

Administrative Report
August 10, 2018 to August 23, 2018

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Engineering Clerk Training//Bryson Park District Entry Arches//Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//EPA MS4 Permit Info//
2. Zoning Permits:
 - a. 7233 – Phoenix Signs (Dollar Tree) – 1911 Havemann Rd. – Sign
 - b. 7234 – Phoenix Signs (AT&T) – 1949 Havemann Rd. – Sign
 - c. 7236 – Theresa Williams – 524 N. Buckeye St. – Detached Garage & Deck
 - d. 7237 – Permit Solutions, Inc. (McDonald's) – Non-Residential Addition & Sign
 - e. 7238 – Clayton Lyle – 909 Rosewood Dr. - Fence
3. Violations: High Weeds/Grass and/or Trash
 - a. 213 Warren
 - b. 324 E. Wayne
 - c. 1409 Meadowview
4. Zoning Violations:
 - a. 565 E. Market St. – Coles Motel
 - b. 225 S. Main St. – Celina Motel
 - c. 206 E. Livingston St.
5. Planning Commission:
 - a. Planning Commission meeting scheduled for August 23 at 7:00 pm. There are three items on the agenda for site plan review:
 1. Lot split on Willow St.
 2. Wheatland Acres – PH VI
 3. Office Space on Happy Daz property

Fire Department

1. Runs to Date:
 - a. Squad- 87; Total Year- 1,103
 - b. Fire- 13; Total Year- 217
 - c. Primary squad runs for other branches- 5; Total Year- 59
2. Provided automatic aid to a building fire at 5632 Fleetfoot Road on Monday, August 13th. Responded with a pumper/tanker and an ambulance
3. Provided an ambulance for the Varsity Football game on August 24th and the WBL Cross Country meet on Saturday, August 25th at Wright State
4. Conducted a fire Dorm Fire Safety Program on Saturday, August 25th for incoming students for fall semester at Wright State
5. Conducted a fire prevention program at the Celina Eagles on Saturday, August 18th for Kids Day
6. Construction has started on the new boat
7. Attended the Mercer County Fire Association meeting on August 23rd at Burkettsville

Police Department

1. Calls for Service- 787
2. Reports Written- 104
3. Arrests- 30
4. Citations- 21
5. Crashes- 16
6. Warnings- 47
7. Reports of Interest:
 - a. On Monday, August 20th, Kyle Balthis became our newest Police Officer at Celina. Kyle is 23 years old, has lived in Celina his entire life, went to Celina City Schools where he did well academically and played football, track and wrestling. Kyle went to Columbus State Community College where he earned a degree in criminal justice as well as his police academy certification. He currently resides in Celina and assists with Celina City Schools wrestling program and plans to coach. We are excited to have Kyle working for the police department and are sure he will prove to be an asset to our community. Please welcome Kyle when you see him.
8. Total Police Department Calls for Services, YTD: 13,764

Parks and Recreation

1. Working on soccer games
2. Referee scheduling
3. Punt Pass Kick- Family Fall Fun Festival- September 22nd
4. Office work

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Cleaned restrooms
4. Cleaned shelter houses
5. Mow grass
6. Set up soccer fields

Public Works

1. Patched potholes
2. Sweep city streets
3. Repairing catch basins
4. Work on equipment
5. Mowing side ditches
6. Dura Patch potholes in streets and alleys
7. Work on storm sewer on Forest Street
8. Repair sidewalks
9. Trim trees in right-of-way

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. Locate of utilities

Sewer Collection

1. Locates for utilities
2. GIS sewer system
3. Jet sanitary and storm sewers
4. Camera sewers for repairs
5. Repair sanitary sewers
6. Repair catch basins
7. Help other departments with hydro excavations

Customer Accounts/Meter Readers

1. Shut off 2,031 customer billings
2. Shut off 23 customers
3. Sent out 489 delinquent letters
4. Sent out final billings and refunds
5. Meter readers continue reading

Water Treatment Plant:

1. Completed 54 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 08/14/18 – 68.0 ug/L
 - b. Raw Water 08/21/18 – 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. Bryson Pool Operations
 - i. 2018 Projects
 1. Additional Shelter House, re-seeding grass next month
 2. 3 doors on basket house to be repaired / replaced
 - a. Scheduled for completion in a few 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. Celina to host October 18th, 2018, Ohio AWWA NW District meeting
 1. Please let me know if anyone would like to attend
5. WTP Buildings, Grounds, & Operations:
 - a. South Flocculator, 1952 South drive shaft broke
 - i. Mixers recieved to convert from horizontal to vertical mixers
 - ii. Holes drilled thru floor, start demo next week of 1952 south units
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. Project #1, 3rd Floor Removal, 2nd Floor Roof Repair, & Basement Piping Removal
 - i. Bid opening August 9th, 2018
 - ii.
- c. Project #2, Wash Water Tank Pump Station Project
 - i. Bldg. constructed, metal siding on order, electric cont.
 - ii. Concrete driveway completed & garage door installed
- d. Project #3, Clarifier Replacement
 - i. 6 week OEPA run completed, waiting for OEPA approval

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. Completed July eDMR 8/9
3. Pulled Aqua-Aerobics mixer out of storage tank, took motor to Irish for rebuild, purchased new power cord at Dickman, made arrangements with Thees Machine to repair shaft when Irish removes from motor 8/13; removed pulleys from mixer ballast mounts and ordered new 8/14; installed new pulleys on mixer ballast 8/15
4. Cleaned up Aqua-Aerobics mixer parts in preparation for reassembly 8/16; picked up mixer from Irish (Thees repaired shaft) 8/21; consulted with Aqua-Aerobics manufacturer on seal orientation, parts list, and O&M for our mixer 8/22
5. Pulled #2 pump at Fairgrounds and removed pvc obstruction; pulled #1 pump to replace damaged claw and handle 8/21
6. Transferred calcium nitrate 8/22

Electric Distribution

1. Set 14 poles
2. New services
 - a. 2 Underground
3. Street lights
 - a. 8 Repairs
 - b. 4 Replaced
4. Underground Locates (OUPS) 53
5. Traffic Signals
 - a. Replace control boards in the High School and Immaculate Conception school flashers
6. Substations

- a. Download relay in Havemann Substation due to outage from car accident on Celina Mendon Road
 - b. Meeting with GPD engineers for Staeger substation transformer replacement project
- 7. Request or Miscellaneous Jobs
 - a. Received new pick-up truck. Took truck to Kalida for unbid and snow plow
 - b. Replaced cross arms and insulators, due to a pole fire
 - c. Repair service drop on Buckeye Street due to a fallen tree branch
 - d. Brace up transformer at Rubber Recyclers on Grand Lake Road box pad broke down
 - e. Assist WWTP with pump maintenance
- 8. Trouble Calls
 - a. 8/12/18- West Fayette Street killed a squirrel
 - b. 8/14/18- Fleetfoot Road house fire
 - c. 8/16/18- South Mill Street killed a squirrel damage to feeder 4
 - d. 8/18/18- South Buckeye Street meter base and drop laying around due to tree
 - e. 8/19/18- Havemann Substation line due to car accident on Celina Mendon Road
- 9. Large Projects
 - a. Line extension on Mercer Road 1400 feet
 - b. Haulette set 300 kva transformer and pull in underground primary
 - c. Hire Construction started boring in Gallman Substation primary underground replacement
 - d. Replace ballster around Walmart transformer
 - e. Hook up new 3 phase service Celina Recycle
 - f. Replace poles 2 on State Route 703, 80 on Mercer Road, 2 on Skeels Road and 2 on Fast Road