

Administrative Report
March 8, 2019 to March 21, 2019

Engineering Department

1. Department Projects:
 - a. //Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //Board of Zoning Appeals Schedule //Cemetery Project//Small MS4 General Permit Annual Report//Organizing Maps & Plans
2. Zoning Permits:
 - a. 7280 – Catherine Klosterman – 520 Sycamore St. – Fence
 - b. 7281 – Abbie Waggamon – 516 W. Market St.
 - c. 7282 – RCS Construction – 319 Bruns Ave. – Residential Addition
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
4. Planning Commission:
 - a. There is a February Planning Commission meeting scheduled for March 28 at 7:00 pm.

Fire Department

1. Runs to Date
 - a. Squad- 82; Total Year- 432
 - b. Fire- 18; Total Year- 98
 - c. Primary Squad Runs for other Branches- 4; Total Year- 21
2. Auxiliary training will be held on Wednesday, March 27th
3. Depending on the weather we are planning on putting the boat in the water the week of March 25th
4. Several personnel are planning to attend the Fire Department Instructors Conference apparatus and equipment show on April 10th & 11th in Indianapolis, Indiana

Police Department

1. Calls for Service- 691
2. Reports Written- 110
3. Arrests- 26
4. Citations- 25
5. Crashes- 17
6. Warnings- 48
7. Reports of Interest:
 - a. On Monday, March 18, 2019, detectives were able to develop information of the whereabouts of Mitch Mullins. Mullins was wanted for the felonious assault of his wife as a result of an incident in Celina on January 18, 2019 as well as an escape charge filed by the Ohio Adult Parole Authority.

Celina Detective Steve Yoder located a suspect vehicle north of Celina in which Mullins was a passenger. Detective Yoder kept the van under surveillance, following

it for several miles awaiting for sufficient back up to arrive. Mullins is known to be violent and was suspected to be armed.

Mitch Mullins fled from the van in the area of Southworth Rd. just south of Landeck Rd. in Allen County. Officers from Celina P.D., Delphos P.D., Spencerville P.D. along with Deputies from Allen, Auglaize and Mercer County Sheriff's Offices were on scene as well as the Grand Lake Drug Task Force. A perimeter was established then a K-9 Deputy with Allen Co. Sheriff's Office performed a track of the area and located Mitch Mullins hiding in a brush pile about 100 yards from Southworth Rd. He was taken into custody without incident.

8. Total Police Department Calls for Services, YTD: 3,830

Parks and Recreation

1. Receiving baseball and softball applications online
2. Advertising for Spring sports
3. Preparing equipment to be distributed to coaches

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Getting ball diamonds ready for high school spring sports

Public Works

1. Patch pot holes
2. Clean equipment
3. Work on equipment
4. Installing storm sewer line on West Forest Street
5. Repairing signs
6. Build batting cage at Westview Park
7. Finished bleacher and concrete work at Montgomery Field

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. Located of utilities
5. Install new water services for new construction

Sewer Collection

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

Customer Accounts/Meter Readers

1. Billed 2,054 customer billings
2. Sent out 456 delinquent billings
3. Shut off 18 accounts for non-pay
4. Sent out final billings and refunds
5. Meter readers continue reading

Water Treatment Plant

1. Completed 32 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 03/12/19 – 6.6 ug/L
 - b. Raw Water 03/19/19 – 6.7 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 awarded to Schmitz Enterprises
 1. PO for \$33,493.00 submitted
 2. To be completed in Sept. 2019
 3. Received injectors for new hypochlorite feed
4. Water Dept. Training
 - a. March 21st, 2019, OAWWA District Meeting, Sandusky, Ohio, 4 operators attending
5. WTP Buildings, Grounds, & Operations:
 - a. South lime feed pump repair completed, back to full operation
 - i. Two occasions, 3/7 and 3/18
 - ii. Debris in lime slurry the primary cause of pump problems
 - b. Retaining wall for backwash pump (to waste) raised to reduce splashing
 - c. Began Rolling lawn (WTP Grounds) on 3/20/19
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, Completed
 - 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. Project on hold until engineering meetings completed
 - e. Pilot unit sale / rental?

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 (generators and level probes weekly), perform buildings/grounds duties as needed
2. Public Works/Sewer Collection Workers investigated SSO called in to OEPA at Head Start building, no City sewer problem discovered, Jeff Jones cleaned old sewer by Print Shop due to backed up drains, caused odors throughout building, Celina Fire Department tested atmospheric conditions and determined ok, possibly blockage in sink P-trap??
3. Reported findings of sewer overflow investigation at Head Start building to OEPA and Mercer County Health Dept.
4. Completed SOUR tests on AD#4
5. Completed SOUR test on AD#1; transferred to mixing tank
6. Met with Access Engineering/Craig Knapke and Brian May to discuss sludge dewatering project
7. Worked on Schmitmeyer sludge site applications
8. Submitted time cards and entered PAYQ
9. Received quotes for UV lamps and sleeves
10. Emailed Matt Tunnel/Mersino Company again regarding warranty repair for defective hinges on Global pump sound enclosure

Electric Distribution

1. Set 5 poles
2. New services
 - a. 2 Underground
3. Street lights
 - a. 10 Repairs
 - b. 6 Replaced
4. Underground Locates (OUPS) 40
5. Traffic Signals
 - a. Install generator backup switch in temporary control cabinet- State Route 29 and State Route 703
 - b. Stake out mast arm pole locations- Main Street and Summit Street/ Myers Road
6. Substations
 - a. Downloads at Walnut substation
7. Request or Miscellaneous Jobs
 - a. Remove temporary services at Tri Star Building- State Route 703
 - b. OUPS representative presented regulations updates- our building
 - c. Repair guy wire- Oregon Road
 - d. Turn on 6 more units- new Meadowview Apartments
 - e. Continue work on new flag poles- Main Street
 - f. Replace lift poles on Stose Road north of Howick Road, Morrow Road east of State Route 127

- g. Work on generators
- h. Replace lift pole on Meyer Road and hook up new UG service to barn
- 8. Trouble Calls
 - a. 3/8/19- Mercer Auglaize Line Road- broken riser wire
 - b. 3/11/19- Skeels Road, Mud Pike trouble calls
 - c. 3/19/19- Visions Plant- Havemann Road- their problem
 - d. 3/20/19- Hellwarth Road south of Tama Road- 3 phase line pole broke off- car accident- hit and run
- 9. Large Projects
 - a. VTF- bored in conduit for Lakeshore Park
 - i. CMU crews begin digging to set transformers etc.
 - b. Continue work for 3 phase line extension on Karch Road south of Monroe Road
 - c. Move line, raise our neutral over top of DP&L conductors- State Route 29 and Township Line Road
 - d. Replace 3 phase line pole after accident- Hellwarth Road south of Tama Road after accident
 - e. Set pole, move lines on Oregon Road west of Weitz Road- for county bridge project