

Administrative Report

April 23, 2021 to May 6, 2021

Administration

1. The Firefighter/Paramedic Exam was April 24, 2021. 4 out of the 6 eligible to take the exam showed up and 3 passed the exam.
2. We have received about 40 applications for lifeguards for the Bryson Swimming Pool. The pool manager is reviewing the applications and contacting the ones that need scheduled for a class to become certified. The class to become certified will be the first week on June.
3. The Spring Trash Cleanup has been completed. The total of the bill from Mahargs is \$38,714.20.
4. The City is accepting Seasonal Applications for a Seasonal Parks Maintenance Crew Member to help with mowing and weed eating at the parks and cemetery.

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. 1376 Michael Ave-shed
 - b. 321 Zillah St-fence
 - c. 323 Johnson Ave-fence
3. Permits for Street cuts for Dominion Gas Co. (1)
4. Sanitary inspections (3)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. N Main St (Michel Tire & Marathon Station)-grass
 - c. 642 W Wayne St-grass
 - d. 1005 Rosewood
 - e. City mowed 5 properties
6. Planning Commission:
 - a. Currently scheduling meeting for a meeting in May for Thieman Tailgate expansion. TBD as well as working with three (3) other possible cases for June.
7. 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 by Wynk's of 1377 Michael Ave to build a great room that does not meet setbacks.

Fire Department

1. Runs to Date:
 - a. Squad- 79; Total- 675
 - b. Fire- 16; Total- 115
 - c. Primary Squad Runs for other Branches- 6; Total- 34

2. Providing a squad at the harness races at the Fairgrounds on Saturday, May 8th from Noon to 3:00 PM
3. Physical Agility testing for the candidates who passed the Civil Service Exam will be Wednesday evening May 19th. We will be hiring 2 personnel
4. We will have a fire engine lead the parade for cancer at the schools on Wednesday, May 12th
5. Auxiliary training will be held on Wednesday, May 12th and May 26th

Police Department

1. Calls for Service- 585
2. Reports Written- 166
3. Arrests- 11
4. Citations- 14
5. Crashes- 10
6. Warnings- 32
7. Reports of Interest:
 - a. On May 3rd the Celina Police Department conducted HIT operations in Celina in coordination with the Mercer County Sheriff's Office. The operation resulted in 3 arrests of people in possession of drugs and/or drug paraphernalia. Eighteen traffic stops were made which resulted in 5 citations (mostly driving under suspension) and 13 warnings. The K9 was used as well and assisted in locating drugs.
8. Total Police Department Calls for Services, YTD: 5,016

Parks and Recreation

1. Working with coaches to schedule practices and games
2. Putting together umpire equipment
3. Scheduling umpires
4. Ordered team shirts

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 collections
3. Pour concrete at Administration Building parking lot
4. Work on equipment
5. Weed eat Cemetery
6. Repair sanitary lateral on Riley Street
7. Mow side ditches

8. Sweep entire City

Sewer Collection

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

Customer Accounts/Meter Readers

1. Billed 2,737 customer billings
2. Shut off 30 customers
3. Sent out 316 delinquent letters
4. Sent out refunds/finals
5. Shelter house rentals

Water Treatment Plant

1. Completed 47 microbiology samples
2. Water Distribution
 - a. Water meter replacement program
 - b. Lead service line research & replacement program
 - c. Handing out backflow overdue letters
 - d. Helped with DAF project tie-in
 - e. System dead-end flushing scheduled for May 17th – 21st
3. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 04/27/21 – 0.5 ug/L
 - b. Raw Water 05/04/21 – 0.5 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. Installation scheduled for May 17th, 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, coupling problem, removing for repair
 - i. North pump to be completed in a few months
 - b. WTP Maintenance
 - i. #1 ozone basin maintenance completed
 - ii. All outside valves to be exercised when WTP is shut down
 - iii. Recarbonation, trenches, & #2 ozone contactor to be cleaned, after pool startup
 - iv. Carbon exchange for tank #6, completed
 - v. Carbon exchange for tank #8, scheduled for July 6th, 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. Doors and windows have been installed, need caulked
 - c. Electric has been started, needs outside lights
 - d. Stairway pour went south, removal and forming ongoing
 2. DAF Bldg.
 - a. Block completed, brick is continuing
 - b. DAF trains are running for equipment checks, water to WWTP
 - c. Catwalk area handrails being installed
 - d. Plumbing @ 95%
 3. Bioreactor facility
 - a. Mixers completed
 - b. Electric installation continues
 - c. Tanks filled, checked, and have sludge flow
 - d. Roof replacement at 90%, needs edges completed once brick has been completed
 - e. Handrail installation continuing
 - f. North clarifier demo started

Wastewater

1. Removed romex to Scottys LS voice reporter near manhole to allow VTF to grade (used ext. cord plugged into recept for power) to temporary operate VR, discovered board in new VR did not work; met Scott Gehle at Scottys (gave him bad VR board, installed test button, installed high level shut off switch)
2. Informed Craig Knapke/Access Eng and Kent/Shinn's that we did not want to use ring sensors for pressure monitoring Seepex pumps; researched pressure sensor setup with isolators; ordered fittings needed for pressure switches and gauges

3. Electric Dept spot located Scottys LS force main, bored conduits for underground main feed and SCADA, pulled wire; did not terminate
4. Requested quote for new personnel winches from MTECH for confined space entry
5. VTF replaced damaged manhole cone at Scotty's LS
6. Emailed Joe Wolfe confined space entry training info from MTech
7. Worked on DMRQA Study 41 (submitted check lists/instructions to contract labs)
8. Installed pipe, fittings, gauges and pressure sensors on Seepex pumps; installed flex conduits from pressure switches to junction box and terminated wires

Electric Distribution

1. Set 2 poles
2. New Services
 - a. Underground 1
 - b. Overhead 1
3. Service Replacement
 - a. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 5
 - b. Replaced 3
5. Underground Locates (OUPS) 74
6. Traffic Signals
 - a. Repair pedestrian light at Main Street and Logan Street
7. Tree Trimming
 - a. Rural lines west of town
8. Request or Miscellaneous Jobs
 - a. Transfer lines to replacement poles on West Bank Road
 - b. Set remote read meters
 - c. Assist setting tent at Lake Shore Park
 - d. Assist with wire install at Meadowview Apartments
 - e. Safety Meeting
9. Trouble Calls
 - a. 4/30/2021- Mud Pike broken riser wire
 - b. 5/2/2021- Lynn Road broken cutout
 - c. 5/3/2021- E. Wayne Street bad transformer
10. Large Projects
 - a. Directional bore on Cottonwood Drive
 - b. Pull in wire and terminate Cottonwood Drive
 - c. Replace lift pole on Tama Road