

**Administrative Report**  
**August 6, 2021 to August 19, 2021**

**Administration**

1. Boat Docks on West Bank Road have all been rented out for this Summer. We do have boat docks available at the Hot Water Hole for \$110.00 now until November 1<sup>st</sup>.
2. The Bryson Swimming Pool will be closed for the season starting on Sunday, August 29<sup>th</sup>

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Eaglebrooke Subdivision//Bryson Park Restroom//Demolition Project
2. Zoning Permits:
  - a. 805 N. Main St- sign
  - b. 2024 Holiday Dr.- proposed com bldg.
  - c. 518 Hieholzer-fence
3. Plumbing Permits/Inspections (1)
4. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 806 W Market St-grass
  - c. 808 W Market St-pool
  - d. 624 North St-trash
  - e. 541 Hierholzer-trash
  - f. 200 Portland St-grass
  - g. 909 Willow – grass
  - h. 214 Summit St-grass
  - i. Fairground Rd-noise complaint
5. Planning Commission:
  - a. Meeting scheduled for August 26, 2021 to hear cases from Michelle Salazar of 401 E Market St; UPS of 1851 Industrial Dr.; Grand Lake Eye Care new facility on Holiday Drive

**Fire Department**

1. Runs to Date:
  - a. Squad- 75; Total- 1,254
  - b. Fire- 13; Total- 229
  - c. Primary Squad Runs for other Branches- 6; Total- 66
2. Provided 2 light towers for the Mercer County Fair
3. Mutual Aid to St. Henry Fire Department and Squad on the manure pit accident on Tuesday, August 10<sup>th</sup>
4. We will be attending the Mercer County Fireman's Association meeting on Thursday, August 26<sup>th</sup> at Burkettsville Fire Department.
5. Had an attic fire at a house at 416 S. Mill Street on Sunday evening August 8<sup>th</sup>. Moderate damage to the residence.

## **Police Department**

1. Calls for Service- 692
  2. Reports written- 226
  3. Arrests- 25
  4. Citations- 23
  5. Crashes- 9
  6. Warnings- 47
  7. Reports of Interest:
    - a. Patrolman Nathan Miller was selected to serve at the School Resource Officer for Celina City Schools beginning on August 23<sup>rd</sup>. He will start his week attending meetings, meeting school personnel and familiarizing himself with the buildings and schedules.
- Patrolman Miller has been a police officer for the City of Celina nearly eight years. He has a good rapport with the City Schools and the community. We believe he is a good fit for this assignment.
8. Total Police Department Calls for Services, YTD: 9,984

## **Parks and Recreation**

1. Passing out shirts to soccer coaches
2. Getting ready for soccer and football games to begin

## **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese
4. Pressure wash shelter houses
5. Mow grass
6. Paint football and soccer fields
7. Work on ball diamonds
8. Drag beach area

## **Public Works**

1. Mow blighted properties
2. Mow side ditches
3. Concrete replacement in Bruns sub division
4. Prep work for playground installation
5. Sign repairs
6. Sweep streets

## **Sewer Collection**

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

### **Customer Accounts/Meter Readers**

1. Billed 2,068 customer billings
2. Shut off 14 customers
3. Sent out 302 delinquent billings
4. Worked on refunds and finals
5. Meter readers continue to read

### **Water Treatment Plant**

1. Completed 67 microbiology samples
2. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research & replacement program
  - c. Concrete replacement at water service lines & street patches
  - d. Helping at WTP with driveway and parking lot concrete
  - e. Moved fire hydrant at Machine Pro
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 08/10/21 – 4.2 ug/L
  - b. Raw Water 08/17/21 – 5.2 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. Pool season continues
      1. Pool to be painted at the end of season
      2. Repaired cabinet door in basket house
      3. Changing area curtains to be replaced with stall walls at the end of the season
5. Water Dept. Training
  - i. Technology Committee Meetings
    1. Scheduled zoom meeting August 17<sup>th</sup>, 2021
    2. Sludge Handling Sub-Committee, TBA
    3. Operators are completing continuing education with internet classes
6. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump, installed, waiting on VFD, received and installing this week
    - i. North pump to be completed in a few months
  - b. WTP Maintenance
    - i. All outside valves to be exercised when WTP is shut down

- ii. Carbon exchange for tank #1, completed
  - iii. Carbon exchange for tank #3, scheduled for October 5<sup>th</sup>, 2021
  - iv. Started WTP Bldg. exterior cleaning, prep for foundation painting
  - v. Parking lot concrete project continuing
7. WTP Capital Projects
- a. AWC was in to inspect DAF project and take pictures

### **Wastewater**

1. Completed construction of Walmart chemical feed shed
2. Serviced Kingswood and Walmart generators
3. Filled calcium nitrate tanks at Walmart and Eaglebrooke LS
4. Provided Auditor information for City's 2022 Annual Financial Information Statement
5. Screened new Wastewater Operator Trainee applicants, scheduled interviews, and completed four interviews; discussed with SSD and offered Taylor Counterman position with start date of 9/27/21 to allow WTP transition and sent all non-selected applicants letters
6. Printed and researched major NPDES Permits for NW communities to compare Bypassing-No Feasible Alternatives Analysis and Schedule
7. Turned inside Aerators on HIGH due to increasing ammonia levels hoping to avoid August NH<sub>3</sub> violations
8. Gave WTP DAF rep a tour of the WWTP
9. Operated oxidation ditch inside aerators on HIGH due to increasing NH<sub>3</sub> effluent levels; back to LOW
10. Assisted Sewer Collection crew with confined space entry in manhole just south of Sugar St./ Warren St. intersection to remove hung-up camera
11. Worked on rerouting discharge line to middle of splitter box on oxidation ditches and elimination of carrier water for sodium aluminate feed, removed insulation/old heat tape and replaced with new
12. Pulled all three pumps at Fairgrounds LS and removed rags, cleaned lift cables, brought #1 pump back and cleaned up for repair; took #1 pump to IRISH for assessment
13. Jason attended WW Workshop in Findlay for contact hours
14. Talked to Logan County Sewer District about sludge screw presses and sludge mixing system
15. Daily Standard called and asked about infrastructure and capacity concerns

### **Electric Distribution**

1. Set 5 poles
2. New Services
  - a. Underground 2
  - b. Overhead 1
3. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 2
4. Street Lights
  - a. Repairs 7

- b. Replaced 7
  - c. Pole New/Replace 1
- 5. Underground Locates (OUPS) 50
- 6. Traffic Signals
  - a. Program and test school lights
- 7. Request or Miscellaneous Jobs
  - a. Brian Lantz attended lineman training school
  - b. Replace 2 poles and primary conductor on Oregon Road
  - c. Replace meter pole on Skeels Road
  - d. Move pole in Bryson Park
  - e. Replace 2 C T metering systems
- 8. Trouble Calls
  - a. 8/7/2021- Storm damage, replace 1 transformer. 3 over outages from lightning strikes
  - b. 8/8/2021- House fire on Mill Street
  - c. 8/10/2021- Mill Street open cutout on transformer squirrel
  - d. 8/11/2021- W. Logan Street broken neutral on secondary drop
- 9. Large Projects
  - a. Work on Market Street- Walnut Street line upgrades
  - b. Work on new line construction for Versa Pak
  - c. Replace bad transformer on Fairground Road
  - d. Work on pole line relocate on Hellwarth Road
  - e. Install transformer & URD for new service on Monroe Road
  - f. Install remote read meters