

Administrative Report

August 7, 2020 to August 20, 2020

Administration

1. Boat Docks are available for rent until November 1, 2020
 - a. May 1st- June 30th- \$330.00
 - b. July 1st- July 31st- \$220.00
 - c. August 1st- November 1st- \$110.00

**There are 4 boat docks available for rent on West Bank Road and only 1 boat dock at the Hot Water Hole has been rented **
2. Bryson Swimming Pool is still open for Private Pool Parties
3. Selling miscellaneous items on Gov Deals
4. Miscellaneous employee changes/questions
5. Employee bi-weekly accruals
6. Payroll
7. New hire orientation- Nelson
8. Workers Compensation
9. McGohan Brabender Census & Questionnaire

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. CG&H Builders- residential addition- 650 N Main St
 - b. Melissa Steinbrunner- pool- 1149 Jefferson Ave
 - c. Tommy Germann- shed- 1120 Shimp Dr
 - d. Michelle Sawmiller- fence- 1146 Princeton
 - e. John Hileman- shed- 1640 Settlers Lane
 - f. Greg Schaffran- shed- 913 Ivy Ln
 - g. Roger Flaux- fence- 708 Fleck Ave
 - h. Tony Knapke- fence- 1215 Fairground Rd
 - i. Larry McMurray- shed- 1644 Settlers Ln
 - j. Tannar Rutschilling- fence- 2328 E Wayne St
 - k. Mark Luegers- shed- 1453 James Dr
 - l. Working with contractors on E. Market St. project.
 - m. Permits for Street cuts for Dominion Gas Co. (3)
3. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 530 N Ash St- trash and weeds
 - c. 212 Lincoln St- grass
 - d. 720 Murlin- fridge and grass
 - e. 719 South St- grass and junk
 - f. 621 Echo St- grass/weeds
 - g. 528 N Walnut St- grass/certified letter
 - h. 1971 Havemann Rd- grass

4. Planning Commission:
 - a. 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.), Boardwalk District (West Bank Rd), David Geisege (Friendly Markets)
5. 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 punchlist. Punch List completed.
 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 opened bids for this project on Thursday the 13th of August with only one bidder, The Shelly Company. Their Bid was \$1,293,479.80 and the engineers estimate was \$1.3 million.
 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 were 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 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.
 - 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. The intermediate course of asphalt was completed 7/31/2020 to complete Phase 3 of this project.
Monday 8/3/2020 the contractor began Phase 4 of this project by placing and completing the surface course of asphalt.
 - d. ODOT has informed the City that the surface course of asphalt may need to be removed and replaced due to it being out of tolerance for the specified specification. After further review ODOT has determined that the asphalt surface course can stay in place with a 10% reduction in price.
 - e. The City has made it known to ODOT that the finished asphalt surface course is not satisfactory and the City is working with ODOT to resolve some of the issues.
 - f. Due to not knowing the disposition of the surface course of asphalt the final pavement markings are on hold which will complete the project.
 - g. 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. On 7/28/2020 the contractor began work. The footings and foundation walls were completed 7/30/2020. The contractor returned on 8/18/2020 to prepare for the building floor installation. They are planning to place concrete for the floor on Tuesday 8/25/2020. This will be followed by the wood framing and metal siding and roofing of the building, however the roof trusses won't be delivered until 9/2/2020 at the earliest.
- 6. (Water Treatment Plant) Dissolved Air Floatation System Equipment (Only):
 - a. See Mike Sudman's Water Treatment Plant report.

Fire Department

1. Runs to Date:
 - a. Squad- 87; Total Year- 1,107
 - b. Fire- 11; Total Year- 210
 - c. Primary Squad Runs for other Branches- 3; Total Year- 44
2. Assisted the parks department with watering evergreens at Eastview Park and Lakeshore Drive
3. Continue working with the Health Department on the coronavirus cases
4. Providing a squad for the football scrimmage on Friday, August 21, 2020 and the first home game on Friday, August 28th
5. Providing a squad for the Rotary Cross Country meet at Wright State University on Saturday, August 29th
6. Auxiliary training will be held Wednesday, August 26th
7. EMS continuing education training was conducted this past week at the department
8. The department will be doing a walk thru inspection of each school building on Monday, August 31st to address any issues with some of the changes due to the coronavirus in regards to the Ohio Fire Code

Police Department

1. Calls for Service- 639
2. Reports Written- 119
3. Arrests- 29
4. Citations- 28
5. Crashes- 13
6. Warnings- 38
7. Reports of Interest:
 - a. In the early morning hours of 8/20/2020 Celina Police Department Officers observed traffic to and from a Moron Street residence where officers have had prior drug activity. Officers were able to investigate and develop probable cause for a search warrant on the property.

As a result, five arrests for felony drug possession as well as a firearm violation and 2 outstanding warrants were made. Narcotics including heroin and methamphetamine along with drug paraphernalia and the firearm were seized. All were taken to jail and charges filed pending a Grand Jury review.
 - b. On 8/10/2020 Mayor Hazel swore in the latest police officer for the City of Celina, Zac Nelson. Zac is from St. Marys and is a Marine Corps Veteran. He left the Corp just over a year ago, entered the police academy and is now a proud member of the Celina Police Department. Please welcome Zac when you see him. Thank you for keeping our staffing levels up.
8. Total Police Department Calls for Services, YTD: 9,728

Parks and Recreation

1. Working on soccer schedules and team rosters
2. Accepting ref applications
3. Shirts ordered for soccer
4. Scheduled pictures

Parks Maintenance

1. Dump trash from parks
2. Clean up goose droppings all over parks
3. Mowing parks
4. Water flowers and clean shelter houses
5. Clean restrooms
6. Disinfect playgrounds
7. Line football and soccer fields

Public Works

1. Mowing cemetery
2. Mowing parks
3. Patch pot holes
4. Sweep streets
5. Repair equipment
6. Repair concrete street on Canterbury (2cy of concrete)
7. Finish catch basin and curb work for paving projects
8. Spray weeds at curb area
9. Mow side ditches and other city properties

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 2,068 customer billings
2. Shut off 11 customers
3. Sent out 532 delinquent letters
4. Sent out final billings and refunds
5. Meter readers continued reading

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. Water meter replacement program
 - b. Lead service line research
 - c. Concrete sidewalk grinding program
 - d. Parts and fittings ordered for DAF Facility service line
4. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 08/11/20 – 44.8 ug/L
 - b. Raw Water 08/18/20 – 57.2 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. Planned to be open till 09/08/20
- 6. Water Dept. Training
 - a. Technology Committee Meetings scheduled for;
 - i. November 17th, 2020 (Teams Meeting)
- 7. WTP Buildings, Grounds, & Operations:
 - a. South raw water pump removed from service for repair
 - i. Cost to come after inspection and repair – PO submitted
 - ii. Should return to service within 60 days
 - b. Summer maintenance
 - i. #1 ozone basin to be completed
 - ii. All outside valves to be exercised
 - iii. Carbon exchange for tank #3, scheduled for 10/06/20
- 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 and 7/24/20, waiting on results
 - iii. DAF Facility Project
 - 1. Earth work started, stone and concrete mud mat for East wall completed
 - 2. PAC tank removed & filled

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. Pumped rainwater from sludge storage tanks
- 4. Contacted Kent Hinton to inform Buschur Electric was servicing Fairgrounds and Havemann LS generators??? (not necessary, wwtp doing inhouse)
- 5. Met Buschur Electric at Kingswood LS to troubleshoot generator running rough, found nothing, ran good???
- 6. Contractor poured floor in bunker addition project
- 7. Sewer Crew cleaned gravity sewer from CAPT to Havemann LS

8. Met with Public Works / Sewer Crew to discuss evaluating East Jeff sewers with camera for I&I

Electric Distribution

1. Set 2 poles
2. New Services
 - a. Underground 1
3. Service Replacement
 - a. Upgrade Underground 3
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 2
 - b. Replaced 2
5. Underground Locates (OUPS) 60
6. Traffic Signals
 - a. Replace failed loop detector- State Route 29 & Grand Lake Road- security signal
7. Request or Miscellaneous Jobs
 - a. Repair struck service line- Michael Avenue
 - b. Repair power at the fountain by lighthouse- S. Main
 - c. Work on truck and equipment repairs
8. Trouble Calls
 - a. 8/9/2020- 500 block N. Mill Street- no power- transformer- fuse blown
 - b. 8/10/2020- blinking lights- Grand Manor Trailer Park- was their problem
 - c. 8/15/2020- Stose Road- now power, repaired
 - d. 8/17/2020- Miller Road- customer's generator running- was their problem
 - e. 8/18/2020- Shinns Trailer Park- was their problem
9. Large Projects
 - a. Complete work on 1 phase feeds for Devonshire and Cumberland areas- replace existing primary UG
 - b. Replace 2 poles on Tama Road and rebuild transformer station
 - c. Directional bore, place conduits, pull wire, and replace transformers for replacement of existing primary and secondary- OH & UG lines between 600 block of Hierholzer Street and Grove Street feeding Grove Street apartments and homes on Hierholzer