

## **Administrative Report**

### **September 10, 2021 to September 23, 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 \$110.00 now until November 1<sup>st</sup>.
2. Insurance- McGohan Brabender Census & Questionnaire
3. New Hire orientation (Public Works, Electric, Police, & Water)
4. Retirements

#### **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 Restroom//Demolition Project//DORA Project
2. Zoning Permits:
  - a. 322 E Fulton St- fence
  - b. 1301 Irmscher Blvd- commercial bldg.
  - c. 1502 Queensbury Dr.- shed
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 630 Maple St- trailer
  - c. 713 Mackinaw – junk
  - d. 310 W Fayette St- junk
  - e. 1308 W Market- certified
  - f. 925 W Logan- certified
  - g. 221 S Sugar St- certified
5. Planning Commission:
  - a. Meeting scheduled for October 21, 2021 to hear cases from Celina City Schools for a greenhouse, 815 E Market St lot split, 910 S Sugar St, child care facility, Eaglebrooke Section VII Phase II site plan approval for three lots and review Boardwalk District plans.
6. 2021 Construction Update
  - a. Bryson Park Restroom
    - i. RCS has completed all block work and moved on to the exterior stone, as well as set the roof trusses. They anticipate completion of the roof and stone by the end of next week, and to continue on with the plumbing fixture installs.
  - b. Bryson Park Playground
    - i. The poured in place rubber crew has started their process of bringing in stone and leveling ground in preparation for rubber, as well as hauled in all material. They will begin as soon as weather allows them, with completion just a few days after getting started.

- ii. City crews have completed all curb work and finished playground mulch around zip lines. They added dirt where needed and have opened the zip lines for use.
- c. Celina Community Parks Building
  - i. No change
- d. Storage Building
  - i. The footers and foundation wall have been installed, floor is currently being prepared to pour the beginning of next week. The building framing crew will immediately follow once the floor has set up.
- e. 2022 Street Resurfacing Project
  - i. The Engineering Department is currently planning for next year's resurfacing project and plans to put out for bid this Fall.

### **Fire Department**

1. Runs to Date:
  - a. Squad- 77; Total- 1,451
  - b. Fire- 11; Total- 252
  - c. Primary Squad Runs for other Branches- 0; Total- 69
2. On Tuesday, September 14<sup>th</sup> at 1:15 PM we had a fire in a house that was turned into a tri-plex at 222 Washington Street. Estimated loss \$65,000. No injuries. Coldwater Fire Department and Celina Police Department assisted.
3. Vehicle fire on September 17<sup>th</sup> at 6:13 PM at 440 Touvelle Street Lot 33. The vehicle was a total loss.
4. Annual testing of our Self Containing Breathing Apparatus was completed on September 21<sup>st</sup>.
5. Providing a squad for the Grand Lake Marathon on Saturday, September 25<sup>th</sup>
6. Fire Prevention will be held at the schools October 4-8
7. Fire Extinguisher training was conducted at Celina Tent on September 21<sup>st</sup>
8. Providing a squad for the varsity football game on October 1<sup>st</sup>
9. CPR will be taught to the Electric Department on Monday September 27<sup>th</sup>
10. The City Hall parking lot was resealed and striped

### **Police Department**

1. Calls for Service- 675
2. Reports Written- 253
3. Arrests- 17
4. Citations- 31
5. Crashes- 8
6. Warnings- 83
7. Reports of Interest:
  - a. The Celina Police Department attempted to stop a man for driving erratically. The man tried to flee on N. Main Street, but there was too much traffic. He stopped his vehicle and fled on foot from the Marathon Gas Station. He ran to the parking lot where Patrolman Poppe caught him.

The suspect resisted arrest and tried to escape Patrolman Poppe. Brian Moeller, from Gentlemen's Quarters, saw the altercation and ran across the street to assist Patrolman Poppe. The suspect was then taken into custody without further incident. We'd like to formally thank Brian Moeller for his assistance.

The suspect was wanted in Indiana for drug trafficking. He faces multiple charges in Celina, including resisting arrest, failure to comply with an officer as well as drug possession charges.

8. Total Police Department Calls for Services, YTD: 11,665

### **Parks and Recreation**

1. Scheduling refs
2. Putting tournament schedules together for soccer
3. Attending Little League Football practices and games

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Pressure wash shelter houses
5. Paint football and soccer fields
6. Work on ball diamonds
7. Setting up for Grand Lake Marathon

### **Public Works**

1. Finished installing playground mulch and installed the zip lines. Zip lines are completed and many kids have been enjoying them.
2. Concrete walkway at playground is completed, we currently are finishing dirt work and seeding.
3. Demo house on Hamilton Street, dirt work for finished grade is not completed
4. Asphalt miscellaneous patches on streets
5. Sweep streets
6. Mow side ditches
7. Setting up for Grand Lake Marathon
8. Work on equipment

### **Sewer Collection**

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

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

1. Billed 2,081 customer bills
2. Shut off 15 customers
3. Sent out 471 delinquent letters
4. Sent out finals/refunds

5. Meter readers continue reading

### **Water Treatment Plant**

1. Completed 68 microbiology samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement program
  - c. Helping at WTP with driveway and parking lot concrete
  - d. System flushing scheduled for September 27<sup>th</sup> – October 8<sup>th</sup>, 2021
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 09/14/21 – 8.4 ug/L
  - b. Raw Water 09/21/21 – 8.5 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
    1. Pool painting project
      - a. Cleaning and grinding @ seams
      - b. Re-fill seams and caulk, once ready
      - c. Re-paint pool, once ready and above 50 degrees @ overnight
    2. Working on Winterization
    3. Changing area curtain replacement - stall walls ordered and received
5. Water Dept. Training
  - i. 2 new 3<sup>rd</sup> shift operators hired and in training
  - ii. Operators are completing continuing education with internet classes
  - iii. Technology Committee Meetings
    1. Scheduled zoom meeting November 23<sup>rd</sup>, 2021 - completed
      - a. Sludge Handling Sub-Committee, TBA
6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump, VFD installed and operating great!
    - 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 #3, scheduled for October 5<sup>th</sup>, 2021
    - iii. Started WTP Bldg. exterior cleaning, prep for foundation painting
7. WTP Capital Projects

- i. Parking lot and driveway concrete project continuing

### **Wastewater**

1. Cut low hanging tree limbs at 4H and 703 flowmeter locations
2. Serviced clarifiers, return sludge pump/motor, bridge manual hoist and drive motor chain, float regulator, grit classifier upper bearing, blower air filters; serviced bridge drive, bridge hoist drive, mechanical bar screen drive/mechanisms, raw sample pump motor; serviced AD blowers; serviced grit blower drives/motors
3. Fertilized and sprayed weeds at Bruns and Kingswood
4. Attended staff meeting called by Mayor
5. Worked on 2022 Budget
6. Tested repaired voice reporter board at Scotty's (failed), contacted P&R Communications; P&R picked up to repair
7. Called Water Distribution to repair leaking backflow preventer at Havemann LS
8. Met with Adam Barhorst/Rovisys to discuss SCADA budget quote
9. Received 9/15/21 Preliminary Compliance Review due to exceeding monthly ammonia concentration and submitted follow-up report OEPA
10. Assisted Sewer Collection Dept with confined space entry in manhole to retrieve camera hung up in sewer
11. Communicated with Mertz/Siefring timeline for needing fiber optic cable at 4-H
12. Reseeded areas at Kingswood LS
13. Installed new bearings in old WML pump motors to be used as spare units for the grit or post aeration blowers; put in storage
14. WWTP bypass event; reported to OEPA

### **Electric Distribution**

1. Set 6 poles
2. New Services
  - a. Underground 1
3. Service Replacement
  - a. Upgrade Overhead 2
4. Street Lights
  - a. Repairs 32
  - b. Replaced 5
5. Underground Locates (OUPS) 77
6. Traffic Signals
  - a. Repair traffic signal light hit by boom lift
7. Substations
  - a. Clean substations
8. Request or Miscellaneous Jobs
  - a. Rebuild transformer station on E. Livingston
  - b. Replace pole on Tama Road traffic accident
  - c. Replace lift poles in town
  - d. Replace 3 service drops
9. Trouble Calls
  - a. 9/19/2021- Call out Erastus Durbin Road bad transformer
10. Large Projects

- a. Replace arms and install 1 pole for line extension on Hayes Road
- b. Work on line upgrades Market & Walnut Street
- c. Construction has started on the Electric Dept. storage building on North Street
- d. Replace primary lines and 1 transformer at Versa Pak for their expansion
- e. EV Charging Stations are supposed to arrive 9/28/2021