

Administrative Report
June 7, 2019 to June 20, 2019

Administration

1. Boat Docks are available to rent for the season
2. Selling miscellaneous items on Gov Deals
3. Gordman's Grand Opening is June 27th at 9:00 AM
4. Seasonal paperwork new hires (pool employees)
5. Swimming Pool opened June 1st
6. Insurance changes
7. Employee accruals/FMLA
8. Payroll
9. Pension reporting and payments

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//
2. Zoning Permits:
 - a. 7315 – Gary Howard – 902 N. Sugar St. – Residential Addition
 - b. 7316 – Jeffrey Litteral – 424 E. Anthony St. – Fence
 - c. 7317 – RCS Construction – 1224 Shinn Dr. – SF Dwelling
 - d. 7318 – Alumacast – 300 N. Brandon Ave. – Fence
 - e. 7319 – Bob Black – 217 Lakeview Dr. – Detached Garage
 - f. 7320 – James Smith – 319 Bruns Ave. – Fence
3. Violations: High Weeds/Grass
 - a. Grass
 - i. 1938 Havemann Rd.
 - ii. 530 N. Ash St.
 - iii. 920 Brandon Ave.
 - iv. 901 Wilkins St.
 - v. 316 Dogwood Dr.
 - vi. 306 Elm St.
 - vii. 303 Brandon Ave.
4. Zoning Violations:
 - a. 565 E. Market St. – Coles Motel – Zoned B-1, not zoned for apartments
 - b. 225 S. Main St. – Celina Motel – Zoned B-2, not zoned for apartments
 - c. 206 E. Livingston St. – Zoned B-2, not zoned for apartments
 - d. 1709 E. Livingston St. – Zoned R-3, not zoned for business
5. Board of Zoning Appeals:
 - a. There is a Board of Zoning Appeals meeting schedule for July 2, 2019 at 6:00 pm. The meeting is regarding setbacks for a shed.
6. 2019 Construction Updates:
 - a. 2018 North Main Street Improvements
North Main Street is complete.

- b. 2018 Bryson Park District Phase 2 Amphitheater
Bruns Building & Development resumed work on the Amphitheater structure on 3/7/2019. Due to the unfortunately wet spring they have abandoned placing walks around the Amphitheater at this time until the ground dries up. Bruns plans to return to work weather permitting.
- c. 2018 Street Resurfacing Project
2018 Street Resurfacing project is complete.
- d. 2018 Bryson Park District Phase 3 Amphitheater Hardscape
The City has contracted with Alexander & Bebout, Inc. to place concrete for the seating area of the Amphitheater and sidewalks to the seating area. Contractor is presently finishing up the seat walls and has started the concrete sidewalks. We expect this project to be completed on or near July 15, 2019.
- e. 2018 East Livingston Street Improvements
PAB Construction Co. has suspended work on phase 1 from Main St. to County St. due to conflicts with the existing natural gas lines. Dominion Energy is presently replacing all gas lines in this vicinity.

PAB Construction Co. began the phase 2 portion of this project which is located from County St. to the Railroad tracks at Fountain St. The contractor is presently excavating the existing roadway and is installing sidewalks in this area.

The completion of this project will be delayed due to the conflicts with the gas lines and the weather.
- f. 2019 Street Resurfacing Project
The Shelly Company is currently resurfacing the following streets: Anthony St. from Riley St. to College Ave.; Elm St. from just South of Schunck Rd. to Logan St. and Portland St. from Logan St. to Market St. This project is scheduled to be completed on or before July 15, 2019.
- g. 2019 West Market Street Utility Improvement
The City will be taking bids for this project on June 20 of this year and will expect this project to begin sometime after July 1st. This project will be replacing the existing 6" waterline with a new 8" waterline from just East of Brandon Ave. to Main St. which will include new water services to the residents and businesses in this area. Traffic will be maintained during construction.

Fire Department

- 1. Runs to Date:
 - a. Squad- 896
 - b. Fire- 205
 - c. Primary squad runs for other branches- 2 Rockford (6/11/19 & 6/20/19); 1 Medical Assist for Rockford (6/18/19)

- d. 1 Mutual Aid Squad run for St. Mary's (6/17/19); cancelled prior to arriving
2. 2 Water rescues due to flooding (6/20/19)
3. Freedom Days Fireworks- to conduct inspection and Rescue 1 Boat to be out on the perimeter of the fireworks display

Police Department

1. Calls for Service- 694
2. Reports Written- 111
3. Arrests- 21
4. Citations- 19
5. Crashes- 12
6. Warnings- 43
7. Reports of Interest:
 - a. On Tuesday, June 11, 2019, at 9:45 PM Celina Police Officers observed a 23-year-old man, Robert Deven Dugger, driving a dark gray Pontiac Grand Prix on Grand Lake Rd. He was known to officers and was known to have an outstanding warrant from Mercer Co. Adult Probation as well as he did not have a valid driver's license.

Officers attempted to stop Dugger at the intersection of Grand Lake Rd and E. Livingston St. Dugger accelerated and fled eastbound on E. Livingston St. He ran a stop sign at Enterprise St. and continued westbound towards the construction zone. Dugger then rammed through a wooden barricade on E. Livingston St at Vine St. and then turned southwest onto the railroad tracks.

In the interest of public safety Celina officers then properly discontinued the pursuit of Deven Dugger. His car was found a short time later abandoned on the roadway in the 400 block of East Market St.

Deven Dugger was arrested a few days later in Van Wert County. He is in jail pending trial for felony fleeing.

8. Total Police Department Calls for Services, YTD: 8,360

Parks and Recreation

1. Office work
2. Rescheduling baseball and softball games due to the rain
3. Football meeting in Wapakoneta

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Mow grass in parks
5. Water flowers downtown
6. Spray weeds
7. Getting ball diamonds ready for rec games

Public Works

1. Patch pot holes
2. Work on equipment
3. Sweep down town
4. Mowing side ditches on vacant business/home properties
5. Work on curb on Elm Street for this year's paving
6. Clean up after tornado

Water Distribution

1. Install new water services
2. Miscellaneous work orders (dead meters, water turn ons and offs; leaking meters)
3. Water valve repairs, fire hydrant repairs
4. Locates of utilities

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Camera sewers for repairs
5. Repair catch basins
6. Fix sinkholes

Customer Accounts/Meter Readers

1. Billed 2,063 customer billings
2. Shut off 14 customers
3. Sent out 491 delinquent letters
4. Sent out final billings and refunds
5. Meter readers continue reading

Water Treatment Plant

1. Completed 48 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 06/11/19 – 41.4 ug/L
 - b. Raw Water 06/18/19 – 46.1 ug/L
 - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
 - a. Pool is open and operational
 - i. Painting sand filter housings
 - ii. Tipping fish pole cap is cracked again, working on a repair plan
 - iii. Basket House roof replacement awarded to Schmitz Enterprises
 1. PO for \$33,493.00 submitted, to be completed in Sept. 2019
4. Water Dept. Training

- a. July 18th, 2019, OAWWA District Meeting in Minster, Ohio
- 5. WTP Buildings, Grounds, & Operations:
 - a. Continued mowing grass @ WTP, Lagoons, & Industrial Park Tower
 - b. Continued Spring tank cleaning
 - c. Hypo tank replacement and door installation
 - i. Tanks are on order
 - ii. Garage door opening is cut out and framed
 - iii. Door ordered
- 6. WTP Capital Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Continued next stage, designing improvements of 1974 expansion (@ 90%)
 - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
 - iii. Continued communication with Dennis Johnson on equipment design
 - b. Project #1, Completed
 - c. Project #2, Wash Water Tank Pump Station Project (@ 98%)
 - i. Metal roofing ends, spouting, & caulking completed, down spout pad needs completed
 - d. Project #3, Clarifier Replacement
 - i. Continuing sludge testing with pilot unit

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. Completed soil sampling and delivered samples to Brookside Labs
- 3. Transferred AD #1 to mixing tank
- 4. Completed payroll
- 5. Worked on sludge site applications
- 6. Worked on recording and filing of sludge site information
- 7. Storm bypass event; reported to OEPA
- 8. Sandbagged entrance to sludge bunker

Electric Distribution

- 1. New services
 - a. 1 Underground
- 2. Replacement/upgrade
 - a. 4 Undergrounds
 - b. 1 Overhead

3. Street lights
 - a. 11 Repairs
 - b. 18 Replaced
 - c. 2 New Install
 - d. 9 New Pole
4. Underground Locates (OUPS) 42
5. Substations
 - a. Maintain on McGraw transformer at Summit Street Sub-Soloman crews and CMU crews
 - b. Removed all oil into tanker truck, removed all radiators and re-gasket, replaced 69kv bushings, drained and inspected and cleaned Load Tap Changer, replaced all oil
 - c. Current Transformers on 69kv bushings will be replaced with new when they arrive
 - d. System mapping
6. Request or Miscellaneous Jobs
 - a. Andy and Brian S. at AMP lineman school- 6/17-6/21
 - b. Repair drop service drop on E. Fulton
 - c. Remove service at Andy Dues- Skeels Road to new location and raise transformer
 - d. Replace UG service to house on Frahm Pike east of State Route 118
 - e. Hook up new URD service- Mercer Road east of Celina Mendon Road
7. Trouble Calls
 - a. 6/13/19- Echo and Sycamore Streets- bad service drop
 - b. 6/16/19- Meadowview Drive- bad URD to house- set service saver
 - c. 6/20/19- Turn power off to West Lake Villas due to flooding
8. Large Projects
 - a. Continue repairs required after Memorial Day tornado
 - i. Replace street light poles, remove services from homes to be demolished
 - b. Set transformer box pad, transformer and pull in 3 phase primary UG at Bryson Park
 - i. Install 3 phase slack span and terminate primary UG, pull in secondary UG
 - c. Set transformer, 150kva for new Francis Furniture on Havemann Road