

Administrative Report
April 24, 2020 to May 7, 2020

Administration

1. Spring Trash Collection is scheduled for June
2. Boat Docks are available for rent for the season for \$330.00
3. Miscellaneous employee changes
4. Payroll
5. Training Kari on payroll for backup

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. 7369 – Mr. Bill'd Ltd – 2256 E Wayne St. – SF Dwelling
 - b. 7370 – Cody Haworth – 320 N Sugar St. – Fence
 - c. 7371 – St. Johns Builders – 732 Heirholzer – SF Dwelling
 - d. 7372 – Ryan Byers – 1393 Michael Ave. – SF Dwelling
 - e. 7373 – Cheryl Stambaugh – 817 Kensington Lane – Fence
 - f. 7374 – Larrington Swartz – 808 W Logan St. – Fence
 - g. 7375 – Damiane Handa – 800 N. Main St. – Sign
 - h. 7376 – Mike Whitaker – 305 Godfrey – Fence
 - i. 7377 – Steve Wurster – 415 N. Sugar St. – Residential Addition
 - j. 7378 – Andy Mikesell – 1231 Touvelle St. – Fence
 - k. 7379 – Mitch Leugers – 2121 Eaglebrooke Parkway – SF Dwelling
 - l. 7380 – Adam Rolfes – 1000 Chicory Ct. – Pool
 - m. 7381 – Christine Beck – 226 E. Forest St. – Pool/Fence
 - n. 7382 – Isaac Roop – 527 W Market St. – Fence
 - o. 7383 – MP Contractors – 1436 James Dr. – Residential Addition
 - p. 7384 – Tori Heuker – 1201 Havemann Rd. – Sign
 - q. 7385 – Michael Bye – 221 W. Fulton St. – Shed
 - r. 7386 – Greg Kitzmiller – 1301 Myers Rd. – Sign
 - s. 7387 – Dan Larmore – 625 Linden Ave. – Shed
 - t. 7388 – Nicholas Rutter – 920 Williams St. – Fence
 - u. 7389 – Dairy Queen/Spoonworthy – 1938 Havemann Rd. – Commercial Addition
 - v. 7390 – Kellie Hoelscher – 2288 E. Wayne St. – Residential Addition/Fence/Pool
 - w. 7391 – Don Fortkamp – 2328 E. Wayne St. – SF Dwelling
 - x. 7392 – Don Fortkamp – 2336 E. Wayne St. – SF Dwelling
 - y. 7393 – David Gossman – 117 S. Enterprise St. – Accessory Building

*Special note: Engineering has been working with homeowners who were affected by 2019 tornado. Assisting in expedient paperwork filing and site locations.
3. Code Enforcement:
 - a. Removal of signs in right-of-way

- i. 536 Heirholzer- grass
- ii. 303 Brandon Ave. – grass
- iii. 611 Vining St. – grass
- iv. 306 S. Elm St. – grass
- v. 1420 James Dr. – grass
- vi. 904 Echo St. – trash
- vii. 621 Echo St. – trash
- viii. 529 W. Market St. – trash
- ix. 925 W. Logan St. - trash

4. Planning Commission:

- a. There was a meeting scheduled for March 26, 2020 to hear appeal from Bruns Building on plot change on Golfview Dr. and West Wayne St. This meeting is currently on hold until further notice.
- b. Lois Demeter of 680 N. Main St. for conditional use had a meeting tabled in March and is currently on hold until further notice.

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) has been placed on hold till further notice.

6. 2020 Construction Update:

a. 2018 East Livingston Street Improvements:

PAB Construction Co. has completed the Livingston St. project, phases 1 and 2 with the exception of a final punchlist. Final punchlist 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:

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 St.):

The Ohio Department of Transportation (ODOT) has contracted with The Shelly Co. to resurface N. Main St. from Fulton St. to the northern City Limits on Main St. This project has a June 30th completion date and a contract bid price of \$493,173.00. The pre-construction meeting was held by ODOT on March 13th. The Shelly Company has postponed the start of this project again until mid to late May.

d. 2020 (ODOT) West Market Street Reconstruction:

ODOT accepted bids for this project Thursday 1/23/2020. 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 this project. This project has a completion date of 9/30/2020 and a interim open to traffic date of 8/31/2020. A pre-construction meeting was held by ODOT on March 26th. 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 the Walnut St. 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 Dept. will be installing new street lighting.

Milcon Concrete began work Monday 4/20/2020. This project will be constructed in 4 phases:

- Phase 1: Install all of the storm drainage while maintaining traffic except for storm sewer crossings in the street.
- Phase 2: Close and reconstruct Market St. from the West end of the project to Mill St. and including the Mill St. intersection. The contractor will have 3 weeks to complete this phase and reopen this section of Market St.
- Phase 3: Close and reconstruct Market St. from Mill St. to Walnut St. The contractor will have 90 days to complete this phase and reopen this section of Market St.
- Phase 4: Place the surface course of asphalt for the entire length of the project.

On 4/22/2020 the contractor began the storm drainage on the west end of the project. The contractor is currently placing the new storm sewer on the north side of Market St. and will begin the storm sewer on the south side Friday 5/8/2020. There are a couple of storm sewer crossing on Market St. so the street will be closed for a day at each location beginning Thursday 5/7/2020. The north side storm sewer is not complete east of Mill St. due to Dominion Energy's gas line being in conflict. They are anticipating June 1st to start the street reconstruction.

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. Middleton Mechanical began moving in materials and equipment and they began work Tuesday March 17th. 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. The relocation of gas lines was completed 4/30/2020. Middletown Mechanical has their subcontractors on site restoring areas of pavement, sidewalks and yards outside of the Market St. reconstruction. Middletown Mechanical will be on site in the near future to relocate the gas line in conflict with the storm sewer.

e. 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. This contractor hasn't got a firm start date, but may start sometime in May or June.

f. (Water Treatment Plant) Dissolved Air Floatation System Equipment (Only):

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.

- g. 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- 53; Total Year- 603
 - b. Fire- 17; Total Year- 111
 - c. Primary Squad Runs for other Branches- 4; Total Year- 25
2. The department will be doing our annual hose testing in May and June. The department has 13,500' of hose. The older hose that will be taken out of service will be given to the water plant.
3. All personnel will be completing their annual physicals in May and June
4. Continue to work with the health department on the Covid 19 cases
5. On Friday, May 1, 2020 we responded to a fertilizer spill at 6095 Meyer Road at Lovely Lawn. A portable tank carrying liquid Urea and Herbicide was damaged when the tank shifted inside their truck damaging the plumbing. Three hundred (300) gallons of product spilled into the gravel driveway and a very small amount in the ditch. Lovely Lawn personnel quickly contained the spill. A clean up contractor was brought in. Ohio EPA and Mercer County EMA assisted.

Police Department

1. Calls for Service- 452
2. Reports Written- 61
3. Arrests- 18
4. Citations- 6
5. Crashes- 4
6. Warnings- 24
7. Reports of Interest:
 - a. The Celina Police Department stepped up traffic enforcement on 5/6/2020. This was a targeted enforcement similar to our HIT operations. Due to the COVID-19 pandemic traffic enforcement was minimized for the past several weeks. Full enforcement has resumed at the Celina P.D. with extra caution and the use of PPE.

Through the late afternoon and evening Celina Police stopped seven vehicles. Various violations included driving under suspension, red light, failure to display plates, bench warrants, failure to signal and the like. Five people were arrested and incarcerated in the Mercer County Jail. The arrests for drugs, obstructing official business, driving under suspension and a bench warrant.

8. Total Police Department Calls for Service, YTD: 5,152

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Mowing parks

Public Works

1. Mowing Cemetery
2. Mowing Parks 2
3. Mowing side ditches and Highway
4. Mowing unkempt properties
5. Patch pot holes
6. Sweep streets
7. Brush and Limb Collection
8. Pressure wash Administration Building brick and where area was stained

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 1,971 customer billings
2. Sent out 272 delinquent letters
3. Worked on final billings and refunds
4. Meter readers continue to read
5. Working on information for the State Auditor

KWH April 2020

	Number of KWHs Distributed	Tax
Inside Accounts	11,241,836	\$45,711.35
Outside Accounts	<u>6,698,832</u>	<u>\$26,960.81</u>
Total for All Accounts	17,940,668	\$72,672.16

Water Treatment Plant

1. COVID-19 mitigating measures are in place
 - a. Back to full staff
 - b. Cleaning/disinfecting throughout the facility continues to be top priority
2. Completed 34 microbiology samples
3. Water Distribution
 - a. Back to full staff
 - b. Water system dead end flushing scheduled for May 26th – 29th

4. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 04/28/20 – 32.4 ug/L
 - b. Raw Water 05/05/20 – 39.7 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 15th, August 18th, & November 17th, 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. Mowing grass as needed
 - c. Spring maintenance will be started over the next few weeks
8. WTP Capital Projects
 - a. 1974 Clarifier Replacement Project
 - i. AWC by-weekly phone meetings completed, project on schedule for 10/2020
 - ii. Sludge and air testing with OSU ongoing, additional samples were collected on 2/7/20, waiting on results
 - iii. Construction drawings at 70%, planned bidding June 15th – July 16th, 2020

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. Mowed
3. Measured up and ordered stainless steel pipe and fittings for Verti-mix system
4. Emailed pesticide records to Dept. of Agriculture for audit (covid procedure)
5. Working on stainless steel piping and electrical for Verti-mix system
6. Contacted Scott Gehle/Electro Controls to size and sell breaker for screw air compressor
7. Brian May/Access Engineering dropped off Approved drawings for bunker addition

Electric Distribution

1. Set 5 poles
2. New Services
 - a. Underground 1
3. Service Replacement
 - a. Upgrade Underground 4
4. Street Lights
 - a. Replaced 2
5. Underground Locates (OUPS) 104
6. Traffic Signals
 - a. Replace broken pedestrian signal- Holly & Wayne south side
7. Substations
 - a. DP&L planned system wide outage to perform repairs to main air switch feeding our system located in their Sugar Street substation is set for Saturday, May 30th beginning at 12:01 AM and lasting up to 8 hours. Back up date is May 31st same time.
 - b. Replace 2 failed battery cells at Sugar Street building (saft warranty) by Alpine Power
8. Tree Trimming
 - a. Several trees removed that were closed to primary lines
 - a. Frahm Pike-1
 - b. State Route 197- 3
 - c. Oregon Road- 3
 - d. N. Sugar Street- 1 by Springer & Sons
9. Request or Miscellaneous Jobs
 - a. Remove & relocate trees planted under primary lines south of Schunck Road along bike path to Eastview Park area
 - b. Move secondary drop on Brandon Avenue for roofing job
 - c. Clean all hot line tools prior to annual testing by JM Test Systems
 - d. Remove street light and pole along W. Market Street for roadway work
 - e. Repair flags
 - f. Level and reseed various work areas from last year
10. Trouble Calls
 - a. 4/27/2020- Hoover Trailer Park- was their problem
11. Large Projects
 - a. Complete work on 3 phase pole line relocation for ODOT bridge project- State Route 49 south of Frahm Pike
 - b. Complete work on St. Anthony Road between Gause & Kach Roads- County moving right of way back; move existing pole line back to edge of new right of way
 - c. Pull poles along Vining Street and clean up, from Reynold & Reynolds line rebuild job
 - d. Replace 3 phase line pole on Hawk Road east of Township Line Road
 - e. Move lines and adjust equipment along Havemann Road from Crown Castle fiber installation
 - f. Replace cutouts on loop line

- g. Set poles and move slack spans for Gause Road north and south of St. Anthony Road
- h. Directional bore secondary UG (approx. 700') between James drive and Michael Avenue northwest of Bruns Avenue to replace failed section that we had laying on top of ground

Income Tax April – 2020

	2018 Month-to-date	2019 Month-to-date	2020 Month-to-date	2018 Year-to-date	2019 Year-to-date	2020 Year-to-date	2020 vs 2019 Year change	2020vs 2019 Year percent
Business	127,888.45	47,004.68	220,704.29	204,227.97	118,312.58	336,475.56	218,162.98	184.3
Non Resident Bus	6,897.00	8,914.91	19,866.53	19,410.26	23,650.02	30,727.64	7,077.62	29.9
Resident	161,535.03	179,793.14	153,068.45	328,511.33	355,426.05	357,145.77	1,719.72	0.4
Non-resident	15,797.59	15,284.23	12,558.65	29,519.58	31,139.58	27,621.04	-3,518.54	-11.2
Withholding	350,705.70	391,050.72	351,159.45	1,412,587.30	1,462,399.46	1,454,042.92	-8,356.54	-0.5
Non Resident W/H	13,546.66	13,811.40	11,467.80	49,093.76	48,474.26	41,435.78	-7,038.48	-14.5
Grand Total	676,370.43	655,859.08	768,825.17	2,043,350.20	2,039,401.95	2,247,448.71	208,046.76	10.2

	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	\$553,445.37
April	\$694,964.08	\$676,370.43	\$655,859.08	\$768,825.17
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	