

Administrative Report
July 9, 2021 to July 22, 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 \$220.00 now until August 1st then they will be \$110.00 until November 1st.
2. 3 Full-Time Job Openings:
 - a. Electric Line Maintenance Worker I- deadline Friday, July 23rd
 - b. Police Dispatcher- deadline Monday, July 26th
 - c. Assistant Water Treatment & Distribution Superintendent- deadline Tuesday, July 27th

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Eaglebrooke Subdivision//Bryson Park//Demolition Project//Sound Ordinance study
2. Zoning Permits:
 - a. 2228 Eaglebrooke Circle- New home
 - b. 916 S Elm St- fence
 - c. 1970 Havemann Rd- sign
 - d. 808 E Wayne St- sign
 - e. 1015 N. Walnut St- pool
 - f. 1107 N Main St- sign
 - g. 1305 Irmischer Blvd- residential addition
 - h. 511 E Anthony St- accessory bldg.
 - i. 328 Morton St- fence
 - j. 1224 Shinn Dr- accessory bldg
3. Plumbing Permits/Inspections (4)
4. Dumpster Permit- 214 N Leblond St
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. City crew mowed four (4) lots
 - c. 206 Elm St- junk
 - d. 715 E Market St- junk
 - e. 920 Brandon Ave- junk trailer
 - f. 625 W Anthony St- junk
 - g. 322 W Logan- grass
 - h. 623 Cron St- grass
 - i. 1005 Rosewood Dr- grass
 - j. 326 Summit- grass
 - k. 1121 Grand Ave- grass
 - l. 541 Heirholzer- junk
 - m. 506 N Mill St- grass/junk
 - n. 919 Kensington- junk

- o. 1208 W Market St- junk
- p. 1100 N Main St- grass (Michel Tire)
- 6. 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

Fire Department

- 1. Runs to Date:
 - a. Squad- 73; Total- 1,110
 - b. Fire- 12; Total- 204
 - c. Primary Squad Runs for other Branches- 1; Total- 54
- 2. Providing a squad for the 5K run at the Lake Festival on Saturday
- 3. Will be doing the inspections for the fireworks at the Lake Festival on Friday
- 4. Will have the boat on the water for the Fireworks
- 5. Will be training with the Coldwater Fire Department doing tanker shuttles on July 28th
- 6. Using the (2) light towers at the Lake Festival. One at Main and Washington Street and one at Ash and Logan Street
- 7. Will have the aerial ladder at St. Marys assisting the Fire Department with the Veterans Wall on Thursday evening August 12th

Police Department

- 1. Calls for Service- 1,287
- 2. Reports Written- 423
- 3. Arrests- 54
- 4. Citations- 58
- 5. Crashes- 22
- 6. Warnings- 138
- 7. Reports of Interest:
 - a. Over the 4th of July weekend there were 3 overdoses reported. On July 3rd 2 people, a man and a woman, were together in the area of Lakeshore Drive. A citizen reported seeing them in a car, unconscious, with needles in their arms. The female needed 6 doses of Narcan to revive. Both were treated and survived and face charges. On July 5th, a Celina man was found deceased in his home. He was apparently misusing prescription narcotics. The case remains under investigation.
 - b. July 16th- News Release- Statement concerning Tre Billger death
- 8. Total Police Department Calls for Services, YTD: 8,476

Parks and Recreation

- 1. Working of Football and Soccer sign ups; coaches sign ups
- 2. Annual Pool Party for all Rec Sports was a success

Parks Maintenance

- 1. Set up soccer fields
- 2. Set up for Lake Festival

Public Works

1. Mow blighted properties
2. Set up for Lake Festival
3. Mill and patch Grand Lake Road
4. Patch miscellaneous patches
5. Dura patch alleys
6. Clean downtown area and parade route

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs

Customer Accounts/Meter Readers

1. Billed 2,084 customer billings
2. Sent out 494 delinquent letters
3. Shut off 10 customers
4. Sent out final billings and refunds

Wastewater

1. Worked on constructing Walmart LS chemical feed shed
2. Communicated with Eric Reiniger/Applied Specialties – informed that sodium aluminate orders now have 14-day lead time
3. Removed AMT sludge pump vfd from north dewatering room; installed new AMT sludge pump in Adm basement; pulled wire from dewatering bldg. to East storage for AMT sludge pump
4. Completed pulling wire from dewatering bldg. to east storage for AMT sludge pump
5. Dug out cut concrete east of office (to add sludge valve) and by west gate entrance (to widen for sludge hauling) with mini-excavator; set forms for drive widening and added/compacted stone; tied in rebar
6. Called Republic Services and scheduled pickup for next day. Also, confirmed that Special Waste Permit for grit/grease/screenings for Celina Landfill was transferrable since Celina Landfill was closing. Received call back confirming that our Special Waste would now go to Carey Landfill and that Republic Services was changing Manifest forms to reflect change

Electric Distribution

1. Set 11 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 5
 - b. Replaced 1
 - c. Pole New/Replace 1

5. Underground Locates (OUPS) 66
6. Traffic Signals
 - a. Lilac and Myers Road
7. Tree Trimming
 - a. Monroe Road
8. Request or Miscellaneous Jobs
 - a. Power supplies for Taste of Celina
 - b. Replace pole at Indian Lake Tobacco, rebuild 3 can transformer bank and metering
 - c. Replace overhead service with underground- Leisure Lane
 - d. Replace leaking transformer- Grand Manor Trailer Park
9. Trouble Calls
 - a. 7/11/2021- Outage Feeder 6, limbs in lines on Monroe Road
 - b. 7/17/2021- Blink on Feeder, bird in switch behind Fire Department
 - c. 7/19/2021- Outage Feeder 11, bad underground at Crown, Feeder 11 out approximately 15 minutes
10. Large Projects
 - a. Jim Blair (Security Fence) maintenance repairs at Lilac and Myers
 - b. Transfer lines on Hayes Road for widening project
 - c. Hesse Road- continue work for widening project
 - d. Continue replacing meters with remote read meters
 - e. Replace metering wire- Machine Pro
 - f. Replaced 350cm Copper Primary Underground from Crown's Riser pole to the switchgear approximately 85' of paralleled 3 phase. Outage from 8 AM-2:30 PM