

**Administrative Report**  
**June 8, 2018 to June 21, 2018**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates//Bryson Park District Entry Arches//Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//EPA MS4 Permit Info
2. Zoning Permits:
  - a. 7211 – Scott Bergman – 941 E. Elm St. – Fence
  - b. 7212 – Braelen Bader – 306 S. Brandon Ave. – Fence
  - c. 7213 – Adam Friemoth – 518 S. Elm St. – Fence
  - d. 7214 – Lori Reichard – 226 E. Anthony St. – Fence
  - e. 7215 – Lori Reichard – 226 E. Anthony St. – Shed
  - f. 7216 – Jeremy Hinton – 1006 Chicory Ct. - Fence
3. Violations: High Weeds/Grass and/or Trash
  - a. 303 Brandon St.
  - b. 519 Cron St.
  - c. 326 Summit St.
  - d. 603 S. Sugar St.
  - e. 677 N. Sugar St.
  - f. 606 W. Logan St.
  - g. Piper Property - Grand Lake Rd.
  - h. 708 Fleck Ave.
  - i. 800 Touvelle St.
  - j. 322 W. Logan St.
  - k. 229 W. Warren St.
  - l. 611 Vining St.
  - m. 306 Elm St.
  - n. SE corner of Ash St. and Livingston St.
4. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel
  - b. 225 S. Main St. – Celina Motel
  - c. 206 E. Livingston St.

**Fire Department**

1. Runs to Date:
  - a. Squad- 85; Total Year- 782
  - b. Fire- 15; Total Year- 163
  - c. Primary Squad Runs for other Branches- 3; Total Year- 42
2. Will be conducting a 2 hour EMS in-service on June 26-28
3. Auxiliary training will take place Wednesday evening June 27<sup>th</sup> from 7:00PM-9:00PM (EMS in-service)
4. We will be completing a pre-inspection and post inspection of the planned fireworks at the Freedom Days festival

5. During the Freedom Days fireworks display we will have a Fire Department member on the boat with Police Department

### **Police Department**

1. Calls for Service- 895
2. Reports Written- 118
3. Arrests- 33
4. Citations- 23
5. Crashes- 11
6. Warnings- 64
7. Reports of Interest:
  - a. 6/20/2018 at 9:48 AM: Employees and a vendor at the Family Dollar on N. Main Street attempted to stop a man attempting to steal merchandise. The man assaulted an employee by repeatedly shoving him until he was able to make his escape.

The same day about 1:13 PM officers investigated a man jumping a fence into a backyard. Upon arrival the man fled on foot. Officers gave chase and made an apprehension a short time later. He was identified as the suspect from Family Dollar incident. He was arrested and held on multiple charges. The case is under review for possible felony indictment for robbery.
  - b. With the recent hot weather there has been an increase in complaints of pets being left in vehicles. We ask that people leave their pets at home when running errands in the summer. It is better for your pet to be alone at home than suffering or possibly dying in the car. If an animal is found in distress in a hot car, the owner can be charged with animal cruelty.
8. Total Police Department Calls for Service, YTD: 9,977

### **Parks and Recreation**

1. Soccer and Football registration deadline is July 1<sup>st</sup>
2. Attending rec Softball and Baseball games in the evenings at the parks
3. Office works
4. Scheduling a rec pool party in July

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Work on equipment
4. Worked on ball diamonds, getting ready for rec sports
5. Cleaned restrooms
6. Cleaned shelter houses
7. Edge sidewalks
8. Mow grass
9. Mulch trees and spry weeds

## **Public Works**

1. Patched potholes
2. Sweep city streets
3. Repairing catch basins
4. Worked on repairing retaining wall on Grand Lake Road
5. Mow side ditches
6. Installing batting cage at Montgomery Field
7. Mowing properties that have not been taken care of by property owners

## **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. Seed areas needed from water main work

## **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 2,033 customer billings
2. Sent out 219 delinquent billings
3. Shut off 20 customers
4. Sent out final billings and refunds
5. Meter readers continue reading routes
6. Shelter house rentals and taking rec applications

## **Water Treatment Plant:**

1. Completed 73 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 06/12/18 – 48.9 ug/L
  - b. Raw Water 06/19/18 – 77.9 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. Summer Operations
    1. Repaired hypo tank fitting leak
  - ii. 2018 Projects
    1. Additional Shelter House
      - a. Miami – Erie Construction, continued construction

- i. Construction completed
    - ii. Will open once grass around it grows
  - 2. 3 doors on basket house to be repaired / replaced
    - a. Scheduled for completion in two weeks
  - 3. Replace roof with green metal to match shelter houses
    - a. To be completed at the end of the swimming season
- 4. Water Dept. Training
  - i. NW District Meeting for AWWA, July 2018
  - ii. Celina to host October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
- 5. WTP Buildings, Grounds, & Operations:
  - a. Screen House light replacement to LED
    - i. Complete in a few weeks
  - b. South Flocculator, 1952 South drive shaft broke
    - i. PO submitted to convert from horizontal to vertical mixers, 6 weeks
  - c. Ozone / SCADA connections
    - i. Wires pulled, waiting for connections
  - d. High service pump replacement project
    - i. Completed, painting pump and water lines
- 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
  - b. Pilot on raw lake water is underway with MORIF unit to replace clarifiers
    - i. Running comparative UV<sub>254</sub> and Microcystin samples in-house
    - ii. Re-designed MORIF pilot tank is operational
    - iii. Submitted pilot protocols to OEPA, approved, 6 week run completed 6/22
  - c. GAC Facility
    - i. Carbon Exchange for tank #8 scheduled for July 3<sup>rd</sup>
    - ii. Carbon Exchange for tank #8 scheduled for August 7<sup>th</sup>

## **Wastewater**

- 1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course 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. Republic Services hauled two loads of biosolids to landfill 6/13
- 3. Met with Scott Gehle at Martz to discuss final details about controls and hooked up phase monitor for voice reporter 6/12; Reprogrammed Martz vfd to show “run” light with Tom Wellman/Electro Control assistance 6/13
- 4. Republic Services hauled 2 loads of biosolids to landfill 6/14, 6/15, 6/18, 6/19

5. Requested quote from Brentwood Industries for c-channel flights and wear shoes 6/18; ordered materials from the local rep (Pelton Environmental) 6/20
6. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations 6/18

### **Electric Distribution**

1. Set 9 poles
2. New services
  - a. 1 Underground
3. Replacement/upgrade
  - a. 1 Overhead
4. Street lights
  - a. 1 Replaced
5. Underground Locates (OUPS) 76
6. Trouble Calls
  - a. 6/7/18- Eastview Park- pole fire, ball diamond lights- repaired
  - b. 6/7/18- Swap Road at Township Line Road- bad transformer- replaced
  - c. 6/9/18- 124 South Main Street- ½ power- shut off bootie burned through
  - d. 6/9/18- 500 block South Mill- customer dug into his UG service- repaired
  - e. 6/9/18- 900 block South Elm- check house after lightning strike- per Fire Department
  - f. 6/10/18- car accident- Touvelle north of Jill- feed pole to Bruns Addition knocked off feeders 5&6 out- 45 minutes, Bruns Addition out 5 hours
  - g. 6/14/18- State Route 127 North- killed raccoon
7. Large Projects
  - a. Pull street light poles- North Main-Leona to Summit- east side
  - b. Set 3 phase trans closer and terminate- new Tri Star property
  - c. Clean up after accident, pull UG wire back in, replace 2 trans closers- Bruns Addition
  - d. Replace pole and 3 can back behind IC Parish Activity Center- North Walnut Street
  - e. Work on pole change outs off of East Market Street
  - f. Remove poles and service to farmhouse- State Route 118 north of Frahm Pike
  - g. Frame and haul poles for line relocation at Tri Star property
  - h. Replace 2 poles off of East Livingston Street north of State Route 703
  - i. Extend 1 phase OH line back lane west of Myer Road
  - j. Move transformer station and resign lines- Myer Road