

**Administrative Report**  
**October 11, 2019 to October 24, 2019**

**Administration**

1. Selling miscellaneous items on Gov Deals
2. Civil Service Patrolman Exam will be Saturday, November 16<sup>th</sup> at 9:00 AM at the Central Services Building
3. Civil Service Firefighter/Paramedic Exam will be Saturday, December 7<sup>th</sup> at 9:00 AM at the Central Services Building
4. Miscellaneous employee changes/questions
5. Employee accruals/FMLA
6. Payroll
7. Contract increases- CMERC, Non-Union, and Dispatch

**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//EPA SWMP
2. Zoning Permits:
  - a. \*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Zoning Violations:
  - a. 243 Leona St.- checking into a camper issue
4. Code Enforcement:
  - a. City mowed 4 properties (vacant)
5. Planning Commission:
  - a. Meeting scheduled for November 14, 2019
6. 2019 Construction Updates:
  - a. 2018 North Main Street Improvements
    - i. North Main Street is complete
  - b. 2018 Bryson Park District Phase 2 Amphitheater
    - i. Bruns Building & Development has completed the project
  - c. 2018 Street Resurfacing Project
    - i. 2018 Street Resurfacing Project is complete
  - d. 2018 Bryson Park District Phase 3 Amphitheater Hardscape
    - i. Alexander & Bebout, Inc. has completed the project
  - e. 2018 East Livingston Street Improvements
    - i. PAB Construction Company has completed the Livingston Street project, phase 1 and 2 with the exceptions of a final punchlist. Final completion has been pushed back due to unexpected gas main relocation, performed by Dominion Energy, and the wet spring/early summer months.
  - f. 2019 Street Resurfacing Project
    - i. The 2019 Street Resurfacing project is complete

- g. 2019 West Market Street Utility Improvement
  - i. Tom's Construction has finished the 8" waterline installation from just east of Brandon Avenue to Main Street. New water services to the residents and businesses are currently being installed. Traffic will be maintained during construction. Substantial completion is November 18<sup>th</sup> with a final (paperwork) completion of December 15<sup>th</sup>.

### **Fire Department**

- 1. Runs to Date:
  - a. Squad- 72; Total Year- 1,563
  - b. Fire- 16; Total Year- 337
  - c. Primary Squad runs for other branches- 0; Total Year- 52
- 2. Assisted the schools with the aerial ladder to repair lights at the football and soccer fields
- 3. The new Self-Contained Breathing Apparatus (SCBA) have been delivered. Currently training on the new air packs. Will be put into service in a couple of weeks.
- 4. Will be attending the job fair at the Celina Intermediate School on Wednesday, October 30<sup>th</sup>
- 5. Will be assisting the Coldwater Fire Department with the safety trailer at the Coldwater Schools for the special need children of the county on Wednesday, October 30<sup>th</sup>
- 6. Will be hosting a webinar identification class for severe storms and tornados on Monday, November 4<sup>th</sup> in the evening. Rick McCoy from Van Wert EMA will be the instructor.

### **Police Department**

- 1. Calls for Service- 654
- 2. Reports Written- 104
- 3. Arrests- 23
- 4. Citations- 12
- 5. Crashes- 5
- 6. Warnings- 44
- 7. Junk Vehicle Report
  - a. 327 E. Anthony Street- charges filed
  - b. 224 N. Lakeview Drive- vehicle removed by owner, case closed
  - c. 233 N. Lakeview Drive- vehicle removed by owner, case closed
  - d. 316 E. Anthony Street- notice completed for service
  - e. 623 Lisle Street- charges filed
  - f. 632 Grove Street- charges filed
  - g. 536 Hierholzer Street- charges filed
  - h. 640 North Street- vehicle removed by owner, case closed
  - i. 223 S. Ash Street- notice completed for service
  - j. 809 Wilkins Street- vehicle removed by owner, case closed
  - k. 704 Murlin Avenue- vehicle removed by owner, case closed
  - l. 322 W. Warren Street- notice completed for service
  - m. 634 W. Wayne Street- notice completed for service
  - n. 520 Sycamore Street- notice completed for service
  - o. 629 Hoying Street- vehicles do not fit Ordinance, case closed
  - p. 327 E. Wayne Street- notice served

- q. 219 E. Livingston Street- vehicle does not fit Ordinance, case closed
  - r. 245 Jewet Drive- notice completed for service
  - s. 213 N. Parkview Drive- notice completed for service
  - t. 607 Lisle Street- vehicle removed by owner, case closed
  - u. 623 Lisle Street- notice served
  - v. 612 Cron Street- vehicle removed by owner, case closed
  - w. 827 N. Brandon Avenue- vehicle removed by owner, case closed
  - x. 632 Grove Street- 1 vehicle removed by owner, 1 vehicle remains
  - y. 536 Hierholzer Street- notice served
  - z. 645 N. Walnut Street- vehicle does not fit Ordinance, case closed
  - aa. 644 N. Sugar Street- notice completed for service
  - bb. 704 Murlin Avenue- notice served
  - cc. 625 Jay Street- 2 vehicles removed by owner, 1 vehicle brought into compliance, case closed
  - dd. 421- Jay Street- vehicle removed by owner, case closed
8. Total Police Department Calls for Services, YTD: 14,951

### **Parks and Recreation**

- 1. Soccer season complete, coaches returning equipment
- 2. Football season complete, football equipment returns
- 3. Placing orders for Spring supplies for baseball and softball
- 4. Office work

### **Parks Maintenance**

- 1. Dump trash from parks
- 2. Cleaned up boardwalk from geese
- 3. Cleaned concrete at the Amphitheater
- 4. Service parks equipment
- 5. Mow grass in parks
- 6. Remove soccer goals
- 7. Planting trees in parks, trees in Bryson Park District look great

### **Public Works**

- 1. Sweep downtown
- 2. Patch streets
- 3. Replacing bad areas on concrete streets
- 4. Mow side ditches
- 5. Patch asphalt streets
- 6. Leaf collection started Tuesday, October 22<sup>nd</sup> for this year
- 7. Replace curb area in front of Central Services Building and new ADA ramp
- 8. Sweep streets
- 9. Sign repair

### **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. Install new residential water meters
6. Flush fire hydrants
7. Main breaks on Lakeview, Fulton Street (caused from flushing)

### **Sewer Collection**

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

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

1. Billed 2,808 customer billings
2. Shut off 13 customers
3. Sent out 410 delinquent billings
4. Meter readers continue reading
5. Sent out finals and refunds

### **Water Treatment Plant**

1. Completed 52 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 10/15/19 – 55.0 ug/L
  - b. Raw Water 10/22/19 – 38.3 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 closed for the season
    - i. Maintenance list received from pool staff for next season
    - ii. Basket House roof replacement, completed by Schmitz Enterprises
    - iii. Winterization Completed
4. Water Dept. Training
  - a. Fall district meeting attended October 17<sup>th</sup>, 2017
5. WTP Buildings, Grounds, & Operations:
  - a. Continued mowing grass @ WTP, Lagoons, Pool, & Industrial Park Tower
  - b. Start Fall tank cleaning in September 2019
    - i. North & South Clarifiers
    - ii. North & South Rapid Mixers, completed
    - iii. Recarbonation basin, complete next week
    - iv. Water system flushing completed for season
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. Equipment design drawings submitted to Hazen & Sawyer
  - iv. Sludge testing completed @ OSU, run test again next week
- b. Project #1, Completed
- c. Project #2, Completed
- d. Project #3, Clarifier Replacement

### **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 SOUR test on AD#2; transferred to mixing tank
3. Pumped rain water out of storage tanks
4. Completed confined space entry into back sludge storage tank to get measurements and angles for new airline
5. Ordered and received propane for EB generator
6. Utility Superintendents met with Mike Stark/VT Scada to discuss scada in more detail
7. Completed SOUR test on AD#2; transferred to mixing tank
8. Worked on Vertimix airline plumbing in back sludge mixing tank
9. Gave SSD OHWARN brochure and copy of Mutual Aid Agreement to consider/discuss with Mayor and Law Director
10. Crimped new wire ends on Scottys LS voice reporter battery connections
11. Completed SOUR on AD#3; transferred to mixing tank

### **Electric Distribution**

1. Set 4 poles
2. New services
  - a. 2 Underground
  - b. 1 Overhead
3. Replacement/upgrade
  - a. 4 Undergrounds
4. Street lights
  - a. 1 Repair
  - b. 2 Replaced
5. Underground Locates (OUPS) 87
6. Traffic Signals

- a. Bore holes and set foundations for mast arm poles- Main and Summit Street/Myers Road- security signal
  - b. Replace failed pedestrian signal- Main and Logan east bound south side
7. Substations
  - a. Continue work on system mapping
  - b. Cover holes in switchgear cabinets at substations
8. Request or Miscellaneous Jobs
  - a. Install then remove temporary power supply on Main Street
  - b. Install more Military brackets and banners
9. Trouble Calls
  - a. 10/10/19- N. Leblond Street- meter base vandalized
  - b. 10/12/19- S. Main Street- replace breaker in our temporary power supply
  - c. 10/20/19- Celina Mendon Road- killed a bird
  - d. 10/23/19- Briar Lane- URD bad to house, lay temporary on top of ground
10. Large Projects
  - a. Pull wire and terminate UG to replace OH, and wreck out OH- behind old Walmart center
  - b. Pull old poles on Sugar, Pike, and Enterprise Street
  - c. Build stations for Century Link and hook up services- Feters Road and Stat Route 118, Erastus Durbin, and State Route 707
  - d. Replace 3 poles on May Street
  - e. Add second primary UG service for Regadanz- Frahm Pike west of Wabash Road
  - f. Replace existing transformer with large one, farm expansion- Tama Road west of Erastus Durbin- KFS Farm
  - g. Reconductor from #6 copper to #2 aluminum- Carmel Church Road between Now Road and Township Line Road
  - h. Program ABB electronic reclosers- Hasis Road, State Route 703
  - i. Directional bore for UG primary and secondary- Eastview Drive and Bacher Road- pill wire and set transformers and vaults, terminate, energize UG and wreck out OH