

**Administrative Report**  
**June 11, 2021 to June 24, 2021**

**Administration**

1. Boat Docks on West Bank Road have all been rented out for this Summer. We do have boat docks available at the Hot Water Hole for \$330.00 for the Summer.
2. All items have been sold on Gov Deals- see attached list
3. New hires- seasonal, police, fire

**Engineering Department**

1. Department Projects:
  - a. //Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Eaglebrooke Subdivision
2. Zoning Permits:
  - a. 528 N Sugar St-fence
  - b. 617 Kingswood Dr- res addition
  - c. 721 Holly St- pool
  - d. 117 S Lake St- fence
  - e. 1114 Jackson Ave- res addition
  - f. 634 N Sugar St- res addition
3. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 225 Zillah-grass
  - c. 1309 Livingston- grass
  - d. 212 Lincoln Dr-junk
  - e. 541 Heirholzer-junk
  - f. 649 N Walnut St-grass/junk
  - g. Havemann lot-grass
  - h. Irmscher Blvd lot-grass
  - i. 516 W Market St-grass
  - j. 642 W Wayne St-grass
  - k. 1121 Grand Ave-grass
4. Planning Commission:
  - a. Meeting scheduled for July 22, 2021 to hear final plot approval for Eaglebrooke Sec VII Phase I; Havemann Rd site plan for business and Irmscher Blvd site plan for business
5. 2021 Construction Update:
  1. 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 was postponed due to the covid-19 pandemic.

The City opened bids for this project on Thursday the 13<sup>th</sup> of August with only one bidder, The Shelly Company. Their Bid was \$1,293,479.80 and the engineers estimate was \$1.3 million. The substantial completion date for this project is June 15, 2021.

This project has been awarded to The Shelly Company. The contractor is planning to start this project May 3<sup>rd</sup>. They will begin with the milling of pavement on the 3<sup>rd</sup> and this will be followed by the paving on the 6<sup>th</sup>. We have added a portion of Jill Ave. from Touvelle to Michael and two parking lots to this project, one at the City Building and the other at the lot located at Walnut and Fayette. The contractor began work Monday 5/17/2021 milling the existing pavement on Irmischer Blvd. in preparation for the resurfacing. The resurfacing began on 5/20/2021 in Irmischer Blvd. Several of the street scheduled for resurfacing have been completed and the contractor anticipates being done this coming Monday the 14<sup>th</sup> weather permitting. Street to be completed as of today are; Lilac, the northern portion of Linden, Willow, Hemlock and the parking lot located at Walnut and Fayette. All of these street have the intermediate course of asphalt placed. This project has been completed.

City forces are currently removing the concrete parking lot at the City Building and preparing to remove pavement on Jill Ave. The asphalt pavement is complete and City forces are working on the new curbs, walks and drives on the west end of the parking lot. This work is completed as well.

2. Bryson Park Restroom:

- a. Plans have been prepared and are at present being reviewed before being put out for bids. The plans are complete and it will be put out for bids with a bid opening date of 3/25/2021.

The Engineers Estimate for this project was \$250,000.00. Bids were opened and Bruns Construction Enterprises Inc. dba RCS Construction was the low bidder at \$234,900.00. This project was awarded and the notice to proceed was issued on 4/6/2021. At this time Bruns is scheduled to begin this building mid-July.

3. Celina Community Parks Building:

- a. Plans have been prepared and are at present being reviewed for changes before being put out for bids.

4. 509 W. Fulton Street Demolition:

- a. The City accepted bids for this project on March 11, 2021 with A 1 Land Development was the apparent low bidder at \$73,850.00. This project was awarded to A 1 Land Development and they are scheduled to begin the demolition mid-June.

5. Storage Building:

- a. The city accepted bids for this (Electric Dept.) Storage Building on May 13, 2021 and there were 5 bidders. The Engineers Estimate was \$475,000.00. The apparent low bidder was Acron Builders from Arcanum, Ohio with a bid of \$339,780.00. This building is to be completed by November 15, 2021.

**Fire Department**

1. Runs to Date
  - a. Squad- 83; Total- 954
  - b. Fire- 15; Total- 175
  - c. Primary Squad Runs for other Branches- 47
2. On Friday, June 18<sup>th</sup> had a demo derby car that was being worked on catch fire inside an unattached garage at 805 Touvelle Street. Approximately \$10,000 damage.
3. On Monday, June 21<sup>st</sup> had an attic fire at 114 Ada Avenue. Had no injuries to the 4 occupants and estimated loss \$30,000.00.
4. Participated in the Rockford parade on June 19<sup>th</sup> for the 200<sup>th</sup> Anniversary of the village
5. Auxiliary training was held on June 9<sup>th</sup> and June 23<sup>rd</sup>
6. Will be doing an inspection and will be present for the fireworks display on Saturday, July 3<sup>rd</sup> on the lake. We will have the boat on the water to assist with the fireworks.
7. Dive training was held on Tuesday, June 22<sup>nd</sup> at a pond behind Meadowview Drive & Chicory Court.

**Police Department**

1. Calls for Service- 648
2. Reports Written- 195
3. Arrests- 20
4. Citations- 30
5. Crashes- 14
6. Warnings- 57
7. Reports of Interest:
  - a. Caden May is the newest patrolman for the City of Celina. He is 23 years old, from Rockford. He graduated from Parkway and the Grand Lake Law Enforcement Academy at Wright State University. Caden is from a law enforcement family. His father is the Chief at Rockford Police Department and his uncle is retired from law enforcement after being both police officer and then a U.S. Air Marshall shortly after 9-11. We expect good things from Patrolman May.
8. Total Police Department Calls for Service, YTD: 7,180

**Parks and Recreation**

1. Working on Soccer and Football applications
2. Baseball and softball tournaments this week and next week
3. Planning Annual Summer Pool Party for Rec Sports players in July
4. Meeting with Fall Festival Committee members

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Pressure wash shelter houses
5. Mow grass
6. Diamond maintenance for rec sports
7. Mulch trees landscaping

### **Public Works**

1. Mow side ditches
2. Dura patch alleys
3. Repair sewer lines
4. Patch streets, Logan, Summit, Myers Road, Grand Lake Road, and several alleys
5. Mow blighted properties

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs
4. Training on new sewer camera truck was 6/17/2021

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

1. Billed 2,084 customer billings
2. Sent out 348 delinquent billings
3. Shut off 16 customers
4. Sent out finals and refunds

### **Water Treatment Plant**

1. Completed 62 microbiology samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement program
  - c. Concrete replacement at water service lines
  - d. Handing out backflow overdue letters
  - e. Helping at WTP with driveway and parking lot concrete
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 06/15/21 – 0.6 ug/L
  - b. Raw Water 06/22/21 – 1.3 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)

4. Bryson Pool Operations
  - a. Pool closed for season
    - i. Pool season continues
      1. Pool to be painted at the end of season
      2. Cleaned leave & hair from pump inlets & filters
      3. Replaced broken girl's restroom door lock
      4. Replaced broken girl's restroom toilet
5. Water Dept. Training
  - i. Technology Committee Meetings
    1. Scheduled zoom meeting August
    2. Sludge Handling Sub-Committee, TBA
6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump, installed, waiting on VFD
    - i. North pump to be completed in a few months
  - b. WTP Maintenance
    - i. All outside valves to be exercised when WTP is shut down
    - ii. Carbon exchange for tank #8, scheduled for July 6<sup>th</sup>, 2021
    - iii. Started WTP Bldg. exterior cleaning, prep for foundation painting
    - iv. Parking lot concrete to be started over the next few weeks
7. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. DAF Facility Project, Due for completion August 2021
      1. WTP Entry
        - a. Doors and windows have been installed, need caulked
        - b. Block needs painted to be completed
      2. DAF Bldg.
        - a. Exterior doors and windows completed
        - b. DAF trains are online as of June 1<sup>st</sup>, 2021
        - c. Catwalk area handrails being installed, @ 95%
        - d. Plumbing @ 95%
      3. Bioreactor facility
        - a. Electric @ 90%
        - b. Handrail installation continuing, @ 95%
        - c. North clarifier demo and painting continuing, @ 95%

### **Wastewater**

1. Emailed SSD / Mayor about status of WW scada proposal from Electro Controls
2. Inspected Scottys receiving manhole again and discovered more blockage forming, took pic for file and also sent to Brian May and Jared Ebbing
3. Revised Confined-Space Entry Permit and Confined-Space Entry Non-Permit form and discussed with WW staff

4. Plugged holes in Scotty's LS control panel, corrected thermal wiring, inspected receiving manhole flow line

### **Electric Distribution**

1. Set 8 poles
2. New Services
  - a. Underground 2
3. Service Replacement
  - a. Upgrade Underground 2
4. Street Lights
  - a. Repairs 3
  - b. New Installs 1
  - c. Replaced 2
5. Underground Locates (OUPS) 72
6. Traffic Signals
  - a. Repair loop detection system Holly Street & Myers Road
7. Substations
  - a. Power service performed testing and maintenance at Havemann Substation
8. Request or Miscellaneous Jobs
  - a. Set lift pole on Stose Road, for new serviced
  - b. Replace 2 overhead services too URD
  - c. Hook up temporary on Eaglebrooke Parkway
9. Large Projects
  - a. Replace poles and pole transformers with pad mount transformers. 100 Block S. Walnut Street
  - b. Work on overhead to URD along State Route 703