

Administrative Report

November 5, 2021 to November 18, 2021

Administration

1. Miscellaneous items being sold on Gov Deals- list will be available at Council Meeting
2. New Hires- Dispatcher and Council Clerk

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//
2. Zoning Permits:
 - a. 1010 Hemlock- fence
 - b. 522 E Anthony St-accessory bldg.
 - c. 767-777 West Bank Road- 6 Towne Homes
 - d. 510 W. Market St- fence
3. Plumbing Permits/Inspections (2)
4. Street Openings for Gas Co. (1)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 1005 Rosewood-grass
 - c. 665 N Mill St-trash
 - d. 517 Echo St-trash
 - e. 624 North St-trash
 - f. 210 S Mill St-trash
6. Planning Commission:
 - a. Awaiting documentation to proceed with setting up a meeting for previous cases that have been tabled.
7. 2021 Construction Updates:
 - a. Bryson Park Restroom
 - i. RCS has all fixtures installed. They are performing some touch up painting and caulking in all restrooms, as well is fixing some punch list items that are incorrect or do not meet our requirements. We are hoping to see this project come to a close soon.
 - b. Celina Community Parks Building
 - i. No change
 - c. Storage Building
 - i. Arcon Builders has completed the building and the City did a walkthrough on Tuesday the 16th. We addressed a couple items needing repaired but are overall very satisfied with their work. The punch list items are being completed today the 18th, and this project is now complete.
 - d. 2022 Street Resurfacing Project
 - i. The bid opening will be held today, November 18th at 11:00 AM

Fire Department

1. Runs to Date:
 - a. Squad- 67; Total- 1,756
 - b. Fire- 7; Total- 310
 - c. Primary squad runs & assist for other branches- 3; Total- 85
2. All new phone system was installed in the fire department
3. Will be participating in the Reindog parade on Friday, November 26th
4. Auxiliary training will be held on Wednesday, evening November 24th
5. Provided light towers to the electric department on Tuesday evening November 16th for upgrades to the city electrical system
6. Mercer County Fire Association meeting was held at our station on Thursday evening November 18th, along with Mercer County Dispatch Advisory Committee Meeting.

Police Department

1. Calls for Service- 628
2. Reports Written- 183
3. Arrests- 20
4. Citations- 20
5. Crashes- 10
6. Warnings- 51
7. Reports of Interest:
 - a. On Monday, November 15th, 2021 new hire, Shelly Cox, started as a full time dispatcher for the Celina Police Department. Shelly comes to us from Pizza Hut where she was the store manager with over 33 years' experience with them. She is looking for a new challenge and we are pleased to hire someone with a high work ethic and loyalty to her employer.
8. Total Police Department Calls for Services, YTD: 14,288

Parks and Recreation

1. Working on football uniforms
2. Ordering baseball and softball inventory for Spring ball
3. Office work

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Winterize restrooms
4. Clean up after geese
5. Mow grass

Public Works

1. Sweep streets
2. Work on equipment
3. Leaf pickup
4. Repair curbs on Holly Street
5. Patch street potholes

6. Patch water main breaks and gas patches
7. Start demo on Marcelina restroom beside basketball court

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs
4. Inspect sewers for 2022 street projects

Customer Accounts/Meter Readers

1. Billed 2,072 customer billings
2. Shut off 18 customers
3. Sent out 167 delinquent notices
4. Sent out finals and refunds
5. Meter readers continue reading

Water Treatment Plant

1. Completed Total Coliform / E. Coli samples
2. Water Distribution
 - a. Water meter replacement program
 - b. Lead service line research & replacement program
 - c. Helping at WTP with driveway, parking lot, and sidewalk concrete
 - d. Installed Fire hydrant on Summit St.
 - e. Started installation of fire line (180') and hydrant in Industrial Park, VersaPak
3. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 11/10/21 – 24.6 ug/L
 - b. Raw Water 11/17/21 – 10.9 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
 1. Pool painting project
 - a. Re-paint pool, waiting for 50 degrees overnight low or higher (Spring)?
 2. Winterization completed
 3. Changing area curtain replacement - stall walls received
5. Water Dept. Training
 - i. Operators are completing continuing education with internet classes
 - ii. Technology Committee Meetings
 1. Scheduled zoom meeting completed

- a. Sludge Handling Sub-Committee, TBA
- 6. WTP Buildings, Grounds, & Operations:
 - a. South raw water pump, VFD installed and operating great!
 - i. North pump to be completed in a few months
 - b. WTP Maintenance
 - i. All outside valves to be exercised, have completed some of them
 - ii. Carbon exchange for tank #5 completed, tank #7 scheduled for January 4th, 2022
 - iii. Continued WTP Bldg. exterior cleaning, prep for foundation painting, Spring Paint
 - iv. S. rapid mix basin cleaned & inspected
 - v. DAF tank #1 cleaned and inspected, returned to service
- 7. WTP Capital Projects
 - i. Parking lot, driveway, and sidewalk concrete project completed till Spring

Wastewater

1. Completed cylinder head installs on Martz generator
2. Ran SOUR test on Aerobic Digester #4
3. Changed oil & oil filter in Martz lift station generator
4. Removed debris blockage from raw sample pump
5. Transferred aerobic digester #4 contents to mixing tank
6. Winterizing UV system
7. Collected sample for special waste permit renewal and sent to contract lab
8. Completed October lift station reports
9. Added shelving to shop loft for storage of cam lock hose fittings & accessories
10. Winterizing wasting tank valve pits
11. Completed October EPA 4500 report and related in-house reports
12. Topped off waste oil tote to swap out for empty tote
13. Transported IBC waste oil tote to Jackson Tractors-brought empty IBC tote back
14. Transferred 70 gallons of waste oil to IBC storage tote
15. Assembled Schmitmeyer Farms beneficial use records binder for October 12 beneficial use event.
16. Replaced failed electrical contractors in raw building control room heater
17. Insulated ventilation louvers in raw building control room for winter
18. Retrofitted 2 light fixtures to LED in raw building pump room
19. Installed pegboard in lubricant storage room to hang grease guns
20. Completed semi-annual valve exercise at 2/3 of lift stations
21. Transferred AD #1 to mixing tank & start up sludge dewatering screw presses
22. Cleaned and adjusted suction line filter on sodium aluminate feed system
23. Retrofitted 1 light fixture in east storage to LED
24. Cleaned toner drum in Kyocera printer to eliminate vertical lines on prints
25. Made up December lab schedule & December lift station data sheets
26. Replaced heater thermostat in raw building control room
27. Installed a night light for AD #4 area and replaced exterior night light above workshop overhead door with an LED wall pack unit

28. Installed tank level gauge in east mixing tank
29. Replaced rusted out pipe and union on aeration line in RAS splitter box
30. Removed debris plug from raw sample pump
31. Replaced drive belts on sludge mixer scroll air compressor

Electric Distribution

1. Set 7 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 2
4. Street Lights
 - a. Repairs 12
 - b. New Installs 4
 - c. Replaced 6
5. Underground Locates (OUPS) 71
6. Request or Miscellaneous Jobs
 - a. Install Holiday lights
 - b. Replace pole and transformer on Wabash Road
 - c. Replace 5 poles on Adams Road
 - d. Replace 1 pole on Touvelle Street and 1 on Ash Street
7. Trouble Calls
 - a. 11/6/2021- Assist Water Department with water main break. Light pole was falling into the trench
 - b. 11/12/2021- Mercer Road- no power, customer problem
 - c. 11/14/2021- Ash Street light pole struck by a car
8. Large Projects
 - a. Set remote read meters. We have 2,000 electric remote meters set.
 - b. Remove dirt and install driveways for new Electric Storage Building
 - c. Assist New River with reconstruction of Feeder 2