering for kickoff meeting and site visit for SCADA study

### **Electric Distribution**

1. Set 6 poles
2. Street lights
  - a. 1 Replaced
  - b. 1 New Pole
3. Underground Locates (OUPS) 35
4. Traffic Signals

- a. Install 5 section signal ahead- Grand Lake and Havemann, for protected left turns southbound on Grand Lake- CMU and Security Signal
- 5. Substations
  - a. Continue work on system mapping
- 6. Request or Miscellaneous Jobs
  - a. Repair flags
  - b. Remove winter decorations downtown
  - c. Shovel snow from sidewalks
  - d. Replace service drop at Buckeye and Market
- 7. Trouble Calls
  - a. 2/9/2020- East Logan at curve at Ash Street- street light pole knocked off
  - b. 2/17/2020- Karch Road- primary neutral down- repaired
  - c. 2/18/2020- Grand Manor Trailer Court- reset customer's breaker
- 8. Large Projects
  - a. Continue work on Oregon Road from State Route 127 east of Hayes Road- county moving right of way back; move existing pole line back to edge of new right of way
  - b. Assist contractor with final hook up for generator at Reynolds & Reynolds
  - c. Move lines on Meyer Road for Crown Castle fiber install