

Administrative Report
February 21, 2020 to March 5, 2020

Administration

1. Sergeant Exam will be April 3rd and April 4th
 - a. 5 Patrolmen signed up to take the exam
2. Jill is training Kari on the process of payroll for backup
3. Spring Trash Collection scheduled for April- see attachment
4. Miscellaneous employee changes/questions
5. Employee bi-weekly accruals
6. Payroll

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. 7367 – Scott Miller – 1121 Shimp Dr. – Fence
 - b. 7368 – Brad Hemmelgarn – 801 Meadowview Dr. – Pool/Fence

*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Code Enforcement:
 - a. Removal of signs in right-of-way
4. Planning Commission:
 - a. There is a meeting scheduled for March 5, 2020 to hear appeal from 680 N Main St.
 - b. There is a meeting scheduled for March 26, 2020 to hear appeal from Bruns Building on plot change on Golfview Dr. and West Wayne St.
5. Board of Zoning Appeals:
 - a. Meeting scheduled for March 26, 2020 to hear an appeal from Summit Locations in regards to a billboard sign proposal at 1845 E. Market St. (currently with storage units)
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 30th 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 23rd 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 1st.

- 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- 140; Total Year- 344
 - b. Fire- 18; Total Year- 46
 - c. Primary Squad Runs for other Branches- 6; Total Year- 17
- 7. The new fulltime firefighter/paramedic is Dylan Gabel from McCartyville, Ohio (as of February 23rd)
- 8. Assisted Coldwater Fire Department with aerial ladder on February 19th at an apartment fire North 7th Street in Coldwater.
- 9. February 22, 2020: Fire in kitchen in apartment building 416 S. Sugar Street (estimated loss \$3,000.00)

10. February 27, 2020: Small fire on the 2nd floor in the parts department at 945 S. Main Street Bud's Chrysler. One head on the sprinkler system activated and extinguished the fire (estimated loss \$25,000.00)
11. Auxiliary training is March 11th
12. Flow test was conducted on a hydrant on West Bank Road with assistance from the water distribution for the remodel of the Boardwalk Grill.
13. Engine 907, our 1st out engine, was hit in front of the station on Main Street. A driver from Indiana in a pickup truck passed the fire truck with emergency lights operating. The pickup truck had moderate damage (estimated cost \$8,000.00) The fire truck had moderate damage to the bumper and lights and minor damage to the cab. The pickup truck driver was cited.

Police Department

1. Calls for Service- 693
2. Reports Written- 94
3. Arrests- 26
4. Citations- 21
5. Crashes- 14
6. Warnings- 35
7. Reports of Interest:
 - a. The Celina Police Department is requesting assistance from the public to locate a missing 26-year-old man, Tre Bilger of 516 E. Wayne Street, Celina. Bilger was first reported missing on February 21st by his mother. She had last seen him on February 18th, when he left to get cigarettes.

We have been utilizing resources from federal, state, and local agencies and have executed search warrants in efforts to locate Bilger. Rumors and innuendo have been circulating on social media and have actually hindered our efforts. We ask people to get any information concerning Tre to us, but, do not make assumptions on your own conclusions and put it out as fact. Please contact the Celina Police Department with your information and let us use it to find Tre.

8. Total Police Department Calls for Services, YTD: 2,975

Parks and Recreation

1. Working on registration Team Sideline Advertising
2. Pony League scheduling
3. Preparing equipment for baseball and softball

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 seasons
7. Help with storm sewer repairs

8. Help with patching pot holes
9. Cleaning up branches and leaves at Eastview Park
10. Shovel snow on walks
11. Call seasonal personnel for upcoming seasons

Public Works

1. Sign repair
2. Working on equipment
3. Repair catch basins on Myers Road
4. Plow snow
5. Haul snow
6. Salt streets 3 times in past 10 days (used 54 tons of salt @ \$82.11= \$4,433.94)
7. Work on cemetery house
8. Patch pot holes
9. Sweep streets
10. Trim trees
11. Repair concrete street on Pro Drive
12. Turn aerators off for the season
13. Work on entrance signs to the City

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
6. Plow snow

Customer Accounts/Meter Readers

1. Billed 2,733 customer billings
2. Shut off 23 customers
3. Sent out 234 delinquent billings
4. Sent out final billings and refunds
5. Meter readers continue reading

KWH February 2020

	Number of KWHs Distributed	Tax
Inside Accounts	12,072,564	\$49,471.13
Outside Accounts	<u>7,266,459</u>	<u>\$28,916.11</u>
Total for All Accounts	19,339,023	\$78,387.24

Water Treatment Plant

1. Completed 44 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 02/25/20 – 2.2 ug/L
 - b. Raw Water 03/03/20 – 2.1 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. May 15th, August 18th, & November 17th, 2020
5. WTP Buildings, Grounds, & Operations:
 - a. South raw water pump removed from service for repair
 - i. Cost to come after inspection
 - b. GAC basement North heater installed
6. WTP Capital Projects
 - a. 1974 Clarifier Replacement Project
 - i. AWC meeting 2/26/20 @ WTP, completed and project is moving forward
 1. By-weekly phone meetings will be conducted thru out the project
 - ii. Sludge testing with OSU ongoing, additional samples were collected on 2/7/20

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
1. Registered Kerry, Jason, and Erik for March 18th OWEA event in Minster, OH
2. Rearranged East Storage Building and set screw compressor and tank prior to sludge dewatering project pre-bid meeting
3. Discussed sludge dewatering project meeting with Craig Knapke/Access Engineering prior to pre-bid meeting
4. Held sludge dewatering project pre-bid meeting at WWTP
5. Located waterline on Eaglebrooke drawing for Brian May/Access for Bruns replot
6. Snow removal duties
7. Completed PAYQ; submitted timecards

8. Working on Biosolids testing options for 503 Regs since SOUR test has cold weather limitations; started collecting AD#3 samples and analyzed volatile solids to determine reduction
9. Sewer Collection crew used vacuor truck to clean sludge dewatering building sanitary drain line

Electric Distribution

1. Set 11 poles
2. Replacement/upgrade
 - a. 5 Undergrounds
3. Street lights
 - a. 26 Repairs
 - b. 13 Replaced
 - c. 1 New Install
 - d. 1 New Pole
4. Underground Locates (OUPS) 52
5. Traffic Signals
 - a. Replace 2 failed green lights at Main and Summit (replace under warranty)
6. Substations
 - a. Continue work on system mapping
 - b. Begin installation of new ANSI compliant signage at all stations
7. Tree Trimming
 - a. Assist county crews on Celina Mendon Road
8. Request or Miscellaneous Jobs
 - a. Troubleshoot and replace flasher in lighthouse
 - b. Take truck #42 to Medina for hydraulic hose replacement
 - c. Replace lighting on north side of shop/garage area with LED fixtures
 - d. Meter and drop out at Celina Motel- Main and Warren
 - e. Assist Street Department with snow removal
 - f. Aaron attend Career Fair at Wright State University Lake Campus
9. Trouble Calls
 - a. 2/25/2020- Hoenie Road north of Oregon Road- bad URD on customer's side of meter
10. Large Projects
 - a. Continue work on Oregon Road from State Route 127 east to Hayes Road- county moving right of way back, move existing pole line back to edge of new right of way
 - b. Install new 3 phase UG service and energize transformer for Celina Custom Auto, Havemann Road and remove 1 phase service

Income Tax – February 2020

	2018	2019	2020	2018	2019	2020	2020 vs 2019	2020vs 2019
	Month-to-date	Month-to-date	Month-to-date	Year-to-date	Year-to-date	Year-to-date	Year change	Year percent
Business	8,166.51	10,484.74	16,101.53	21,382.89	32,045.03	31,402.60	-642.43	-2.0
Non Resident Bus	2,446.00	1,035.38	1,327.96	5,815.47	5,500.38	4,472.96	-1,027.42	-18.6
Resident	44,743.56	43,858.73	49,294.34	61,709.09	74,764.05	98,193.77	23,429.72	31.3
Non-resident	2,899.39	2,733.48	3,762.14	4,469.83	4,963.48	6,878.50	1,915.02	38.5
Withholding	333,211.92	347,574.40	385,730.79	753,358.92	726,705.58	759,234.76	32,529.18	4.4
Non Resident W/H	9,160.36	10,795.01	10,042.14	30,557.37	29,805.87	24,995.58	-4,810.29	-16.1
Grand Total	400,627.74	416,481.74	466,258.90	877,293.57	873,784.39	925,178.17	51,393.78	5.8

	2017	2018	2019	2020
January	\$516,516.97	\$476,665.83	\$457,302.65	\$458,919.27
February	\$380,935.74	\$400,627.74	\$416,481.74	\$466,258.90
March	\$553,910.83	\$489,686.20	\$509,758.48	
April	\$694,964.08	\$676,370.43	\$655,859.08	
May	\$704,868.16	\$805,364.57	\$828,197.94	
June	\$526,539.06	\$592,217.55	\$754,024.14	
July	\$473,797.12	\$446,556.17	\$434,062.65	
August	\$358,417.44	\$364,374.69	\$393,088.65	
September	\$572,678.85	\$695,848.58	\$647,270.08	
October	\$454,378.79	\$475,426.79	\$489,731.44	
November	\$357,054.14	\$404,081.65	\$410,789.77	
December	\$484,723.58	\$627,345.52	\$580,818.02	
Grand Total	\$6,078,784.76	\$6,454,565.72	\$6,577,384.64	



CITY OF CELINA SPECIAL TRASH COLLECTION REGULATIONS 2020

The items to be included in this special collection are general household discards ***from city residences only***. Because of escalating cost, landfill restrictions and the use of packer trucks for collection, the following regulations and prohibited items will be strictly enforced for this collection. ***Each residence will be limited to a maximum of 60 cubic feet of discards***, this is equal to the amount that can be put at one time into the hopper of the collection truck.

Please note the following items are prohibited and will not be collected: ***mattresses, appliances, refrigerators, stoves, water heaters, stools, sinks, tires, batteries, tree limbs and brush, leaves, yard waste, railroad ties, building materials that are not boxed or bundled, concrete, brick and stone debris, metal fencing, motor blocks, transmissions and auto body parts, pressure containers, liquid waste and hazardous materials including paint and motor oils. Paint cans must be empty and/or paint dried out.*** Special tags are available for separate disposal of these items. Tags can be purchased at the Celina utilities Office any time.

The special trash collection will be held Saturday of each week per the following schedule:

- **Saturday, April 4;** the regular Monday route
- **Saturday, April 11;** the regular Tuesday route
- **Saturday, April 18;** the regular Thursday route
- **Saturday, April 25;** the regular Friday route

In order to participate in this collection, your trash must be placed adjacent the street by 6:30 a.m. the day your area is scheduled for pickup. There will be no callbacks or extension of pickup dates.

An effort should be made by all to keep our community looking neat. No items should be placed out more than 72 hours in advance of your scheduled pickup day. Any resident with trash lying out before the Wednesday prior to their pickup date will be cited.

Materials not collected because they were set out too late or on the wrong day or did not follow the regulations herein stated will be the responsibility of the property owner to dispose of. The City and/or contractors shall not accept responsibility for lost or misplaced items.

Non-city residents found dumping trash within the city and/or scavengers will be cited for littering.

REMEMBER: *It must be boxed, bagged or tied in a bundle that can be picked up by one person, or it will not be picked up.*