

Administrative Report

March 11, 2022 to March 24, 2022

Administration

1. Patrolman exam was on March 12, 2022 at 9:00 AM. 3 out of the 4 signed up for the exam showed up and 2 passed.
2. Firefighter/Paramedic exam will be on March 26, 2022 at 9:00 AM. (6 signed up to take the exam but only 5 are eligible)
3. Special Trash Collection will be held Saturday of each week per the following schedule:
 - a. Saturday, April 9; the regular Monday route
 - b. Saturday, April 16; the regular Tuesday route
 - c. Saturday, April 23; the regular Thursday route
 - d. Saturday, April 30; the regular Friday route
4. Boat Dock Licenses will be sent out April 1st and residents will have until April 30th to renew their license then we will offer docks not renewed to our waiting list.
5. New Hire- Human Resources Coordinator

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects///Bryson Park Restroom//Fulton St. project
2. Zoning Permits:
 - a. 1114 Jackson Ave- fence
 - b. 504 Lisle- shed
 - c. 1002 Lilac St- fence
 - d. 422 W. Anthony St- fence
 - e. 529 W. Wayne St.-new home
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 616 Echo ST.- trash
 - c. Sycamore/Elm- zoning & trash letter
5. Planning Commission:
 - a. Meeting scheduled 3/31 for plat review of Boardwalk District
6. Board of Zoning Appeals:
 - a. Meeting scheduled 3/31 for appeals being heard for 108 S. Main St (sign) and 908 E Livingston St (detached garage)
7. 2022 Construction Update:
 - a. Celina Community Parks Building
 - i. Plans have been prepared and are at present being reviewed for changes before being put out for bids
 - ii. **No Change**
 - b. 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.

- ii. The Street Resurfacing is scheduled to be advertised 10-28 and 11-4. The bid opening will be Thursday, November 18th.
 - iii. The bid opening will be held today, November 18th at 11:00am.
 - iv. Our Engineer's estimate for this project was \$2,950,000.00. The Shelly Company was the apparent low bidder for the project at \$2,838,125.00 and has been given notice of award.
 - v. **A pre-construction meeting was held on 3-22-22. The Shelly Company plans to have their mill crew move in the week of April 11th with paving to start later that week. (weather depending)**
- c. 2022 Fulton Street Reconstruction
 - i. The bid opening for this project was held December 10th at 11:00am. Our Engineer's estimate was \$2,500,000.00. Hohenbrink Excavating was the apparent low bidder for the project at \$2,319,496.37 and has been given notice of award.
 - ii. A pre-construction meeting was held on 2-1-22. Hohenbrink Excavating anticipates a start date of 3-1-22.
 - iii. This project is underway. Hohenbrink Excavation has removed asphalt in the 400 and 300 blocks of West Fulton St. They have started at the west end with storm sewer installation, and will continue to move towards Main Street in the upcoming weeks. Their schedule shows them completing all storm sewer in Phase 1 (west of Main St.) by March 24th before beginning water line installation on the 25th.
 - iv. **Hohenbrink has started waterline installation as of March 23rd. They completed their 20" tie in at sugar street and have mainline installed heading west past mill street. They continue to make good progress despite a couple rain delays.**
- d. West Bank Road Development (Utility Extension)
 - i. This project was advertised on February 10th and 17th 2022. The bid opening will be Thursday, February 24th at 11:00am.
 - ii. The bid opening for this project was held on February 24th, 2022, and our Engineer's Estimate was \$160,000. Bruns Construction was the apparent low bidder at \$132,954. The notice of award was sent on March, 4th and we have a final completion date of July 1st, 2022.
 - iii. **A pre-construction meeting has been scheduled for March 31st.**
- e. Lakeshore Park Basketball Court
 - i. Degen Excavating Company out of Lima, OH was given Notice of award on October 19th 2021. They intend to begin work come spring with a substantial completion date of May 15th 2022.
 - ii. **A pre-construction meeting has been scheduled for March 30th.**

Fire Department

- 1. Runs to Date:
 - a. Squad- 62; Total- 454
 - b. Fire- 14; Total- 64
 - c. Primary squad runs & assist for other branches- 0; Total- 11

2. Celina will be the host department for the Prom Mock Crash event for the high school juniors and seniors. All county schools will be participating. The event will be held Tuesday, April 5th at 9:00 AM at the Mercer County Fairgrounds track. Coldwater Fire Department and Coldwater squad will be assisting us.
3. Auxiliary training will be held Wednesday, April 6th
4. Two personnel will be attending the Midwest Ohio fire investigation seminar on Saturday March 26th at Sidney, Ohio

Police Department

1. Calls for Service- 667
2. Reports Written- 207
3. Arrests- 13
4. Citations- 16
5. Crashes- 14
6. Warnings- 65
7. Reports of Interest:
 - a. On 3/24/2022 Celina Police Detectives conducted a destruction of drug evidence from old cases. Approximately 500 pieces including various drugs and drug paraphernalia were incinerated. This is done by court order after cases are done and sentences are carried out. Destruction is completed by use of a commercial incinerator.
8. Total Police Department Calls for Services, YTD: 3,627

Parks and Recreation

1. Baseball and Softball sign up is open until April 10th on Team Sideline

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Working on equipment
5. Working on ball diamonds for High School Spring sports
6. Replaced inside batting cage at Montgomery Field because of damage to facility

Public Works

1. Work on equipment
2. Replaced 13 catch basins (Resurfacing Project 2022)
3. Worked on curb and gutters (Resurfacing Project 2022)
4. Removed asphalt at Eastview Park behind restroom for pickleball courts

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs
4. Jet storm on Ah Street for future project
5. Hydro excavate for sewer repairs

6. Completed tap locations for residents with sewer issues (Locates)

Customer Accounts/Meter Readers

1. Billed 2,762 customer billings
2. Shut off 12 customers
3. Sent out 380 delinquent letters
4. Worked on solar power customers- set up new account numbers/excel sheet
5. Sent out finals and refunds
6. Meter readers continue to read

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program
 - b. Lead service line research & replacement program
 - c. Installed a few new service taps
 - d. Replaced service lines to three houses, Leona @ N. Sugar St.
 - e. Fulton Street Project
 - i. Connections @ Sugar St. 20" have been completed, started heading West
 - ii. College Ave waterline connection
 1. Pipe & fittings received
 2. Street cutting has been completed
 3. City crew to start next week, replacing College Ave water main
 - iii. Had a meeting with local plumbers, to connect inside houses where any lead or galvanized service lines are found & replaced during project, 2 found so far
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Water 03/16/2022 – 0.84 ug/L
 - ii. Raw Water 03/23/2022 – 1.26 ug/L
 - iii. All finished water samples were Non-Detect for Microcystin Toxin
 - iv. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - v. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
 - b. WTP Buildings, Grounds, & Operations:
 - i. Working with crews on an updated 10-year capital program / budget
 - ii. Sand filters (4)
 1. Turbidity meters: price quoted, as they are no longer supported with service or parts, \$15,000
 2. Sand: waiting for price quote
 3. Valves and actuators: waiting for price quote
 - iii. North raw water pump
 1. Re-installation completed, in full operation

- c. WTP Maintenance
 - i. Carbon exchange for tank #2 completed, tank #4 scheduled for April 5th, 2022
 - ii. WTP Bldg. exterior cleaning & prep for foundation painting, Spring
 - iii. DAF tank #3, drained, cleaned, & inspected
 - iv. Continuing Spring equipment oil changes, complete by months' end
- 3. Water Dept. Training
 - i. 3 operators & 2 distribution guys are scheduled to attend Spring Ohio AWWA District meeting in Waldo, Ohio, on March 24th, 2022, for continuing education credits
 - ii. Technology Committee Meetings
 - 1. Scheduled zoom meeting for May 17th, 2022
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Pool closed for season
 - 1. Pool painting project
 - a. Re-paint pool, waiting for 50 degrees overnight low or higher (Spring)?
 - 2. Main pool pump elbow cracked, parts in stock, spring repair
 - 3. Changing area curtain replacement - stall walls received, old removed

Wastewater

1. Completed install of a 24"x24" SCADA enclosure in blower building; installed outlet
2. Poured and finished new blower pad in blower building
3. Connected #1 screw press controls to Elimech rep with laptop from Huber to troubleshoot control fault
4. Installed SCADA box at Kessler LS and inspected several others
5. Completed SCADA box preparation at Rec-Plex and Martz liftstations; 703 flowmeters, Scotty's, Havemann; worked on Walmart, Myers Rd
6. Completed all February 2022 Operating Reports; submitted FEBeDMR to OEPA
7. Worked on SCADA box @ Fairgrounds; 4-H/Kingswood; Kingswood/Kessler; Bruns
8. Lori Komorowski/OEPA completed annual inspection
9. OEPA set up composite samplers and sampled effluent / Beaver Creek
10. SSD received letter from NWOEPA requesting meeting to discuss bypass elimination
11. Electric Dept assisted with bucket truck at Myers Rd LS to lower fiber cable down to control panel

Electric Distribution

1. Set 30 poles
2. New Services
 - a. Underground 2
3. Service Replacement

- a. Upgrade Overhead 1
- 4. Street Lights
 - a. Repairs 4
 - b. Replaced 3
- 5. Underground Locates (OUPS) 126
- 6. Traffic Signals
 - a. Replaced traffic controller at E. Wayne Street and Grand Lake Road
- 7. Substations
 - a. Meeting with GPD and check fiber network for new relay install
- 8. Tree Trimming
 - a. West side of town
- 9. Request or Miscellaneous Jobs
 - a. Replace 3 bad load breaks by Burger King. Blinked Walnut sub.
 - b. Outage on Miller Road sent a squirrel to heaven
 - c. Directional bore in conduit and fiber for WWTP on State Route 703
- 10. Large Projects
 - a. Continue work on Neptune-Mendon Road for County road widening
 - b. Continued work on 2 delay projects. Transformers have a 1 year wait time
 - c. State Route 703 overhead to urd.
 - d. E. Wayne Street overhead to urd.