

**Administrative Report**  
**September 6, 2019 to September 19, 2019**

**Administration**

1. Boat Docks are still available for rent for a discount of \$108.90 until November 1<sup>st</sup>
2. Selling Miscellaneous items on Gov Deals
3. Grand Lake Marathon is Saturday, September 28, 2019
4. Civil Service Patrolman Exam will be Saturday, November 16<sup>th</sup> at 9:00 AM at the Central Services Building
5. Civil Service Firefighter/Paramedic Exam will be Saturday, December 7<sup>th</sup> at 9:00 AM at the Central Services Building
6. Miscellaneous employee changes/questions
7. Employee accruals/FMLA
8. Pension reporting & payments
9. Payroll
10. FMLA meeting in Dayton

**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. 7340 – Don Fortkamp – 1303 Fairground Rd. – SF Dwelling
  - b. 7341 – Bill Mestemaker – 1145 E. Livingston St. - Detached Garage
  - c. 7342 – Doug Lehman – 244 Lincoln St. – Shed
  - d. 7343 – RCS – 2316 Eaglebrooke Circle – SF Dwelling
  - e. 7344 – Art Kaiser – 228 Ash St. – Attached Garaged
  - f. 7345 – Russ Sudhoff – 1512 Majorki Place – SF Dwelling

\*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. Code Enforcement:
  - a. 1525 Irmscher Blvd & 1524 Irmscher Blvd- unapproved trash service
  - b. 225 E. Fayette St.—weeds/grass and trash/debris
  - c. 110 County Road—weeds overgrown trees
5. Planning Commission:
  - a. Pending meeting for lot split tabled from previous meeting
6. Board of Zoning Appeals:
  - a. Pending meeting for a duplex that is less than allowable setbacks

7. 2019 Construction Updates:
  - a. 2018 North Main Street Improvements
    - i. North Main Street 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 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 the Livingston Street project, phase 1 and 2 with the exception of a final punch list
  - f. 2019 Street Resurfacing Project
    - i. The 2019 Resurfacing project is completed
  - g. 2019 West Market Street Utility Improvement
    - i. Tom's Construction has mobilized and materials are starting to be delivered. Tom's Construction has saw cut for the trenches in the pavement. This project will be replacing the existing 6" waterline with a new 8" waterline just East of Brandon Avenue to Main Street 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- 68; Total Year- 1,375
  - b. Fire- 12; Total Year- 304
  - c. Primary Squad runs for other branches- 1; Total Year- 45
2. Advanced Cardiac Life Support refresher class will be held at the department on Monday, September 23. Instructors are from Mercer Health.
3. Station tour was conducted for Creative Discovery Preschool on September 18<sup>th</sup>
4. Fire Prevention will be held at Head Start preschool on September 26<sup>th</sup>
5. Providing a squad for the Grand Lake Marathon on Saturday, September 28<sup>th</sup>
6. Providing a squad for the varsity football game on Friday, October 4<sup>th</sup>
7. Will have the aerial ladder and a squad at Eastview Park on Saturday, September 21<sup>st</sup> from 11:30 AM-2:00 PM for the City Fall Festival (Touch-a-Truck) sponsored by Mercer County Library

### **Police Department**

1. Calls for Service- 796
2. Reports Written- 123
3. Arrests- 37
4. Citations- 24
5. Crashes- 14
6. Warnings- 61

7. Reports of Interest:
  - a. On September 15<sup>th</sup> in the early morning hours a Cedar Street home had an attached garage burglarized. Items stolen included alcohol and military items belonging to an active service person. Patrolman Miller investigated and was able to make an arrest of an 18-year-old male. Items stolen during the burglary were recovered.
8. Junk Vehicle Report:
  - a. 521 Schunck- charges filed
  - b. 308 W. Logan- vehicle removed by owner; case closed
  - c. 1028 W. Market- vehicle removed by owner; case closed
  - d. 821 Murlin- vehicle removed by owner; case closed
  - e. 817 Wilkins- no vehicles located; case closed
  - f. 511 W. Wayne- notice completed for service
  - g. 720 Wilkins- vehicle does not fit Ordinance; case closed
  - h. 720 Murlin- notice completed for service
9. Total Police Department Calls for Service, YTD: 13,279

### **Parks and Recreation**

1. Working of Fall Festival activities for September 21<sup>st</sup> Fall Festival at Eastview Park
2. Attended Safety Meeting
3. Attending soccer and football games
4. Scheduling referees

### **Parks Maintenance**

1. Dump trash from parks
2. Clean up boardwalk from geese
3. Cleaned concrete at the Amphitheater
4. Serviced parks equipment
5. Mow grass in parks, spray weeds
6. Water flowers downtown
7. Line fields for soccer
8. Remove old playground at Mercelina Park
9. Line fields for football

### **Public Works**

1. Sweep down town
2. Dura patch pot holes
3. Patch streets
4. Work on equipment
5. Mow side ditches
6. Work on police range
7. Spray weeds
8. Sweep streets
9. Sign repair
10. Install access walks on Livingston Street
11. Work on Bryson Park District for Grand Opening

12. Help weed eat cemetery and seed graves

### **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. Continue installing new 2 inch meters for industrial customers with radio meters continues

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Work with Dukes Root Control company with annual root program
5. Camera sewers for repairs
6. Repair catch basins

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

1. Billed 2,062 customer billings
2. Sent out 256 delinquent billings
3. Shut off 14 customers
4. Sent out finals and refunds
5. Meter readers continued reading

### **KWH August 2019**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	14,937,941	\$60,719.52
Outside Accounts	<u>8,729,731</u>	<u>\$34,451.49</u>
Total for All Accounts	23,667,672	\$95,171.01

### **Water Treatment Plant**

1. Completed 56 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 09/10/19 – 38.4 ug/L
  - b. Raw Water 09/17/19 – 33.9 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
  - a. Pool winterization started
    - i. New door frames painted

- ii. Tipping fish pole repaired and ready for next season
  - iii. Maintenance list received from pool staff, started repairs
  - iv. Basket House roof replacement awarded to Schmitz Enterprises
    - 1. PO for \$33,493.00, complete in Oct. 2019
- 4. Water Dept. Training
  - a. Fall district meeting scheduled for October 17<sup>th</sup>, 2017
- 5. WTP Buildings, Grounds, & Operations:
  - a. Continued mowing grass @ WTP, Lagoons, Pool, & Industrial Park Tower
  - b. Start Fall tank cleaning in October 2019
    - i. North & South Clarifiers
    - ii. North & South Rapid Mixers
    - iii. Recarbonation basin
  - c. Hypo tank replacement and door installation
    - i. Tanks delivered July 1<sup>st</sup>, 2019 and all plumbing received
    - ii. Garage door installed, trim out in a few weeks
    - iii. Temporary tanks installed & filled
- 6. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion (@ 90%)
    - ii. Equipment design drawings submitted to Hazen & Sawyer
    - iii. Continuing sludge testing, with Hazen & Sawyer and OSU
  - 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. Republic Services hauled two loads of biosolids to landfill
- 3. Mowed Kingswood LS and added topsoil to area dead tree was removed and seeded
- 4. Set exercise times on 5 generators that received software updates
- 5. Serviced Eaglebrooke generator
- 6. Discussed prohibited discharges with Joe Wolfe before he met with Landmark to discuss wash station
- 7. Rindler Truss delivered sludge bunker trusses; Jutte Exc. set trusses, steel roofing, and some wall panels
- 8. Jason Andrews attended Pesticide Recertification Workshop

9. Jutte Excavating finished hanging steel wall panels; graded work site and dug electric trench; completed grading, tilling, and seeding and Buschur Electric laid conduit in trench
10. Submitted Expense Allocation Change Form to Board of Control to transfer funds for change order on sludge bunker project due to extra excavation
11. Republic Services hauled 2 loads of biosolids to landfill
12. Troubleshoot #2 RAS vfd tripping out from overtemp fault (internal cooling fan not working), consulted with Electro Controls and ordered replacement unit
13. Replaced MultiSmart display at Kingswood lift station (under warranty – called for repair authorization)
14. Isolated high level alarm circuit at Kingswood, Kessler, and Fairgrounds lift stations; Isolated high level alarm circuit at Bruns

### **Electric Distribution**

1. Set 4 poles
2. New services
  - a. 2 Underground
3. Replacement/upgrade
  - a. 3 Undergrounds
4. Street lights
  - a. 4 Repairs
  - b. 4 Replaced
  - c. 1 New Pole
5. Underground Locates (OUPS) 81
6. Traffic Signals
  - a. Install digital radar cable at Ash and Market
  - b. Replace incandescent with LED's- Lilac and Meyers signal heads
  - c. Hook up power to new signal at Tri-Star/Wright State (ODOT Signal)
7. Substations
  - a. System mapping
  - b. Produce report for CAPT
8. Request or Miscellaneous Jobs
  - a. Replace lift pole on State Route 118
  - b. Haul wood pallets to brush pile and clean up Heffner building
  - c. Replace pole and transformer- Haigs Street; pole on Lakeland Blvd.
  - d. Remove and reattach several meter bases for siding jobs
  - e. Assist school with sign
  - f. Work on fitness course clock
  - g. Hook up temporary power for concert in Bryson Park
9. Trouble Calls
  - a. 9/13/19- Tree fell in alley south of Sycamore Street
  - b. 9/14/19- Squirrel caused outage
  - c. 9/14/19- Turn off feeder and back on later, for them to do work- Crown switchgear
  - d. 9/14/19- Meyers Road- drop pulled down
  - e. 9/15/19- Sycamore Street and Echo- pole off- car accident- replaced

#### 10. Large Projects

- a. Continue work on setting street light poles, vaults, pulling wire and installing lights- East Livingston Street
- b. Eichenauer Farms- State Route 118 north of Frahm- 3 phase service from O.H. to U.G., set transformer and terminate
- c. Begin directional bore work to go from OH to UG- 200 block of N. Enterprise Street, east side
- d. Hook up services for Century Link- Oregon Road and Hasis, Oregon Road and Hellwarth
- e. Hook up services for Century Link- building new station- State Route 118 and Feters Road