

## **Administrative Report**

### **June 5, 2020 to June 18, 2020**

#### **Administration**

1. Special Trash Collection is almost complete- Saturday, June 27<sup>th</sup> is the last schedule day
2. Boat Docks are available for rent for the season for \$330.00
3. Bryson Swimming Pool is open for Private Pool Parties
4. Selling miscellaneous items on Gov Deals
5. Miscellaneous employee changes/questions
6. Employee bi-weekly accruals
7. Payroll
8. New hires- Seasonal- Pools and Parks

#### **Engineering Department**

1. 2020 Construction Updates
  1. 2018 East Livingston Street Improvements:
    - a. PAB Construction Co. has completed the Livingston St. 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.
  2. 2020 Street Resurfacing Project:
    - a. 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.**
  3. 2020 ODOT Resurfacing (North Main St.):
    - a. 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 30<sup>th</sup> completion date and a contract bid price of \$493,173.00. The pre-construction meeting was held by ODOT on March 13<sup>th</sup>. The Shelly Company began work on Wednesday 5/20/2020 milling the existing pavement. They began the paving operation on Tuesday 5/26/2020 and finished all of the paving on Tuesday 6/2/2020. The pavement marking was also placed this date. **This project should be completed sometime during the week ending 6/26/2020 with manholes being adjusted to grade as the last item work to be completed.**
  4. 2020 (ODOT) West Market Street Reconstruction:
    - a. 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 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 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.

- b. Milcon Concrete began work Monday 4/20/2020. This project will be constructed in 4 phases:
    - i. Phase 1: Install all of the storm drainage while maintaining traffic except for storm sewer crossings in the street.
    - ii. 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.
    - iii. 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.
    - iv. Phase 4: Place the surface course of asphalt for the entire length of the project.
  - c. On 4/22/2020 the contractor began the storm drainage on the west end of the project. The storm sewer work was completed 5/29/2020. On 6/1/2020 the contractor began phase 2 of this project by closing Market St from just east of Mill St. to just west of Landmark's property. **This phase of construction should be completed and open to traffic by 6/22/2020. The new curbs were completed 6/9/2020. The contractor is currently placing concrete for drives and the asphalt concrete for the base and intermediate courses, the surface course will be placed at a later date. The Phase 3 closing of Market St. (Mill St. to Walnut St.) began 6/16/2020. They will be removing the existing asphalt pavement Friday 6/19/2020 which will be followed by excavation of the street.**
  - d. 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.
  - e. **The natural gas line relocation is complete.**
5. Police Department Cold Storage Building:
- a. 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 plans to have the layout of the building done 6/19/2020 or sometime during the week ending 6/26/2020. They are planning to start the footings on 7/2/2020.**
6. (Water Treatment Plant) Dissolved Air Floatation System Equipment (Only):
- a. 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.

- b. 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.

7. (Water Treatment Plant) Clarifier Replacement Package 3:

- a. **This is the physical construction project using the equipment from the above project. This project is currently advertising for bids with the bid date being July 16, 2020. The Engineers Estimate for this project is \$8.0 million.**
- b. **The Water Dept. is currently preparing the site for construction with the removal of the parking lot on the south side of the plant. This parking lot will be replaced by the Water Dept. using all concrete pavement.**

**Fire Department**

1. Runs to Date:
  - a. Squad- 48; Total Year- 726
  - b. Fire- 11; Total Year- 155
  - c. Primary Squad Runs for other Branches- 5; Total Year- 34
2. Assisted the parks department with watering evergreens at Eastview Park and Lakeshore Drive
3. Auxiliary training will be held June 24<sup>th</sup>
4. Continuing to work with the health department
5. Robert Schott will be resigning from the Fire Department auxiliary. Robert was a fulltime firefighter for 25 years and 8 years as an auxiliary member.
6. Dive and water rescue training was held this past week at Eastview pond

**Police Department**

1. Calls for Service- 586
2. Reports Written- 86
3. Arrests- 32
4. Citations- 21
5. Crashes- 12
6. Warnings- 48
7. Reports of Interest:
  - a. On Sunday, June 14<sup>th</sup>, a group associating themselves with Black Lives Matter did have a peaceful protest at the courthouse. Afterwards about 50 people marched through downtown. There were no incidents to report as a result.
  - b. On Monday, June 15<sup>th</sup> a 19-year-old Celina man drove around Celina with 2 children, ages 12 and 13. They shot an airsoft rifle at house windows and vehicles. The airsoft rifle had the orange tip removed giving it the appearance of a real firearm. The trio were located and the adult was arrested on several misdemeanor charges. The juveniles had their cases sent to the Prosecutor's Office for review.
8. Total Police Department Calls for Services, YTD: 6,848

### **Parks and Recreation**

1. Baseball Tournament held at Westview Park the weekend of June 12<sup>th</sup> - June 14<sup>th</sup>
2. Mowing at the parks

### **Parks Maintenance**

1. Mow grass
2. Weed eat
3. Spray weeds
4. Clean restrooms
5. Get diamonds ready for tournament
6. Disinfect playgrounds and restrooms
7. Dump trash

### **Public Works**

1. Patch pot holes
2. Replace and repair catch basins
3. Pickup brush from wind storm
4. Spray weeds
5. Sweep streets
6. Work on equipment
7. Grade breakwater pier
8. Mow cemetery and dump trash

### **Sewer Collection**

1. Clean sewers
2. Camera sewers
3. Locate taps
4. Locates utility

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

1. Billed 2,079 customer billings
2. Sent out 227 delinquent accounts
3. Shut off 16 customers
4. Sent out finals/refunds
5. Meter readers continue to read routes

### **Water Treatment Plant**

1. COVID-19 mitigating measures are in place
  - a. Cleaning/disinfecting throughout the facility continues to be top priority
2. Completed 52 microbiology samples
  - a. Setting up additional samples for Brookside Labs, their analyst has been sick
3. Water Distribution
  - a. Water system dead end flushing completed
    - i. A few small leaks to repair

- b. Three new services installed
- c. Removed WTP South parking lot and steps for DAF project
- d. Working on WTP new drive & parking lot
- 4. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 06/09/20 – 46.2 ug/L
  - b. Raw Water 06/16/20 – 68.6 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 in operation
    - i. Maintenance list from staff has been completed
    - ii. N. pool pump out-of-service, motor was repaired
    - iii. Waxed slide
- 6. Water Dept. Training
  - a. Technology Committee Meetings scheduled for;
    - i. 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. Spring maintenance will be started over the next few weeks, now that pool is operational
- 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 90%, project out for bid June 16<sup>th</sup> – July 16<sup>th</sup>, 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. Completed re-welds of West Vertimix air lines and reinstalled in tank, tested for leaks, needs two unions; drained west mixing tank and emailed Larry Bell for sludge TSS test
3. Called Craig Knapke/Access Eng. to make sure approved submittals were sent back to Shinn Brothers
4. Called Brian May/Access Eng. to schedule appointment to discuss engineering needed for OEPA (bypass UV disinfection and storm flow EQ)
5. Completed trimming tall grass on sludge mixing tank hill
6. Completed May eDMR and submitted to OEPA
7. Received sludge application authorization from OEPA for all of Sudman's fields and all but 2 of Jim Smith's fields
8. Called SSD and discussed who was to be Prevailing Wages Coordinator for the Sludge Dewatering Project, was informed Bob Lowry would be available; met with Bob to discuss; provided Ohio LECET agency bidder list to project and Bob's email for public record request on project
9. Assisted Sewer Maintenance Crew with confined space entry in storm manhole
10. Completed equipment HP inventory at wwtp for Friday's appraisal
11. Met with Brian May to discuss engineering service needed for bypass treatment and storm-flow EQ tanks for OEPA report due March 202
12. Assisted appraiser with WWTP appraisal
13. Replied to Kevin Lewis/Ohio LECET agency email and provided bidder list to Sludge Dewatering Improvements Project and Bob Lowry's (Prevailing Wages Coordinator) email address for future public records request involving project

### **Electric Distribution**

1. Set 12 poles
2. New Services
  - a. Underground 2
3. Service Replacement
  - a. Upgrade Underground 1
4. Street Lights
  - a. Repairs 5
  - b. New Installs 1
  - c. Replaced 8
  - d. Pole New/Replace 2
5. Underground Locates (OUPS) 113
6. Traffic Signals
  - a. Update firmware in Alpha battery backups- 4 lane intersections- Baldwin & Sours
  - b. Replaced failed red LED's (2) Touvelle and Fairground
  - c. Inspect and clean detection cameras at Main and Livingston, Main and Fulton
7. Tree Trimming
  - a. Township Line north of Oregon Road, trim trees (CMU) take down tree (Springer)
8. Request or Miscellaneous Jobs
  - a. Shut off power to China Wok- State Route 703
  - b. Install new street light pole on Timothy Street
  - c. Hang more Veterans banners- W. Logan Street

- d. Bore in conduit for new Police Department building at Solar Field
9. Trouble Calls
- a. 6/3/2020- E. Livingston Street- killed a bird
  - b. 6/5/2020- Repair street light feed cut by contractor- 800 block of Kensington
10. Large Projects
- a. Terminate new 350cu conductors for underground tie for feeders #3 and #7- Johnson and Buckeye
  - b. Take conduit to W. Market Street for installation during road reconstruction
  - c. Replace 5 poles along alley, 800 block of Echo Street
  - d. Set 2 poles on St. Anthony Road east of Fleetfoot for R.J. Corman service
  - e. Replace lift pole on Celina Mendon Road north of Oregon Road
  - f. Replace 2 poles and rebuild transformer station- New Start Church- State Route 127 north and Miller Road
  - g. Complete work for OH to UG changeover- Bacher Road, Eastview Drive, Lakeview Drive
  - h. Complete work for OH to UG changeover- Cedar Street, Rosewood Drive