

Administrative Report
August 9, 2019 to August 22, 2019

Administration

1. Boat Docks are now available for rent for a discount of \$108.90 until November 1st
2. Selling miscellaneous items on Gov Deals
3. Grand Opening of the Harley C. Jones Memorial Rotary Amphitheater is Saturday, September 21, 2019 at 2 PM. Featuring the music is Out of Eden a tribute of the Eagles.
4. Grand Lake Marathon is Saturday, September 28, 2019
5. Ohio BWC walk thru inspection for Industry-Specific Program
6. Miscellaneous employee changes/questions
7. Employee accruals/FMLA
8. 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. 7332 – Craig Valentine – 1512 Mary Lane – Shed
 - b. 7333 – Jeff Larmore – 225 S. Buckeye St. – Shed
 - c. 7334 – Josetta Doseck – 816 S. Elm St. – Residential Addition
 - d. 7335 – Travis Braun – 529 E. Wayne St. – Shed
 - e. 7336 – Rick Calvelage – 1401 Myers Rd. – Residential Addition
 - f. 7337 – Jonah Jones – 910 Sycamore St. - Pool
 - g. *Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. 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. 1709 E. Livingston St. – Zoned R-3, not zoned for business
 - d. 438 E. Market St. – opened an automotive sales business without a conditional use; filed for August meeting
4. Planning Commission:
 - a. August 22, 2019 conditional uses at 104 S. Main St. and 438 E. Market St.
 - b. September 12, 2019 lot splits on Touvelle and Pat Dr.
5. Board of Zoning Appeals:
 - a. September 12, 2019 variance for a detached garage less than the allowable amount per zoning
6. 2019 Construction Updates:
 - a. 2018 North Main Street Improvements:
 - i. North Main St. is complete.
 - b. 2018 Bryson Park District Phase 2 Amphitheater:

- i. Bruns Building & Development has completed the project with the exception of a final punch list.
- c. 2018 Street Resurfacing Project:
 - i. 2018 Street Resurfacing project is complete.
- d. 2018 Bryson Park District Phase 3 Amphitheater Hardscape:
 - i. Alexander & Bebout, Inc. has completed the project with the exception of a final punch list.
- e. 2018 East Livingston Street Improvements:
 - i. PAB Construction Co. has completed Livingston St. from Main St. to County Rd.
 - ii. PAB Construction Co. has continued the phase 2 portion of this project which is located from County St. to the Railroad tracks at Fountain St. The contractor has completed the drainage in the areas between College Ave. and Fountain St. as well as the excavation of the existing roadway. Aggregate base has been placed and the curb and gutter is scheduled. Sidewalks and asphalt paving are to be completed in the next few weeks.
 - iii. The completion of this project has been delayed due to the conflicts with the gas lines and the weather.
- f. 2019 Street Resurfacing Project:
 - i. The 2019 Street Resurfacing project is complete.
- g. 2019 West Market Street Utility Improvement:
 - i. The City received a bid from Tom's Construction. The City expects this project to begin after Sept. 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- 78; Total Year- 1,224
 - b. Fire- 12; Total Year- 271
 - c. Primary Squad Runs for other Branches- 3; Total Year- 42
2. Attended a State EMS Medical Transportation Committee meeting in Columbus on August 20th
3. Mercer Fireman Association meeting was held Thursday evening August 22nd at Coldwater
4. On Friday, afternoon August 16, 2019 responded to a RV/motor home fire at 5174 Mud Pike. The RV was a total loss (\$6,000.00)
5. On Sunday, August 18th at 7:03 AM a house was struck by lightning at 2040 Golfview Drive. The strike caused a fire in the attic and put a 2'x2' hole in the roof. The Aerial Ladder was used to access the roof estimated loss was \$15,000.00.
6. A squad was provided for the Rotary Cross-Country Meet at Wright State on Saturday, August 24th
7. A dorm safety program was conducted at Wright State University in Saturday afternoon for the students.
8. Auxiliary training was held Wednesday evening August 21st

9. Dive training was held Tuesday, August 20th
10. EMS In-service will be held September 4 thru September 6th at the station
11. Each week Fire Department personnel are driving the city for any items placed at the street that are not in trash bags and/or have a tag for pickup.

Police Department

1. Calls for Service- 637
2. Reports Written- 93
3. Arrests- 49
4. Citations- 9
5. Crashes- 8
6. Warnings- 28
7. Reports of Interest:
 - a. On August 14, 2019, Celina Police Detective Steve Yoder and Brian Taylor were able to complete investigations involving motor vehicle thefts, residential burglaries and vehicle vandalisms. They solved, with written confessions, six motor vehicles thefts from Celina, Coldwater, and Mercer County, three residential burglaries in Celina and two vehicle vandalisms, one in Celina and another in Paulding.
 - b. Detectives were also working on a breaking and entering at the I.C. Church from earlier this summer. They have developed a suspect through a DNA match.
8. Total Police Department Calls for Services, YTD: 11,708

Parks and Recreation

1. Working on Soccer and Football schedules and a referee schedule
2. Team pictures
3. Recruiting referees
4. Office work

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Mow grass in parks, spray weeds
5. Water flowers downtown
6. Set up soccer fields and install new soccer goals at Westview
7. Line fields for Football

Public Works

1. Sweep down town
2. Dura Patch alleys
3. Patch streets
4. Work on equipment
5. Mow side ditches
6. Spray weeds

7. Sweep streets
8. Sign repair
9. Repair parking lot (Richardson-Bretz)
10. Help Water Treatment Plant install concrete parking lot

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 2 inch meters for industrial customers with radio read meters
6. Help remove dirt and add stone for Water Treatment Plant for new parking lot

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Camera sewers for repairs
5. Repair catch basins

Customer Accounts/Meter Readers

1. Billed 2,062 customer billings
2. Sent out 484 delinquent letters
3. Shut off 13 customers
4. Sent out final billings and refunds
5. Meter readers continue to read

Water Treatment Plant

1. Completed 41 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 08/13/19 – 31.0 ug/L
 - b. Raw Water 08/20/19 – 28.3 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. Lead/Copper sampling
 - a. Samples collected & sent to lab for testing
4. Bryson Pool Operations
 - a. Pool is open and operational
 - i. New door frames to be painted after season completed
 - ii. Tipping fish pole cap is cracked again, repair for next season
 - iii. Maintenance list received from pool staff for next season
 - iv. Basket House roof replacement awarded to Schmitz Enterprises
 1. PO for \$33,493.00 submitted, to be completed in Sept. 2019

5. Water Dept. Training
 - a. Pipe & fitting seminar completed August 21st, 2019, @ WTP
 - b. Fall district meeting scheduled for October 17th, 2017
6. WTP Buildings, Grounds, & Operations:
 - a. Continued mowing grass @ WTP, Lagoons, Pool, & Industrial Park Tower
 - b. Completed Spring tank cleaning
 - c. Start Fall tank cleaning in September 2019
 - i. North & South Clarifiers
 - ii. North & South Rapid Mixers
 - iii. Recarbonation basin
 - d. Hypo tank replacement and door installation
 - i. Tanks delivered July 1st, 2019 and all plumbing received
 - ii. Garage door ordered, installation next week
 - iii. Temporary tanks installed & filled
7. WTP Capital Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Continued next stage, designing improvements of 1974 expansion (@ 90%)
 - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
 - iii. Equipment design drawings submitted to Hazen & Sawyer
 - iv. Meeting scheduled for Friday, August 17th, 2019
 - b. Project #1, Completed
 - c. Project #2, Completed
 - d. Project #3, Clarifier Replacement

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course 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 (check generators/voice reporters and clean level probes weekly), perform buildings/grounds duties as needed
2. Painted 3' boundary stripe in front of electric panel in East storage building for OSHA compliance
3. Jutte Excavating removed forms; hauled in stone for floor base and compacted
4. Assisted Sewer Collection with confined-space entry on Livingston St. storm manhole
5. Republic Services hauled two loads of biosolids to landfill
6. Picked up materials for new shed needed at Eaglebrooke LS
7. Met with Shockman Lumber rep to confirm building colors; changed after discussion with Brian May (eliminated wainscoting)
8. Serviced generators: Kingswood / Myers Rd, Fairground / Kessler, Martz

9. Framed up walls and trusses for Eaglebrooke shed in shop, set walls and trusses, installed sheeting
10. Dropped off sludge forms @ Schmitmeyer farm for signing
11. Scheduled Bioassay testing

Electric Distribution

1. Set 3 poles
2. New services
 - a. 1 Underground
3. Replacement/upgrade
 - a. 2 Undergrounds
4. Street lights
 - a. 6 Repairs
 - b. 4 Replaced
 - c. 2 New Install
 - d. 12 New Pole
5. Underground Locates (OUPS) 58
6. Traffic Signals
 - a. Program school beacons per new schedule- active Monday before 1st day of school
 - b. Replace feed wire for school beacon- High School, east end and remove bird nest
 - c. Replace failed pedestrian light at Fayette and Main east bound north side
7. Substations
 - a. Replace failed bushings on 2 regulators at Havemann Substation- Zemar
 - b. Continue work on system mapping
8. Request or Miscellaneous Jobs
 - a. Install more Veteran banner brackets and banners
 - b. Replace street light pole on Main north of Library
 - c. Install plaque at Bryson Park
 - d. Set poles for Police Department and dig in conduit for gate at shooting range- Meyer Road
 - e. AMP Safety meeting/pole top and bucket rescue
9. Trouble Calls
 - a. 8/9/19- Neptune Mendon Road at Thomas Road- cutout broken
 - b. 8/10/19- turn new Tri-Star building off for final hook-up by contractor, we install permanent metering
 - c. 8/10/19- Stella Street- check UG vault struck by vehicle
 - d. 8/10/19- Main Street by Library, west side- street light pole knocked off, hit and run
 - e. 8/18/19- Fairground, Fleetfoot, Miller Roads- lateral out, lightning strike
 - f. 8/18/19- Heckler Martz lift station- phase out, arrester blown-lightning strike
10. Large Projects
 - a. Work on setting street light poles, vaults, pulling wire and installing lights- East Livingston Street
 - b. Repair meter bases on Greenbriar Court, Chesire and Touvelle Street

- c. Replace 3 phase pad transformer at Siefring Farms- Kuhn Road (300kva to 150kva)
- d. Continue work to install 3 phase recloser- State Route 703 east of Staeger Road
- e. Bore in conduit and replace vaults- S Main and West Bank Road