

Administrative Report
April 9, 2021 to April 22, 2021

Administration

1. Firefighter/Paramedic Exam will be Saturday, April 24, 2021 at 9:00 AM.
2. Accepting seasonal applications for Lifeguards for this Summer for the Bryson Swimming Pool
3. Selling 11 miscellaneous items on Gov Deals
 - a. Auction ends 4/26/2021 at 2:00 PM
 - b. Updated list with the amount that each item sold for will be available at Council
4. Retro pay has been completed
5. New Hire and Seasonal Paperwork
6. 1st Quarter Reporting

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Eaglebrooke Subdivision
2. Zoning Permits:
 - a. 7497-225 E Fulton St-fence
 - b. 7498-109 S Main St-sign
 - c. 7499-560 E Fulton St-shed
 - d. 7500-1002 Briar Ln-fence
 - e. 7501-1112 S Main St-commercial bldg. (Planning Commission approved BoatHouse)
 - f. 7502-1845 E Market St-commercial bldg. (Planning Commission approved Store&Lock)
 - g. 7503-1279 Meadowview Dr-shed
 - h. 7504-1211 Yorkshire Ct-pool/deck
 - i. 7505-119 E Fulton St-shed
 - j. 7506-2310 Eaglebrooke Circle-new house
 - k. Permits for Street cuts for Dominion Gas Co. (3)
3. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 221 E Warren St-grass
 - c. 303 N Brandon St-grass
 - d. 611 Vining-grass
 - e. 306 S Elm St-grass
 - f. 1005 Rosewood-grass
 - g. 645 N Walnut-trash
 - h. 642 N Mill St-trash
 - i. 6 notices were given in regards to city wide trash pickup (items prohibited)
4. Planning Commission:
 - a. Meeting Scheduled for April 22, 2021 for site and plot layout of Eaglebrooke Section 7 Phase II and replat of Braun Drive

5. Board of Zoning Appeals:
 - a. Meeting scheduled for May 11, 2021 to hear cases filed by Ronald Luebke to place a garage on empty lot on NE corner of Jill Ave and Heirholzer St. Another case filed Wynk's of 1377 Michael Ave to build a great room that does not meet setbacks.

Fire Department

1. Runs to Date:
 - a. Squad- 167; Total- 596
 - b. Fire- 13; Total- 99
 - c. Primary Squad runs for other Branches- 4; Total- 29
2. Insurance Service Office (ISO) will be grading the Fire Department on Wednesday, April 28th. Our current rating is Class 4 in the City and 4y in the Townships. They will be grading the 911 Communion Center, City Water System, Fire Hydrants, Training Records, Run Volume, Fire Equipment, Pump Test, Hose Testing, Aerial Ladder Testing, Pump Capacity of Apparatus, Automatic and Mutual Aid Agreements in our fire territory response area and etc.
3. Fire Hose testing is being completed in April and May (13,500')
4. Spring Cleaning of the station is being completed
5. Firefighter Civil Service test is Saturday, April 24th. There are 6 candidates taking the exam.
6. New hydrant installation inspections were completed on the Eaglebrooke Parkway expansion.

Police Department

1. Calls for Service- 833
2. Reports Written- 247
3. Arrests- 30
4. Citations- 29
5. Crashes- 12
6. Warnings- 57
7. Reports of Interest:
 - a. On about 4/7/21 the Celina Police Department computer server which handles our operating software suffered a catastrophic failure. Efforts were made to salvage it, however, it continued to cause hard drives to fail. It was found that the components in the system were not of enterprise grade which would be necessary due to the fact it runs 24/7/365.

Unknown to us, the backups began to fail in October and no notices were sent as it was programmed to do so.

Our I.T. Company, 29 Technologies from Coldwater, was able to borrow a server and hard drive array from the Mercer County Sheriff's Office and get us running. All data prior to October was recovered. The hard drives were sent to a data recovery service and they were able to recover 100% of the lost data from October to the date of the failure.

29 Technologies is currently working to build a new server, hard drive array and a proper backup system. The failed equipment came from a different vendor.

8. Total Police Department Calls for Services, YTD: 4,431

Parks and Recreation

1. Working on baseball and softball rosters and coaches
2. Hiring umpires for baseball and softball games

Parks Maintenance

1. Dump trash from parks
2. Opened all restrooms
3. Clean restrooms
4. Montgomery Field maintenance
5. Mow grass
6. Diamond maintenance for high school sports

Public Works

1. Patch pot holes
2. Tree branch collection (from snow storm)
3. Install new storm sewer on Jill Avenue and remove concrete for paving
4. Dig out Administration parking lot; stone lot; form curbs
5. Work on equipment

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs

Customer Accounts/Meter Readers

1. Billed 2,049 customer billings
2. Sent out 358 delinquent bills
3. Shut off 7 customers
4. Sent out finals and refunds
5. Adding all information for new electric and water radio reads- seem to be working great

Water Treatment Plant

1. Completed 42 microbiology samples
2. Water Distribution
 - a. Water meter replacement program
 - b. Lead service line research & replacement program
 - c. Handing out backflow overdue letters
 - d. System dead-end flushing scheduled for May 17th – 21st
3. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 04/13/21 – 3.8 ug/L

- b. Raw Water 04/20/21 – 0.8 ug/L
 - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - d. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - e. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
 - f. Continued Microcystin Analysis for West Beach project (GLSM State Park)
- 4. Bryson Pool Operations
 - a. Pool closed for season
 - i. Start-up is scheduled for the week of May 3rd, 2021
 - 1. Should be ready to open June 1st, 2021
 - 2. Pool floor & lane line paint, received, to be completed at the end of season
 - ii. Main pool recirculation pumps pulled for inspection & repair/replacement
 - 1. On order, Shipped April 21st, 2021
- 5. Water Dept. Training
 - i. Technology Committee Meetings
 - 1. Scheduled zoom meeting May 18th
 - 2. Sludge Handling Sub-Committee, completed meeting with OEPA
- 6. WTP Buildings, Grounds, & Operations:
 - a. South raw water pump is back in service and running great at this time
 - i. North pump to be completed in a few months
 - b. WTP Maintenance
 - i. #1 ozone basin to be completed when WTP is shut down for piping installation
 - ii. All outside valves to be exercised when WTP is shut down for piping installation
 - iii. Both North & South rapid mixers, flocculation basins, & settling basins annual maintenance has been completed
 - iv. Recarbonation, trenches, & #2 ozone contactor to be cleaned within 2 weeks
 - v. Carbon exchange for tank #6, scheduled for May 4th, 2021
- 7. WTP Capital Projects
 - a. 1974 Clarifier Replacement Project
 - i. DAF Facility Project, Due for completion August 2021
 - 1. WTP Entry
 - a. Block & brick completed
 - b. Electric has been started, needs outside lights
 - c. Stairway pour went south and will be removed and tried again
 - 2. DAF Bldg.

- a. Block completed, brick is continuing
 - b. Continuing electrical connections within DAF Bldgs.
 - c. Heater ducts have been insulated and are operational
 - d. Working on an electrical issue with main heater relays, to be repaired
 - e. Started electrical startup for DAF equipment, no issues at this time
 - f. DAF tanks – completed dry and wet start-up checks
 - g. Start-up scheduled for next week
 - h. Catwalk areas need handrails to be completed, now onsite
 - i. Plumbing @ 95%
3. Bioreactor facility
- a. Mixers completed
 - b. Electric installation continues
 - c. Blasting of tank walls completed, painting completed
 - d. Tanks filled and checked
 - e. Roof replacement at 90%, needs edges completed once brick has been completed
 - f. Grading completed, handrail to install

Wastewater

1. Worked on converting old centrifuge stand to new work table for shop
2. Sent pics of lower air cylinder on #2 HUBER screw press (leaking air) to Patrick Sheehan
3. Seepex rep completed startup on #2 sludge pump
4. Scheduled pre-switchover meeting for Scotty's LS project
5. Received electronic OEPA response letter for No Feasible Alternatives (NFA) analysis letter sent 1/25/21 requesting information not included in NFA analysis; forwarded email to SSD/Mayor requesting to meet and discuss
6. Completed converting old centrifuge stand to new work table for shop and mounted press and vise
7. Transferred calcium nitrate to Eaglebrooke LS; to Walmart LS
8. Met with Brian May/Access, Koester Electric, Simcoe/VTF, Mertz/Electric for Scotty's LS pre-switchover
9. Loaded trailer with 4" suction/discharge hose for Scotty's bypass (if needed) and ensured 4" Global pump was ready to go
10. Installed manhole steps and stainless level marker in West sludge mixing tank
11. Mike Rowe/Pelton Env. and HUBER Regional Manager stopped to see new sludge dewatering equipment operating
12. VTF exposed forcemain, dug and caged for sewer connection between new wetwell and old wetwell; WW repaired bubbler line; VTF grouted conduit openings (outside only)

13. VTF cored old wetwell and installed 10" connecting sewer to new wetwell, cut and connected forcemain pipe exiting valve pit to existing forcemain, backfilled, Ray Sizemore/Xylem performed startup on pumps, no one showed up for flowmeter startup
14. HUBER startup rep troubleshot problems with #1 screw press (changed vfd parameters and corrected wrong 4-20 termination by Buschur Electric); changed out leaking air cylinder on #2 press (under warranty)
15. HUBER startup rep adjusted more vfd parameters due to sludge pump surging and press high current interrupt faults; completed startup and training to wwtp staff
16. Modified Scotty's LS flow sheet
17. Updated Liftstations Specification file to account for Scotty's LS

Electric Distribution

1. Set 8 poles
2. New Services
 - a. Underground 3
3. Service Replacement
 - a. Upgrade Underground 4
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 4
 - b. Replaced 4
5. Underground Locates (OUPS) 62
6. Traffic Signals
 - a. Replace flash controller at Portland & Logan Street
7. Substations
 - a. Check and clean substations
8. Tree Trimming
 - a. Tree removed from lines on Ash Street
9. Request or Miscellaneous Jobs
 - a. Replace 3 lift poles and service lines
 - b. County bridge projects; move lines on Oregon Road and set pole and move lines on Brown Road
 - c. Replace and move poles and lines on Denny Road- tree line clearance
10. Large Projects
 - a. Set remote read meters
 - b. Set 2 poles on Bunker Hill Road and build station for new customer
 - c. Replace poles and rebuild transformer stations on West Bank Road
 - d. Replace 2 poles and transformer station on Celina Mendon Road
 - e. Replace 3 phase transcloser on Meadowview Drive- hit during snow removal