

**Administrative Report**  
**February 5, 2021 to February 18, 2021**

**Administration**

1. Accepting bids until 11:00 AM on February 25, 2021 to sell 222 S. Main Street (old Illusions Building)
2. Accepting applications until March 4, 2021 at 4:00 PM for the Patrolman exam that will be on March 27, 2021 at 9:00 AM.
3. 2020 Workers Compensation True-Up report and payment

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//
2. Zoning Permits:
  - a. 7478-Celina Moose Lodge-accessory bldg.-1120 E. Market St.
  - b. 7479-RCS Construction-non-residential addition- 725 West Bank Rd
  - c. Permits for Street cuts for Dominion Gas Co. (2)
  - d. Researching Billboard ordinances from other communities
3. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. Noise Ordinance E. Market St. (Super Wash)- after modifications passed decibel reading daytime hrs.
4. Planning Commission:
  - a. Meeting Scheduled for February 18, 2021 for rezone request for 325 W Leona St and site plan review for VersaPak addition.
  - b. Scheduling meeting for March for business on S. Main St. and rezoning of property on West 29
5. Board of Zoning Appeals:
  - a. Meeting Scheduled for February 18, 2021 for 617 Kingswood Court wanting to put an addition on rear of house
6. 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. A start date has not been determined, however it is looking like this project will not start until spring.

2. Bryson Park Restroom:

- a. Plans have been prepared and are at present being reviewed before being put out for bids. This project is expected to be put out for bid in March. The plans are currently back with the designer for changes and updating.

3. Celina Community Parks Building:

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

**Fire Department**

1. Runs to Date:
  - a. Squad- 79; Total- 272
  - b. Fire- 14; Total- 37
  - c. Primary Squad Runs for other Branches- 3; Total- 10
2. We will be starting the fire inspection program March 1, 2021 after suspending the inspections for one year, due to the pandemic.
3. No major issues during the recent snow storm. Used the snow plow for rural responses and added 2 personnel to the station manning from 11:00 PM till 7:30 AM.

**Police Department**

1. Calls for Service- 510
2. Reports Written- 134
3. Arrests- 9
4. Citations- 14
5. Crashes- 9
6. Warnings- 25
7. Reports of Interest:
  - a. A drug case from January 30<sup>th</sup> went to Grand Jury at the time of this report. Pictured below are items seized as a result of this investigation. The baggie in the photo contains a high concentrate of fentanyl. Uncut, this drug can cause death in very short time by mere contact. More details can be released once the indictment is made public.



- b. We have also seen a rise in thefts from cars in the last 2 weeks. People need to be aware to not leave anything of value in their cars and to please call police when you see suspicious activity.
- 8. Total Police Department Calls for Services, YTD: 1,810

### **Parks and Recreation**

- 1. Helped with snow removal
- 2. Ordered medals for Baseball and Softball

### **Public Works**

- 1. 2/15/2021- Snow
  - a. 60 tons of salt used (60 tons @ \$66.17= \$3,970.20)
  - b. Year to date estimated cost for snow plowing including salt used, fuel used, and overtime hours= \$18,508.20

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

- 1. Billed 2,008 customer billings
- 2. Sent out 239 delinquent accounts
- 3. Sent out final billings and refunds
- 4. Meter readers helped shovel city sidewalks

### **Water Treatment Plant**

- 1. Completed 49 microbiology samples
- 2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement
  - c. Watermain repair
- 3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 02/09/21 – 1.4 ug/L
  - b. Raw Water 02/16/21 – 1.2 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)
- 4. Bryson Pool Operations
  - a. Pool closed for season
    - i. Winterization of pool basket house & pumps completed
    - ii. Pool floor & lane line paint
      - 1. PO submitted
    - iii. Main pool recirculation pumps pulled for inspection & repair/replacement
      - 1. Quote submitted for approval of new pump purchase
      - 2. 3-4 weeks for delivery after order placed

5. Water Dept. Training
  - i. Technology Committee Meetings
    1. Scheduled zoom meeting February 16<sup>th</sup>, completed
    2. Sludge Handling Sub-Committee, meetings to be scheduled
6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump removed from service for repair
    - i. Pump main bearings re-replaced, waiting on new solid coupling, 45 days
    - ii. While running, the pump performed very well
  - b. Fall maintenance
    - i. #1 ozone basin to be completed when WTP is shut down for piping installation
    - ii. All outside valves to be exercised when WTP is shut down for piping installation
    - iii. Carbon exchange for tank #4, scheduled for April 6<sup>th</sup>, 2021
7. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. DAF Facility Project, Due for completion August 2021
      1. Block layers completed laying DAF Bldg. block, outside brick in Spring
      2. Block layers completed laying WTP entry block, outside brick in Spring
      3. Woolace Electric
        - a. Continuing electrical conduit within DAF Bldgs.
        - b. DAF facility electric room panels set in place, wiring continued
      4. WTP main electric panel replaced & operational
      5. Bioreactor facility main electric panel set, wiring started
      6. Overhead crane iron & crane equipment installed & operational
      7. Continued bioreactor facility construction of tank walls, waiting on paint
      8. Storm water catch basins and piping completed
      9. Regal continuing duct work, heaters, & exhaust fan installation
      10. Catwalks and handrail installation started

### **Wastewater**

1. Informed Lori Komorowski/OEPA who Operator of Records and contact persons for both Celina sanitary sewers and Phase III of County East Jefferson Township sewers
2. Snow removal duties