

Administrative Report
March 9, 2018 to March 22, 2018

Engineering Department

1. Department Projects:
 - a. Planning Commission meeting//Zoning Permits//311 updates //Engineering Clerk Training//Restaurant Franchise Research
2. Zoning Permits:
 - a. 7165 – MS Consultants – 2001 Havemann Rd. – Commercial Building Permit
 - b. 7166 – Phoenix Sign Co. – 301 S. Walnut St. – Sign Permit
3. Violations:
 - a. 519 Cron St.
 - b. 446 E. Livingston St.
 - c. 914 N. Walnut St.
4. Planning Commission:
 - a. Planning Commission meeting scheduled for March 22. One item on the agenda is for Friendly Market IGA drive thru.

Fire Department

1. Squad Runs- 362
2. Fire Runs- 73
3. Primary Squad runs to other Branches- 15
4. Three personnel and the Chief will be attending the 2018 Midwest Ohio Arson Seminar on Saturday, April 7th in Sidney
5. Attended the Fire Code update in Findlay, Ohio on Tuesday, March 20th
6. Auxiliary Training will be conducted on Wednesday, April 4th

Police Department

1. Calls for Service- 878
2. Reports Written- 110
3. Arrests- 35
4. Citations- 23
5. Crashes- 14
6. Warnings- 68
7. Reports of Interest:
 - a. **3/7/18:** Patrolman Brian Taylor arrested a 44 year old man he made contact with in a traffic stop. He was in possession of a significant amount of methamphetamine packaged in several small packets along with several pipes for smoking meth and assorted other drug paraphernalia. He is being held in the Mercer County Jail.
 - b. **3/9/18:** 35 year old Clay Junod was sentenced to 23 years in state prison for the April 9, 2017 robbery of the Best Western Hotel on Holiday Drive, Celina. 10 of those years were for the fact he is a repeat violent offender. Junod had stated the reason for the crime was to fund his illegal drug use.
8. Total Police Department Calls for Services, YTD: 4,620

Parks and Recreation

1. Receiving baseball and softball applications
2. Getting sponsors

3. Advertising at schools for baseball and softball players
4. Getting quotes for shirts and hats for baseball and softball

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Worked on equipment
4. Cut dead trees in parks
5. Swept bike paths

Public Works

1. Patched potholes
2. Repaired equipment (oil changes and general maintenance)
3. Assisted Water Distribution on water main install at Bryson Park District
4. Sweep city streets
5. Plow snow from storm
6. Replace several catch basins on E. Livingston Street
7. Trim trees in park areas

Water Distribution

1. Installing new water main at Bryson Park District
2. Install new water services
3. Miscellaneous work orders (dead meters, water turn ons and offs, leaking meters)
4. Water valve repairs, fire hydrant repairs
5. Locates of utilities

Sewer Collection

1. Locates for utilities
2. GIS sewer system
3. Jet sanitary and storm sewers
4. Camera sewers for repairs, and new street projects
5. Repair catch basins

Customer Accounts/Meter Readers

1. Billed 2,013 customer billings
2. Shut off 23 customers
3. Sent out 459 delinquent billings
4. Sent out final billings and refunds
5. Meter Readers continue reading

Water Treatment Plant:

1. Completed 49 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 03/13/18 – 12.1 ug/L
 - b. Raw Water 03/20/18 – 12.7 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. Planning for 2018 projects and operations – Additional Shelter House
4. Water Dept. Training
 - i. NW District Meeting for AWWA, Bucyrus March 22, 2018
 - ii. Completed Microbiological Lab Certification – 5 operators
 - iii. Celina to host October 18th, 2018, Ohio AWWA NW District meeting
5. WTP Buildings and Grounds:
 - a. Sand Filter BW Pump Valve Replacement - Completed
 - b. Screen House light replacement to LED – waiting for warmer weather
 - c. Wire trough ordered to be installed from 1952 bldg. through 1974 bldg. – start next week
 - d. High service pump replacement project
 - i. Pump on order – 10 weeks till delivery
 - ii. VFD panel ordered – 6 weeks till delivery
 - iii. Valve & check valve ordered – 6 weeks till delivery
6. WTP Operations:
 - a. Sludge pit pump control panel ordered – 6 weeks till delivery
7. WTP Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Continued next stage, designing improvements of 1974 expansion
 - ii. Hazen & Sawyer continuing design plans
 - b. Pilot on raw lake water is underway with MORIF unit to replace clarifiers
 - i. Running comparative UV254 and Microcystin samples in-house
 - ii. Re-designed MORIF pilot tank is operational
 - iii. Submitting pilot protocols to OEPA next week
 - c. GAC Facility
 - i. Carbon Exchange for tank #4 scheduled for April 2018

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse bar screens twice daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer chlorine/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. Changed out Stenner chemical feed pumps at Eaglebrooke lift station (bad bearing) 3/10
3. Republic Services hauled 1 load of biosolids to landfill 3/12
4. Followed up with Preliminary Compliance Review Report with OEPA 3/15
5. Rebuilt broken Stenner chemical feed pump for spare unit 3/18
6. Completed WWTP employee evaluations 3/20
7. Worked on and completed repair of lower bearing on East screw pump (removed, welded on locator, reinstalled) 3/19-3/20
8. Transferred calcium nitrate to Eaglebrooke and Walmart liftstations 3/20
9. Submitted timecards and entered payroll in PAYQ 3/19

10. Snow removal duties 3/21
11. Scott Conn attended NW-OWEA meeting in Wapak for contact hours 3/21

Electric Distribution

1. Replacement/upgrade
 - a. 2 Undergrounds
2. Street lights
 - a. 4 Repairs
 - b. 2 Replaced
3. Underground Locates (OUPS) 51
4. Traffic Signals
 - a. Replace controller at Havemann and Menards- repaired after damage from tornado- 11/5/17- security signal
 - b. Replace controller at Main and Wayne after repair, troubleshoot intermittent flash problem- repaired- security signal
 - c. Adjust min. green times and delay times at Market and Buckeye- security signal
 - d. Reset camera detectors at Main and Fayette
 - e. Replace red lamp- Main and Summit west bound north head
5. Substations
 - a. Fiber Optic cable splicing of cable replaced after tornado-11/5/17
6. Tree Trimming
 - a. West of Main Street in the city
7. Request or Miscellaneous Jobs
 - a. Provided Mutual Aid requested by New York Power Authority- for Con Edison- sent 2 men and bucket truck March 8th to March 15th worked 8-16 hours per day
 - b. Install conduit for fiber optic cable at Administration Building and pull cable in
 - c. Plow snow for Street Department
8. Trouble Calls
 - a. 3/19/18- 1531 Irmischer- assisted customer with resetting their main breaker
 - b. 3/19/18- Pull and plate meter center- 537 Touvelle Trailer Park with Police Officer- customer installed stolen meter
 - c. 3/20/18- Eastown Shell- primary pothead burned off- replaced
 - d. 3/20/18- 725 S. Elm- house drop arcing, repaired and raised up
 - e. 3/21/18- 905 Willow- entrance cable arcing, electrician install temporary service, then re-hooked house
9. Large Projects
 - a. Raise 1 phase pad mount transformer and hook up new meter center- Westside Trailer Park
 - b. Dig up existing conduit runs at Eastview Park and new run to press box
 - c. Prep work to build line to MVP Dairy- Hasis Road- frame and haul poles