

Administrative Report

April 5, 2019 to April 17, 2019

Administration

1. Boat Docks are available to rent for the season
2. Accepting applications for lifeguards for the Bryson Swimming Pool- deadline May 1st
3. Special Trash Collection will be April 6th- April 27th
 - a. Monday Route- April 6th
 - b. Tuesday Route- April 13th
 - c. Thursday Route- April 20th
 - d. Friday Route- April 27th
4. Grand Opening of the Challenge Course- April 22nd at 1:00 PM
5. Hydrant Flushing (dead ends only)- May 6th- May 10th
6. Pension reporting and payments
7. Seasonal new hires
8. Insurance changes
9. Employee accruals
10. Payroll

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. 7289 – Ruth Uhlenhake – 237 Lincoln Dr. – Pool/Fence
 - b. 7290 – Aaron Braun – 2101 Eaglebrooke Parkway – Pool/Fence
 - c. 7291 – Dennis Wagner – 209 Zillah St. – Shed
 - d. 7292 – Bill Stammen – 2248 E. Wayne St. – SF Dwelling
 - e. 7293 – Jim Yaney – 109 S. Vine St. - Shed
3. Violations: High Weeds/Grass and/or Trash
4. Trash:
 - a. 634 Linden
 - b. 1042 Hemlock
 - c. 624 North
 - d. 1709 E. Livingston
5. 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
6. Planning Commission:
 - a. There is an April Planning Commission meeting scheduled for April 25 at 7:00 pm.
 - b. There is a May Planning Commission meeting tentatively scheduled for May 23 at 7:00 pm.

7. Board of Zoning Appeals:
 - a. There is an April Zoning Appeals meeting scheduled for April 25 at 6:00 pm.
8. Construction Updates:
 - a. 2018 North Main Street Improvements:

VTF Excavation has resumed work on this project as of 4/15/2019. They are restoring grass areas disturbed by the construction activities. This will involve placing and grading topsoil around curbs, walks and drives. They will also be cleaning up construction debris and finishing up a few unfinished items of work. We expect this project to be completed early spring. The City Electric Dept. is currently installing new street lighting on Main St. between Wayne and Johnson. They are also removing the existing street lighting.
 - b. 2018 Bryson Park District Phase 2 Amphitheater:

Bruns Building & Development resumed work on the Amphitheater structure on 3/7/2019. The retaining wall at the rear of the structure and the seat wall at the front of the structure are complete. The underground electrical was completed and they are presently placing concrete for the floor and walks in and around the Amphitheater. The concrete slab/floor of the amphitheater is nearing completion and they will soon be installing walks and drives to the amphitheater. We expect this project to be completed on or near May 15, 2019.
 - c. 2018 Street Resurfacing Project:

The City has contracted with The Shelly Company to resurface the following streets: E. Livingston St. from the railroad crossing East of Fountain Ave. to just West of Grand Lake Rd.; Fountain Ave. from Livingston St. to Wayne St.; and Vine St. from Market St. to Livingston St. This project was held over from last year due to unfavorable weather conditions last fall. Weather permitting the contractor will start work on Thursday May 2nd and should only take a week to 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. This project is expected to begin around April 23rd this will be closely following the work being done under phase 2 of this project. We expect this project to be completed on or near July 15, 2019.
 - e. 2018 East Livingston Street Improvements:

PAB Construction Co. began the first phase of this project by closed the street on April 3rd and removed the asphalt pavement from the existing street from Main to County. After removing the existing pavement, they removed all the existing sidewalks and drive approaches. On May 15th they began the new storm sewers from Buckeye to County and also started on the replacement of walks from Cherry to Buckeye. The first phase will be completed and opened to traffic before beginning the second phase. This project is expected to be completed by August 31, 2019. Frank Snyder from the Daily Standard had some issues with his delivery trucks not

being able to make deliveries. Provisions have been done and delivery trucks can make it to the Daily Standard with no issues.

f. 2019 Street Resurfacing Project:

The City has contracted with The Shelly Company to resurface 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 begin in late June and should be completed on or before July 15, 2019.

g. 2019 West Market Street Utility Improvement:

The City will be taking bids for this project in June 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- 61; Total for the Year- 576
 - b. Fire- 11; Total for the Year- 124
 - c. Primary Squad Runs for other Branches- 1; Total for the Year- 22
2. Will be conducting fire extinguisher training at Ferguson on April 25th
3. The University of Findlay will be conducting a (free) hazardous material training involving ethanol and other flammable materials involving rail cars and other transportation vehicles. The training will be held Saturday, April 27th at the department.
4. Fire Prevention will be conducted at Graceland Preschool on Tuesday, April 30th

Police Department

1. Calls for Service- 641
2. Reports Written- 77
3. Arrests- 10
4. Citations- 10
5. Crashes- 8
6. Warnings- 40
7. Reports of Interest:
 - a. On April 11th a couple was relaxing in their family room when their dog alerted them to a male in the residence. A man was in another room of the house and when he realized he had been discovered, he fled on foot. The incident remains under investigation.
8. Total Police Department Calls for Services, YTD: 5,183

Parks and Recreation

1. Putting together schedules and rosters for baseball, softball, and pony league

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Serviced Parks equipment
4. Roll grass for baseball and soccer fields
5. Turn on water to restrooms and drinking fountains
6. Getting ball diamonds ready for high school spring reports

Public Works

1. Patch pot holes
2. Work on equipment
3. Repair catch basins
4. Repairing signs
5. Sweep entire city
6. Install curb on West Anthony Street
7. Finish concession stand at Montgomery Field that failed Health Department inspection

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 water services for new construction

Sewer Collection

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

Customer Accounts/Meter Readers

1. Billed 2,037 customer billings
2. Sent out 231 delinquent billings
3. Shut off 25 customers
4. Sent out final billings and refunds
5. Meter readers continue reading

Water Treatment Plant

1. Completed 28 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 04/09/19 – 21.8 ug/L
 - b. Raw Water 04/16/19 – 26.8 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. Installed chemical feed pumps and started spring pool startup
 - ii. 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
5. WTP Buildings, Grounds, & Operations:
 - a. Continued lawn rolling @ WTP and water towers
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. Continuing sludge testing

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 daily (generators and level probes weekly), perform buildings/grounds duties as needed
2. Completed SOUR test on AD#3 (passed)
3. workers opened up drain line in bunker with vactor and Barry cleaned sludge bunker
4. Received contract extension letters for sodium aluminate and calcium nitrate (still waiting to hear from polymer supplier)
5. Republic Services hauled 2 loads of biosolids to landfill
6. Working on UVsystem startup prep
7. Met with Centrisys rep and Regional sale manager to discuss equipment for project
8. Overseeded Kingswood LS and spot seeded Bruns LS
9. Collected soil samples from Jim Smith farm sites for authorization process
10. Completed PAYQ entry, submitted time cards
11. Republic Services hauled 2 loads of biosolids to landfill
12. Troubleshoot bridge grit pump tripping out; pulled and fabricated temporary suction pickup tube and ordered material for permanent fix
13. Made site visit to farm sites to evaluate how wet fields were for sampling

Electric Distribution

1. Set 10 poles
2. Replacement/upgrade
 - a. 1 Overhead
3. Street lights
 - a. 3 Repairs
 - b. 5 Replaced
 - c. 8 New Install
 - d. 8 New Pole
4. Underground Locates (OUPS) 68
5. Traffic Signals
 - a. Pour cement base extension for new controller at State Route 29 and State Route 703/Grand Lake Road
 - b. Replace failed pedestrian signal- Main and Market north bound west side
6. Substations
 - a. Continue work on system mapping
7. Request or Miscellaneous Jobs
 - a. Repair roof at Heffner building
 - b. Clean all hot line sticks and tools prior to annual testing
 - c. Tap transformer voltage down at Water Treatment Plant
 - d. Energize 5th transformer at Versa Pak- 1000 kva
 - e. Help with installation of tent on Lake Shore Drive
8. Trouble Calls
 - a. 4/12/19- State Route 33- blinking lights- replaced drop
 - b. 4/15/19- 605 North Cherry Street- blinking lights- repaired drop
9. Large Projects
 - a. Continue work on North Main Street- Wayne to Johnson/Touville- work on decorative street light installation and remove old street lights, poles, and wire
 - b. Continue work for 3 phase line extension on Township Line Road north of Tama Road- Ron Frahm
 - c. Replace 3 phase line pole- State Route 127- south of Racquet Club
 - d. Build 1 phase line extension (450')- Brown Road east of Meyer Road for new home
 - e. Remove street lights and poles and wire- Livingston Street between Fountain Avenue and County Road
 - f. Continue work for 1 phase line relocation on Now Road north of Frahm Pike- county project- set 5 poles