

## **Administrative Report**

### **April 9, 2020 to April 23, 2020**

#### **Administration**

1. 4/22/2020- Gabe Bartlett sworn in as Sergeant
2. Spring Trash Collection is scheduled for June
3. Boat Docks are available for rent for the season for \$330.00
4. Accepting applications for a part-time Tax Clerk I, II, or III until Friday, May 8, 2020 at 4:00 PM.
5. Miscellaneous employee changes
6. Payroll
7. Training Kari on payroll for backup

#### **Engineering Department**

1. 2020 Construction Updates:
  - a. 2018 East Livingston Street Improvements
    - i. PAB Construction Company has completed the Livingston Street project, phases 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. This project has been postponed due to the COVID-19 pandemic.
  - 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. The pre-construction meetings were held by ODOT on March 13<sup>th</sup>. The Shelly Company has postponed the start of this project from April 20<sup>th</sup> to April 27<sup>th</sup> due to problems with their asphalt plant.
  - d. 2020 (ODOT) West Market Street Reconstruction
    - i. ODOT accepted bids for this project Thursday, January 23, 2020. The Engineers estimate was \$1,718.00. The apparent low bidder was Milcon Concrete Inc. from Troy, Ohio with a bid of \$1,676,869.00. ODOT has awarded Milcon Concrete this project. This project has a completion date of 9/30/2020 and an interim open to traffic date of 8/31/2020. A pre-construction meeting was held by ODOT on March 26<sup>th</sup>. Milcon Concrete intends to start this project mid-April. This project begins west of Landmarks west property line and ends on the west side of Walnut Street intersection. This project includes all new asphalt pavement (12" thick), all new storm sewers on both sides of the street, new concrete combination curbs and gutters, new concrete sidewalks and new concrete driveways.

At the end of this project the City Electric Department will be installing new street lighting.

- ii. Milcon Concrete began work Monday, April 20, 2020. This project will be constructed in 4 phases:
  - 1. Phase 1: Install all of the storm drainage while maintaining traffic except for storm sewer crossings in the street.
  - 2. Phase 2: Close and reconstruct Market Street from the west end of the project to Mill Street and including the Mill Street intersection. The contractor will have 3 weeks to complete this phase and reopen this section of Market Street.
  - 3. Phase 3: Close and reconstruct Market Street from Mill Street to Walnut Street. The contractor will have 90 days to complete this phase and reopen this section of Market Street.
  - 4. Phase 4: Place the surface course of asphalt for the entire length of the project.
- iii. On 4/22/2020 the contractor began the storm sewer drainage on the west end of the project.
- iv. 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 Middletown Mechanical. Middletown Mechanical began moving in materials and equipment and they began work Tuesday, March 17<sup>th</sup>. They intend to have the gas line work completed before Milcon Concrete starts. This contractor should complete this work by Friday, 4/24/2020 with the exception of the restoration work west of Walnut, which should begin in the very near future.
- 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<sup>th</sup>. 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 contractor 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- 57; Total Year- 550
  - b. Fire- 12; Total Year- 94
  - c. Primary Squad Runs for other branches- 2; Total Year- 21
2. Mercer County EMS has received funds from the CARES ACT for the purchase of personnel protective equipment. EMS personnel nationwide will need to wear more protective equipment in the future regardless of the COVID-19. Protective gowns are giving us the greatest challenge trying to do in a timely manner, moving, and caring for the patient. Eye protection also presents issues with fogging while wearing a mask.
3. Annual cleaning of the station.

### **Police Department**

1. Calls for Service- 487
2. Reports Written- 62
3. Arrests- 13
4. Citations- 16
5. Crashes- 8
6. Warnings- 23
7. Reports of Interest:
  - a. On 4/22/2020 Patrolman Gabe Bartlett was promoted to Sergeant by Mayor Hazel. He replaces Kent Taylor who retired in November as Sergeant. Sergeant Bartlett has been a member of the department since 2006 and has been our K9 handler for the past few years. He is a well-liked, intelligent officer who is expected to make a good supervisor.

Due to the reactive rather than proactive approach the Police Department has been taking as a result of the COVID-19 pandemic, department stats have changed. We have seen about 25% drop in calls for service and a 32% drop in reports written over the past couple of weeks. Crashes are up, however, they were down from the prior period. Reported domestics are down for Celina by about 25%. We are unsure if they are not happening or not being reported. It is a concern as the offender may not be leaving thereby allowing the victim to call and report it.

We also want the public to be aware the stance of the department will change very soon regarding traffic enforcement. It appears some are taking advantage and believe there is a holiday for speeding. We will step up enforcement very soon and with no further warning.

8. Total Police Department Calls for Services, YTD: 4,700

### **Parks and Recreation**

1. Spring Rec sports have been cancelled due to the COVID-19 pandemic and refunds are being made to anyone who signed their child up to play Spring Rec sports.

### **Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Shoot screamers at geese
4. Clean restrooms
5. Cleaning up branches and leaves at Eastview Park
6. Over seed ball diamonds

### **Public Works**

1. Sign repair
2. Mowed parks
3. Patch pot holes
4. Sweep streets
5. Strip sod at Westview for pollinator plot

### **Sewer Collection**

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

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

1. Billed 2,047 customer billings
2. Sent out 453 delinquent notices
3. Sent out finals and refunds
4. Meter readers started reading 4-20-20

### **Water Treatment Plant**

1. COVID-19 mitigating measures are in place
  - a. Continued reduced staffing for the COVID-19 stay-at-home order
  - b. Cleaning/disinfecting throughout the facility continues to be top priority
2. Completed 20 microbiology samples
3. Water Distribution
  - a. Also impacted by COVID-19 reduced staffing measures
4. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 03/10/20 – 10.6 ug/L
  - b. Raw Water 03/17/20 – > 25.0 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 is closed for the season

- i. Maintenance list received from pool staff for next season
- 6. Water Dept. Training
  - a. AWWA meeting scheduled in April 2020 - CANCELLED
  - b. Technology Committee Meetings scheduled for;
    - i. May 15<sup>th</sup>, August 18<sup>th</sup>, & November 17<sup>th</sup>, 2020
- 7. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump removed from service for repair
    - i. Cost to come after inspection – still waiting
  - b. Mower maintenance completed; Spring mowing is underway
  - c. North Sludge Lagoon was cleaned out (Mike's Sanitation) on 4/21 and 4/22
- 8. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. AWC by-weekly phone meetings completed, project on schedule
    - ii. Sludge testing with OSU ongoing, additional samples were collected on 2/7/20, waiting on results

### **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. Completed payroll in PAYQ, submitted time cards
- 3. Discussed OEPA potential odor concerns with Craig Knapke/Access Eng. regarding PTI for sludge dewatering project
- 4. Discussed chemical bids with SSD and Tina (informed not bidding polymer)
- 5. Replaced roll pins in East bearing assembly on #2 WML pump shaft
- 6. Ground galvanized coating off the sludge bunker sign brackets for welding
- 7. Troubleshoot centrifuge tripping out, found bad LMI polymer pump board, ordered new pump; installed new LMI pump board

### **Electric Distribution**

- 1. Set 3 poles
- 2. New Services
  - a. Underground 1
- 3. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 1
- 4. Underground Locates (OUPS) 74
- 5. Traffic Signals
  - a. Replace failed green light- Main & Summit south bound

6. Substations
  - a. Clean control buildings
7. Request or Miscellaneous Jobs
  - a. Repair flags
8. Trouble Calls
  - a. 4/12/2020- Entire system out for 2 hours- DP&L had ground wire on 69v line, Fleetfoot Road north of Fairground Road
  - b. 4/15/2020- Repair service- Lakeland Blvd.
  - c. 4/15/2020- Tama Road- Hopewell Dairy, Frahm Pike- 1 customer- riser wires broken- high winds
  - d. 4/17/2020- Repair service drop- E. Fulton Street
  - e. 4/18/2020- Turn off and then back on 5 of 6 feet- 3 phase transformers at Reynolds & Reynolds so they could check and change rotation on line from their generator
  - f. 4/20/2020- 800 block of N. Walnut- ½ power- repair service drop
9. Large Projects
  - a. Continue work on St. Anthony Road between Gause & Karch Road- County moving right of way back, move existing pole line back to edge of new right of way
  - b. 1 phase UG line extension- Stose Road south of US 33- new hog barns, terminate and energize
  - c. Work on 3 phase pole line rotation for ODOT bridge project- State Route 49 south of Frahm Pike take outage for changeover