

Administrative Report
July 10, 2020 to July 23, 2020

Administration

1. Boat Docks are available for rent for the season:
 - a. May 1st- June 30th- \$330.00
 - b. July 1st- July 31st- \$220.00
 - c. August 1st- November 1st- \$110.00

**There are 6 boat docks available for rent on West Bank Road. **
2. Bryson Swimming Pool is open for Private Pool Parties
3. Selling miscellaneous items on Gov Deals—see attached list
4. Miscellaneous employee changes/questions
5. Employee bi-weekly accruals
6. Payroll
7. New hires- (Seasonal)- Pool & Parks
8. Pension reporting and payments
9. 2nd Quarter Pension- balancing and filings

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. Danielle Caylor – 651 Bruns Ave. fence replaced by tornado damage 2019
 - b. Jantzen Hinton- 1405 Michael Ave. – shed (variance)
 - c. Working with contractors on E. Market St. project. As well as the demolition of Celina Motel on S. Main St.
 - d. Easement paperwork for utility on N. Main St. was prepared and sent off to law director.
 - e. Permits for Street cuts for Dominion Gas Co. (4)
3. Zoning Violations:
 - a. Zoning violation on S Enterprise being investigated
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. City mowed 4 properties that are vacated
 - c. 925 W. Logan St. – grass and trash
 - d. 600 blk N. Buckeye St. – dumpster violation
 - e. 903 N. Sugar St. - junk vehicle
 - f. 1911 Havemann Rd empty lot by Dollar Tree – grass
 - g. Havemann Rd. (Cashland) – grass (certified letter)
5. Planning Commission:
 - a. Meeting held on July 9, 2020 to hear cases by Lois Demeter (680 N. Main St.), Randy Bruns (Golfview Dr.) Cole Stephens (229 E. Market St.). 680 N. Main St. was granted while Golfview Drive was denied and 229 E. Market St was tabled until more data is introduced.

- b. Meeting Scheduled for August 20, 2020 to hear cases by Mid America Properties (Meadowview Dr.), National Mutual Insurance (638 N. Walnut St.), James Chilimigras (6301 US 127) and Summit Locations (1845 E. Market St.). There is a possibility of two more cases to be reviewed just awaiting information and paperwork.
6. Board of Zoning Appeals:
 - a. Meeting held on July 9, 2020 heard a case and it was granted. 1405 Michael Ave (J. Hinton) has applied for a variance for a shed less than five feet from property line.
 - b. The other case was tabled due to no one in attendance from party involved and was later decided should go to planning commission.
7. 2020 Construction Update
 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 was postponed due to the covid-19 pandemic. The City will begin advertising for bids with a bid date of August 13, 2020.
 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 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 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 was completed 6/22/2020.
 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 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.

- 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 was completed and open to traffic on 6/22/2020.

The Phase 3 closing of Market St. (Mill St. to Walnut St.) began 6/16/2020 and the street was closed to all traffic 6/22/2020. The excavation of the street and the placement of the aggregate base was completed 7/1/2020. The installation of new curbs began Thursday 7/2/2020 and was completed Monday 7/6/2020. The concrete placement for drives and walks was completed 7/16/2020. Currently all of the stone base has been completed and is ready for the asphalt pavement which is scheduled to begin Thursday 7/23/2020. At this time, they plan to place the base and intermediate courses of asphalt and then on Thursday 7/30/2020 they will place the surface course. This will be followed by the placement of the pavement markings which should complete this project.

- 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.

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. The contractor did layout the building on 6/25/2020. They are planning to start the footings on 7/2/2020, to date we are still waiting on this contractor to begin work.

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. Peterson Construction of Wapakoneta is the apparent low bidder at \$4.69 million dollars.
 - 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. The Water Dept. has completed the construction a new concrete drive in the front of the water plant between the buildings

Fire Department

1. Runs to Date:
 - a. Squad- 62; Total Year- 948
 - b. Fire- 12; Total Year- 184
 - c. Primary Squad runs for other branches- 2; Total Year- 40
2. Assisted the parks department with watering evergreen at Eastview Park and Lakeshore Drive
3. On Thursday, July 9th at 5:23 PM a tree fell on 2 houses on S. Mill Street during a storm with no injuries. Both houses suffered moderate damage.
4. On Thursday, July 16th we were called to a fire in a room at American Value Inn at 1421 E. Market Street. The cause was arson and charges have been filed. There were no injuries. Assisted by the Celina Police Department who is handling the criminal investigation.
5. Auxiliary training was held July 22nd
6. Attended a meeting with Mercer County Fair Board. Mercer County Health Department and the Sheriff Department on the upcoming county fair.
7. Will be present for the fireworks at the Wheatland Subdivision on July 25th. We are required to be present and complete an inspection. The inspection report is required to be sent in to the State Fire Marshal Office.
8. Continuing to work with the Mercer County Health Department on Covid-19 ambulance runs.
9. The St. Henry branch of the Mercer County EMS is looking to create an ambulance district for the southern part of the county and leave the Mercer County EMS.
10. The schools are preparing for the upcoming school year with the Covid-19 guidelines with the Ohio Fire Code requirements on fire and evacuation safety requirements. We will be inspecting the schools in September.

Police Department

1. Calls for Service- 631
2. Reports Written- 92
3. Arrests- 40
4. Citations- 15
5. Crashes- 10
6. Warnings- 35
7. Reports of Interest:
 - a. This week has seen an uptick in reports of strange behavior as it relates to the pandemic.

An elderly man locked a chain to a grocery cart near the entrance to Walmart and began calling out to people that they did not have to wear a mask. Prior to that he walked around the store telling people the same thing and telling employees they could not stop him from buying groceries. He willingly left after officers spoke with him.

In another incident a woman recognized an off-duty officer at Walmart and approached him. She spoke to him by name and asked if he “wanted it all to end”. The officer did not know the woman. The officer questioned what she meant. She then reached into her purse and pulled out what appeared to be essential oils. She became upset by the officer’s apparent confusion of what she was doing and stormed off.

As this goes on we expect mental health to be effected and similar incidents to increase. If anyone feels they or someone else is threatened or harassed they should call the police department.

8. Total Police Department Calls for Services, YTD: 8,515

Parks and Recreation

1. Working on registrations for Soccer and Football
2. Preparing equipment for the upcoming season

Parks Maintenance

1. Dump trash from parks
2. Clean up geese droppings all over parks
3. Mowing parks
4. Water flowers
5. Clean shelter houses
6. Clean restrooms
7. Disinfect playgrounds
8. Edge sidewalks

Public Works

1. Mowing cemetery
2. Mowing Parks
3. Patch pot holes
4. Sweep Streets
5. Brush and Limb Collection
6. Replace catch basins for future road projects

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 2,075 customer billings
2. Sent out 396 delinquent letters
3. Shut off 18 customers
4. Sent out finals/refunds
5. Meter readers continued reading

KWH Tax June 2020

	Number of KWHs Distributed	Tax
Inside Accounts	10,161,961	\$41,954.49
Outside Accounts	<u>5,598,420</u>	<u>\$22,556.87</u>
Total for All Accounts	15,760,381	\$64,511.36

Water Treatment Plant

1. COVID-19 mitigating measures are in place
 - a. Cleaning/disinfecting throughout the facility continues to be top priority
2. Completed 53 microbiology samples
3. Water Distribution
 - a. Continued working on driveway extension & new parking lot for WTP
4. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 07/14/20 – 44.5 ug/L
 - b. Raw Water 07/21/20 – 47.6 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. Repaired a few lights in basket house
6. Water Dept. Training
 - a. Technology Committee Meetings scheduled for;
 - i. 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 and repair – still waiting
 - b. Summer maintenance
 - i. #1 ozone basin to be completed
 - ii. All outside valves to be exercised
 - iii. Carbon exchange for tank #1, to be completed 08/05/20
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. Building bid completed
 1. Peterson Construction Co - \$4,690,000
 2. Kirk Brothers Co., Inc. - \$5,250,000
 - iv. Pre-Construction meeting scheduled for Wednesday August 5th, 2020

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse 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. Checked #2 pump thermal fault at Fairground LS (44 amp draw), cleaned and took to Irish Electric
3. Downloaded Microsoft Teams app and set up an account for OEPA virtual annual inspection; had pre-inspection meeting; actual meeting
4. Bid opening for calcium nitrate and sodium aluminate
5. Completed payroll on PAYQ, submitted time cards
6. Held Precon meeting at WWTP for sludge storage addition project with Brian May/Access Eng. and Precise Pile Driving/Jutte
7. Scheduled meeting for with Larry Bell/ICS to dial in mixing system
8. Mowed

9. Completed monthly fire extinguisher / eyewash station check
10. Flushed drains in Influent building

Electric Distribution

1. Set 3 poles
2. New Services
 - a. Overhead 1
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 2
 - b. Replaced 5
 - c. Pole New/Replace 3
5. Underground Locates (OUPS) 90
6. Substations
 - a. CAPT billing information
7. Request or Miscellaneous Jobs
 - a. AMP- Safety Meeting- slips, trips, and falls
 - b. Help set Big Bob back on his wheels
 - c. Repair flags
 - d. Set poles in Fairgrounds
8. Trouble Calls
 - a. 7/9/2020- S. Mill- tree on houses, State Route 703 area branches on lines- high winds
 - b. 7/11/2020- Oregon Road west of Wabash Road- customer's breaker problem
 - c. 7/11/2020- 320 S. Mill Street- limb on lines, blinking lights- re-squeezed service
 - d. 7/12/2020- Township Line Road north of Tama Road- pad transformer out- slow burn
 - e. 7/15/2020- Wabash, Skeels and Carmel Church Road areas- recloser failed- bypassed it
 - f. 7/19/2020- Fairground Road- killed bird
 - g. 7/21/2020- Feeder #2 out- storm- high winds tree in lines on Beaver Street
 - h. 7/22/2020- Morrow Road, Stose Road- cutout door burned up
9. Large Projects
 - a. Clean up easements after OH to UG changeover Buckeye, Dogwood, and Maple Street areas
 - b. Prep work for boring in pipe to replace OH, directional bore, pull back conduit, pull wire West of Grand Lake Road north of railroad tracks
 - c. Set street light poles, set vaults- W. Market Street project- 200 and 300 block pour concrete for light bases- 200 block
 - d. Replace station pole- Johnston Road south of Coldwater Creek Road

Gov Deals

Celina, Ohio

2020

ID	Description	Buyer	Buyer's City	Buyer's State	Sold Amount	Gov Deals Fee	Department
84	MSA Air Packs	Gary Auffart	Cincinnati	Ohio	\$1,422.00	\$106.65	Fire
85	1996 Navistar 4800 Line Pole Truck with DT466 Engine	Timothy (Dan) Weinert	Saint Paris	Ohio	\$4,350.00	\$326.25	Police
86	Apollo Monitor	Randy Williams	Vinemont	Alabama	\$445.00		Fire
87	Akron 6" Butterfly Valve	Randy Williams	Vinemont	Alabama	\$51.00		Fire
88	20- Motorola Digital Portable Radios	Kent Whitten	Sensca	South Carolina	\$1,975.00		Fire
89	2007 Grove Crane						Police
90	Bee Fit Decline Bench						Police
91	Bee Fit Decline Bench						Police
92	Dumbbell Racks						Police
93	ISO Behind Neck Press						Police
94	ISO Lateral Fit Lateral Pulldown						Police
95	ISO Lateral Leg Extension						Police
96	ISO Lateral Raise						Police
97	ISO Lateral Wide Chest						Police
98	ISO Lateral Leg Press						Police
99	2- Jacobs Ladders						Police
100	Life Fitness Hip Abduction						Police
101	Weight Racks						Police
102	Power Rack						Police
103	Prostar 4-way Neck						Police
104	Small Weights with Rack and Bars						Police

ID	Description	Buyer	Buyer's City	Buyer's State	Sold Amount	Gov Deals Fee	Department
105	Smiths Machine						Police
106	Stair Master						Police
107	Stationary Bike						Police
108	Stationary Bike						Police
TOTAL					\$8,243.00	\$432.90	