

## **Administrative Report**

### **March 19, 2021 to April 8, 2021**

#### **Administration**

1. Patrolman Exam Results- 4 out of the 6 passed the exam- Civil Service Commission approved certified list on 4/1/2021
2. 7 Applications received for the Firefighter/ Paramedic exam that will be April 24, 2021 at 9:00 AM. 1 applicant has been rejected due to submitting an incomplete application.
3. Accepting seasonal applications for Lifeguards for this Summer for the Bryson Swimming Pool
4. Accepting applications for a full-time Public Works Maintenance Worker I until 4:00 PM on Friday, April 16<sup>th</sup>.
5. Working on Retro Pay
6. New Hire and Seasonal paperwork

#### **Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// Organizing Maps & Plans// //Street Projects//Eaglebrooke Subdivision
2. Zoning Permits:
  - a. 7489-2342-2344 E Wayne St-duplex
  - b. 7490-211 S. Main St-temp fence
  - c. 7491-810 Greenbriar Ct-fence
  - d. 7492-536 E Livingston St-fence
  - e. 7493-324 E Market-sign
  - f. 7494-1222 Brittany Dr-new house
  - g. 7495-315 W Fayette St-fence
  - h. 7496-1011 Chicory Ct-shed
3. Permits for Street cuts for Dominion Gas Co. (2)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 925 W Logan-trash
  - c. 1035 West Bank Rd-trash
  - d. 326 Summit St-trash
  - e. 314 Summit St-trash
  - f. 306 Summit St-trash
  - g. 229 W Logan St-trash
  - h. 607 Hierholzer-trash
  - i. 14 notices were given in regards to city wide trash pickup (items prohibited)
5. Planning Commission:
  - a. Meeting Scheduled for April 18, 2021 for site and plot layout of Eaglebrooke Section 7 Phase II

#### **2021 Construction Update**

6. 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. The contractor is planning to start this project May 3<sup>rd</sup>. They will begin with the milling of pavement on the 3<sup>rd</sup> and this will be followed by the paving on the 6<sup>th</sup>. We have added a portion of Jill Ave. from Touvelle to Michael and two parking lots to this project, one at the City Building and the other at the lot located at Walnut and Fayette.

City forces are currently removing the concrete parking lot at the City Building and preparing to remove pavement on Jill Ave.

7. Bryson Park Restroom:

- a. Plans have been prepared and are at present being reviewed before being put out for bids. The plans are complete and it will be put out for bids with a bid opening date of 3/25/2021.

The Engineers Estimate for this project was \$250,000.00. Bids were opened and Bruns Construction Enterprises Inc. dba RCS Construction was the low bidder at \$234,900.00. This project was awarded and the notice to proceed was issued on 4/6/2021.

8. 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- 84; Total- 429
  - b. Fire- 14; Total- 86
  - c. Primary Squad Runs for other Branches- 4; Total- 25
2. On March 30<sup>th</sup> we assisted St. Mary's Fire Department with station coverage for approximately four hours, due to a large fire just east of St. Marys
  3. Auxiliary training will be held on Wednesday April 14<sup>th</sup> and 28<sup>th</sup>
  4. Fire Department personnel will be recertifying in Neonatal Resuscitation Program for caring for newborn and premature infants on April 14<sup>th</sup>. Coldwater Hospital OB department will be the instructors
  5. Assisted Chattanooga Fire Department at a house fire at 1220 Schaadt Road near Chattanooga. We provided a squad and a truck. The call came as a car accident in which the car stuck the house. The car was on fire with the occupant still in the car. Female subject (neighbor) witness the accident and able to remove the individual from the vehicle. The fire spread to the house and did moderate damage. Occupant of the car was arrested.

### **Police Department**

1. Calls for Service- 594
2. Reports Written- 182
3. Arrests- 28
4. Citations- 21
5. Crashes- 6
6. Warnings- 32
7. Reports of Interest:
  - a. On March 31<sup>st</sup> the Celina Police Department conducted H.I.T. operations in Celina with the Grand Lake Task Force and the Mercer County Sheriff's Office. A synopsis of the results below.
    - i. Arrest:
      1. Male, age 36, from Ft. Recovery- possession of meth, possession of drug paraphernalia
      2. Male, age 41, warrant for failure to appear on possession of drugs
      3. Female, age 27, warrant for failure to appear on speed citation
    - ii. Total Stops- 14; 7 warnings; 6 citations
    - iii. K9 Calls- 7 call outs; 6 alerts
    - iv. Gross Weight of 6.73g of suspected meth seized
8. Total Police Department Calls for Services, YTD: 3,598

### **Parks and Recreation**

1. Working on sign-ups for baseball and softball
2. Putting rosters and schedules together for baseball and softball

### **Parks Maintenance**

1. Dump trash from parks
2. Opened all restrooms
3. Clean restrooms
4. Montgomery Field- maintenance
5. Work on turf and dirt diamonds

### **Public Works**

1. Repair signs
2. Patch pot holes
3. Brush & Limb Collection
4. Catch basin repairs
5. Saw cut Jill Avenue and the Administration Building Parking Lot for concrete removal
6. Dug out Administration Building Parking Lot
7. Finished replacing ADA ramps on Hemlock and Hawthorn Street
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 2,009 customer billings
2. Shut off 22 customers
3. Sent out 191 delinquent accounts
4. Gathered information for State Auditor

### **Water Treatment Plant**

1. Completed 39 microbiology samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement program
  - c. Helped with excavation @ WTP for a sludge line repair
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 03/23/21 – 3.8 ug/L
  - b. Raw Water 03/30/21 – 0.9 ug/L
  - c. Raw Water 04/06/21 - 4.2 ug/L
  - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - e. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - f. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
  - g. Continued Microcystin Analysis for West Beach project (GLSM State Park)
4. Bryson Pool Operations
  - a. Pool closed for season
    - i. Start-up is scheduled for May 3<sup>rd</sup>, 2021
      1. Pool floor & lane line paint, received, to be completed at the end of season
    - ii. Main pool recirculation pumps pulled for inspection & repair/replacement
      1. On order, 4 weeks for delivery?
5. Water Dept. Training
  - i. Technology Committee Meetings
    1. Scheduled zoom meeting May 18<sup>th</sup>
    2. Sludge Handling Sub-Committee, scheduling next meeting
6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump is back in service and running great at this time
  - b. WTP 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, completed April 6<sup>th</sup>, 2021
    - iv. Carbon exchange for tank #6, scheduled for May 4<sup>th</sup>, 2021

## 7. WTP Capital Projects

### a. 1974 Clarifier Replacement Project

#### i. DAF Facility Project, Due for completion August 2021

##### 1. WTP Entry

- a. Block & brick completed
- b. Electric has been started, needs outside lights
- c. Stairway pour went south and will be removed and tried again

##### 2. DAF Bldg.

- a. Block completed, brick is continuing
- b. Continuing electrical connections within DAF Bldgs.
- c. Heater ducts have been insulated and are operational
- d. Working on an electrical issue with main heater relays, test again during cooler weather next week
- e. Started electrical startup for DAF equipment, no issues at this time
- f. Catwalk areas need handrails to be completed
- g. Plumbing @ 95%

##### 3. Bioreactor facility

- a. Mixers are being set, impellers to be installed next week
- b. Electric installation continues
- c. Blasting of tank walls completed, painting completed
- d. Roof replacement at 90%, needs edges completed once brick has been completed
- e. Grading started, handrail on order

## **Wastewater**

- 1. Scott completed online training for OEPA certification contact hrs.
- 2. Shinn's poured concrete bases for north screw press; worked on sludge plumbing; set north press on bases
- 3. Sent pictures and description of Centrisys dewatering equipment for GOV DEALS advertising
- 4. Worked on Schmitmeyer Biosolids site approval application
- 5. Revised MOR template to account for 2 sludge dewatering presses
- 6. Emailed Huber reps to inform air leak in lower air cylinder of screw press
- 7. Communicated with Joe Walker/ASE to inform Celina WWTP seeking cost estimate from Electro Controls to get SCADA for liftstations only to phase SCADA and control costs
- 8. Communicated with Mike Stark to schedule meeting with Adam Borhorst/Electro Controls to discuss SCADA costs for liftstations only
- 9. Received signatures on additional four Schmitmeyer sludge application sites; submitted to OEPA for approval

10. Shinn's wrapped up their duties in north screw press room, Buschur Electric needs to complete electric before equipment startup scheduled
11. Discovered Rec-Plex Multismart controller display blank; replaced with spare unit
12. Received quote for Seepex pressure ring gauges with switches from Pelton; opted for tapping pipe and adding gauge/switch
13. Met with Adam Barhorst/Electro Controls to discuss SCADA cost proposal for liftstations only
14. Determined which MultiSmart controllers had DNP3 and Flow Upgrades for Electro Controls to provide quote for liftstations SCADA, also provided name/# of MultiSmart Tech Support to Adam Barhorst
15. Water Distribution replaced cracked yard hydrant and leaky valve by clarifiers

### **Electric Distribution**

1. Set 12 poles
2. New Services
  - a. Underground 2
3. Service Replacement
  - a. Upgrade Underground 4
4. Street Lights
  - a. Repairs 14
  - b. New Installs 5
  - c. Replaced 9
5. Underground Locates (OUPS) 147
6. Tree Trimming
  - a. County lines west of Celina
7. Request or Miscellaneous Jobs
  - a. Install remote read meters
  - b. Replace bad URD- Feters Road
  - c. Replace and move URD- 1 on Michael Avenue, 1 on Summit Street, and 1 on Mud Pike
  - d. Set new lift pole and hook up new service on Mercer Road
  - e. Repair yards from job sites
8. Trouble Calls
  - a. 3/18/2021- storm damage on E. Livingston Street
  - b. 3/19/2021- low hanging lines on US 127, State Route 703- phone lines
  - c. 3/21/2021- insulator broke and burned out the top of a pole
  - d. 3/29/2021- City Hall generator running; breaker tripped by the generator
9. Large Projects
  - a. Move lines on Oregon Road for county bridge projects
  - b. Put lines back up on Fast Road- county bridge project
  - c. Replace poles- Fast Road-2; Burville Road- 4; Mercer Road- 1; West Bank Road- 4; US 127- 1
  - d. Primary overhead to URD on State Route 703, by American Legion
  - e. Set pad mount and install new service on Staeger Road

### Income Tax – March 2021

	2019 Month-to-date	2020 Month-to-date	2021 Month-to-date	2019 Year-to-date	2020 Year-to-date	2021 Year-to-date	2019 vs 2020 Year change	2021vs 2020 Year percent
<b>Business</b>	39,262.87	84,368.67	49,170.96	71,307.90	115,771.27	146,160.54	30,389.27	26.2
<b>Non Resident Bus</b>	9,234.73	6,388.15	3,126.95	14,735.11	10,861.11	11,412.82	551.71	5.0
<b>Resident</b>	100,868.86	105,883.55	56,556.02	175,632.91	204,077.32	130,168.03	-73,909.29	-36.2
<b>Non-resident</b>	10,891.87	8,183.89	5,957.54	15,855.35	15,062.39	13,497.07	-1,565.32	-10.3
<b>Withholding</b>	344,643.16	343,648.71	371,770.49	1,071,348.74	1,102,883.47	1,126,972.29	24,088.82	2.1
<b>Non Resident W/H</b>	4,856.99	4,972.40	5,569.83	34,662.86	29,967.98	32,185.06	2,217.08	7.3
<b>Grand Total</b>	509,758.48	553,445.37	492,151.79	1,383,542.87	1,478,623.54	1,460,395.81	-18,227.73	-1.2

	2018	2019	2020	2021
<b>January</b>	\$476,665.83	\$457,302.65	\$458,919.27	\$572,934.33
<b>February</b>	\$400,627.74	\$416,481.74	\$466,258.90	\$395,309.69
<b>March</b>	\$489,686.20	\$509,758.48	\$553,445.37	\$492,151.79
<b>April</b>	\$676,370.43	\$655,859.08	\$768,825.17	
<b>May</b>	\$805,364.57	\$828,197.94	\$495,500.19	
<b>June</b>	\$592,217.55	\$754,024.14	\$625,636.75	
<b>July</b>	\$446,556.17	\$434,062.65	\$466,411.86	
<b>August</b>	\$364,374.69	\$393,088.65	\$539,462.46	
<b>September</b>	\$695,848.58	\$647,270.08	\$581,692.39	
<b>October</b>	\$475,426.79	\$489,731.44	\$431,152.95	
<b>November</b>	\$404,081.65	\$410,789.77	\$436,695.93	
<b>December</b>	\$627,345.52	\$580,818.02	\$614,341.53	
<b>Grand Total</b>	<b>\$6,454,565.72</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	