

Administrative Report
January 11, 2019 to January 24, 2019

Engineering Department

1. Department Projects
 - a. Zoning Permits//311 updates //Code Enforcement //Cemetery Project//Small MS4 General Permit Annual Report
2. Zoning Permits
 - a. 7274 – Jim Miller – 2218 Eaglebrooke Circle – Pool
 - b. 7275 – Jim Miller – 2218 Eaglebrooke Circle – Accessory Structure
3. 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

Fire Department

1. Runs to Date:
 - a. Squad- 78; Total Year- 111
 - b. Fire- 14; Total Year- 19
 - c. Primary Squad Runs for other Branches- 3; Total Year- 4
2. Currently bringing in vendors to look at self-contained breathing apparatus for purchase later this year
3. Making changes to the auxiliary firefighter training and requirements
4. Implementing a new training program for the department to better serve the members
5. The new EMS Director Kara Smith started with the County on January 22, 2019
6. Paramedic Refresher being conducted every Monday and Wednesday evening from 5:30PM to 9:30PM thru February 13th. Classes are held in the court room
7. Knox Boxes at businesses, schools, factories, and etc. are being checked and maintenance completed in January and February. The department has 88 Knox boxes.

Police Department

1. Calls for Service- 678
2. Reports Written- 106
3. Arrests- 20
4. Citations- 16
5. Crashes- 12
6. Warnings- 52
7. Reports of Interest:
 - a. On 1/18/19, 43-year-old Mitch Mullins committed a very serious and aggressive assault on his wife. She was taken to the hospital with head injuries and is expected to recover. Mullins is still at large and is believed to be armed. He has a very lengthy and violent criminal history. The public is urged not to approach Mullins if seen. They should note where seen along with any description and contact law enforcement right away.

- b. On 1/20/19, Celina Police took a report of a 15-year-old girl who ran away on the 18th. Police were able to locate her on the 22nd at a Mercer County residence. Other details cannot be released at this time.
8. Total Police Department Calls for Service, YTD: 1,210

Parks and Recreation

1. Office work
2. Working on Sponsorships for all Rec teams
3. Putting together a letter to notify parents that registration for Rec Sports will be online only now

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Serviced park equipment
4. Plow snow

Public Works

1. Plow snow, salt streets, haul snow
2. Patch pot holes
3. Cut trees in parks
4. Clean equipment
5. Work on equipment

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
5. Plow snow

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Camera sewers for repairs
5. Plow snow, salt streets, haul snow

Customer Accounts/Meter Readers

1. Billed 2,061 customer billings
2. Shut off 4 customers (put green notices on door)
3. Sent out 598 delinquent billings
4. Meter readers continue reading routes

Water Treatment Plant

1. Completed 34 microbiology samples

2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 01/15/19 – 4.9 ug/L
 - b. Raw Water 01/22/19 – 5.6 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
 - i. Winterized and closed for season
 - ii. Basket House roof replacement is out for bid, opening on 1/31/19
4. Water Dept. Training
 - a. No training scheduled at this time
5. WTP Buildings, Grounds, & Operations:
 - a. Continued replacement of 1952 breakroom cabinets & plumbing
6. WTP Capital Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Continued next stage, designing improvements of 1974 expansion
 - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
 - iii. Continued communication with Dennis Johnson on equipment design
 - b. Project #1, 3rd Floor Removal, 2nd Floor Roof Repair, & Basement Piping Removal
 - i. Jutte Excavating
 1. Removal of 3rd Floor, including old lime bins completed
 2. Old piping from 1974 bldg basement completed
 3. 2nd floor roof removed and replaced by Cotterman Roofing completed
 4. Project completed, waiting on bill
 - c. Project #2, Wash Water Tank Pump Station Project
 - i. Metal roofing ends, spouting, & caulking need completed, weather permitting
 - d. Project #3, Clarifier Replacement
 - i. 6 week OEPA run completed, OEPA approved, project on hold until engineering meeting completed

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse 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, perform buildings/grounds duties as needed
2. Republic Services landfilled 2 loads of biosolids daily

3. Worked on application process for Jim Smith's fields
4. Contacted Nick Schmitmeyer to schedule meeting to discuss application of City biosolids
5. Transferred AD#1 to mixing tank
6. Removed plug from influent sampler
7. Researched nearby Schmitmeyer parcels on Mercer County website
8. Met with Nick and Pat Schmitmeyer to discuss interest in biosolids application on their farmland
9. Prepared sludge application forms ready for Jim Smith and owners to sign; Jim picked up on
10. Created guidance document for future biosolids site request applications
11. Submitted 2018 Annual Sludge Report to OEPA
12. Snow removal
13. Submitted 2018 Annual SSO Report to OEPA

Electric Distribution

1. New services
 - a. 2 Underground
2. Replacement/upgrade
 - a. 1 Undergrounds
3. Street lights
 - a. 27 Repairs
 - b. 5 Replaced
4. Underground Locates (OUPS) 16
5. Traffic Signals
 - a. Timing changes downtown area traffic signals to improve traffic flow- Security Signal Tech. and Traffic Engineer
6. Request or Miscellaneous Jobs
 - a. Replace lights on 2 poles- Water Tower, Industrial Drive
 - b. 1/12/19- plow snow for the street department
 - c. Clear snow at other buildings and substations
 - d. Continue work on system mapping
 - e. Continue work on physical inventory
 - f. Build rebar cages for street lights on Main Street between Wayne and Johnson/Touville
 - g. 1/19/18- plow snow for street department
 - h. 1/20/19- plow snow for street department
 - i. Line Training Class
7. Trouble Calls
 - a. 1/12/19- 6000 block State Route 703- ½ power bad- URD, installed service savor
 - b. 1/16/19- 537 Touville Street- ½ power- was customer's breaker
 - c. 1/19/19- N. Cherry Street- no power- was customer's breaker
 - d. 1/19/19- Forest Street- low wire- was telephone wire
8. Large Projects
 - a. Continue removal of wire etc. from poles in easements- northeast sections
 - b. Prep work for 3 phase line extension on Karch Road south of Monroe Road
 - c. Replace failed URD to house in 6000 block of State Route 703