

**Administrative Report**  
**July 6, 2018 to July 19, 2018**

**Engineering Department**

1. Department Projects:
  - a. //Zoning Permits//311 updates //Bryson Park District Entry Arches//Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//EPA MS4 Permit Info
2. Zoning Permits:
  - a. 7222 – Ashely Saunders – 515 N. Cherry St. – Fence
  - b. 7223 – Jessica Opdycke – 1237 Brooke Ave. – New Residential
  - c. 7224 – Joseph Bey – 826 Sycamore St. – New Residential
  - d. 7225 – William Schwendeman – 116 S. Buckeye St. – Shed
  - e. 7226 – Phillip Wellman – 109 Wild Cherry St. – Shed
  - f. 7227 – Jeff Schott – 608 Hoying St. - Shed
3. Violations: High Weeds/Grass and/or Trash
  - a. 1005 Rosewood
  - b. 209 Washington
  - c. 327 E. Anthony
  - d. 220 W. Anthony
  - e. 611 Vining
  - f. 303 Brandon
  - g. 306 Elm
  - h. 229 W. Warren
  - i. 219 E. Wayne
4. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel
  - b. 225 S. Main St. – Celina Motel
  - c. 206 E. Livingston St.
5. Board of Zoning Appeals:
  - a. Board of Zoning Appeals has a meeting scheduled for August 7, 2018 at 7:00 pm

**Fire Department**

1. Runs to date, inspections, and training
  - a. Squad- 64; Total Year- 916
  - b. Fire- 17; Total Year- 194
  - c. Primary squad runs for other branches- 0; Total Year- 47
  - d. Fire Inspections: June- 63
  - e. Training Hours: June- 29
2. Will be providing 2 power plants for Lake Festival Fireworks for lighting the intersection of South Main Street and Lake Shore Drive and Ash Street and East Logan Street- Belna Petroleum Rockford is donation the power plants
3. We will be completing a pre-inspection and post- inspection of the fireworks at the Lake Festival
4. Pre-Fair inspection was conducted in preparation of the fair

5. Completing fire hydrant inspections on the North Main Street waterline project
6. Aerial ladder will be in the Lake Festival parade
7. Will be assisting the Lake Festival for the Amphicar photo

### **Police Department**

1. Calls for Service- 1,014
2. Reports Written- 128
3. Arrests- 42
4. Citations- 26
5. Crashes- 18
6. Warnings- 53
7. Reports of Interest:
  - a. On Sunday, July 15<sup>th</sup> at about 6:18 PM Celina Police and Fire responded to a call of a capsized boat, occupants in the water off of West Bank Road. Upon arrival Celina Police officers found the 18 foot long sailboat against the rocks near the lighthouse. In the boat were 2 adults and an 8 year old girl.

There were several people observed by officers in the water about 100 yards from shore. Citizen boaters were assisting the remaining 5 victims from the water. The other five included 3 adults, a 5 year old child and an 8 month old infant. All occupants are from Celina and no injuries were reported.

Although, Celina Police Department does not make a practice of enforcement activities on the lake, no ODNR personnel were available for at least 90 minutes. The operator of the vessel was arrested for Boater OVI and endangering children. Other boating violations, including an over capacity issue was passed along to ODNR- Watercraft Division to investigate.

8. Total Police Department Calls for Service, YTD: 11,764

### **Parks and Recreation**

1. Working on Soccer and Football applications
  - a. Forming teams
2. Recruiting referees for soccer and football games
3. Working on a Family Fun Day for this Fall at Eastview Park

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Worked on equipment
4. Cleaned restrooms
5. Cleaned shelter houses
6. Painting shelter house and restroom at Pullman Bay Park
7. Mow grass
8. Spray weeds

### **Public Works**

1. Patched potholes
2. Patched water main break area and gas company repairs
3. Sweep city streets
4. Repairing catch basins
5. Work on equipment
6. Curb repair
7. Replace 200 feet storm sewer on East Livingston Street
8. Mowing side ditches
9. Mowing properties that have not been taken care of by property owners

### **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. Located of utilities
5. Repair water main breaks (W. Fulton, E. Livingston, State Route 703, Harbor Point Dr.)
6. Seed areas needed from water main work

### **Sewer Collection**

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

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

1. Billed 2,033 customer billings
2. Shut off 16 customers
3. Sent out 217 delinquent billings
4. Sent out final billings and refunds
5. Shelter house rentals and recreation applications
6. Meter readers continue reading

### **Water Treatment Plant:**

1. Completed 67 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 07/10/18 – 17.1 ug/L
  - b. Raw Water 07/17/18 – 28.9 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
  - i. 2018 Projects
    1. Additional Shelter House, waiting for grass to grow

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. NW District Meeting for AWWA, City of Oregon, July 19<sup>th</sup>, 2018
  - ii. Celina to host October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
5. WTP Buildings, Grounds, & Operations:
  - a. South Flocculator, 1952 South drive shaft broke
    - i. Mixers ordered to convert from horizontal to vertical mixers, 4 weeks
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, 3<sup>rd</sup> Floor Removal, 2<sup>nd</sup> Floor Roof Repair, & Basement Piping Removal
    - i. Bid opening August 9<sup>th</sup>, 2018
    - ii.
  - c. Project #2, Wash Water Tank Pump Station Project
    - i. Constructing bldg. framing and roof
    - ii. Completed plumbing in the yard
    - iii. Starting driveway concrete over the next few weeks
  - d. Project #3, Clarifier Replacement
    - i. 6 week OEPA run completed, waiting for lab results

## **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. DMRQA Study 38 ended 7/6
3. Framed up and added rebar for new retaining wall in sludge bunker 7/9
4. Pulled #3 pump at 4-H liftstation and removed metal debris 7/10
5. Assisted collection crew with pipe patch on Heirholzer Street 7/11
6. Troubleshoot Myers Rd Safe-TL faults (grease on backup level probe) 7/12
7. Loosened stuck float switch on Scotty's liftstation sump pump 7/16
8. Removed grating (west of drive) in sludge bunker over drain trench and cleaned out with vactor truck 7/16; purchased and added stone and rebar 7/17; poured concrete (3.5 yds) in trench and new retaining wall 7/18
9. Replaced Stenner chemical feed pump at Havemann liftstation, rebuilt pulled unit 7/17
10. Completed July eDMR report and submitted to OEPA 7/17

11. Approved drawing from Brentwood Industries for flight design (hydraulic wasting tanks) to initiate production 7/17
12. Ordered replacement parts for Stenner pumps (discharge tubing, gear case service kit, rotor assembly kit) 7/18/18

### **Electric Distribution**

1. Set 20 poles
2. New services
  - a. 1 Underground
3. Replacement/upgrade
  - a. 4 Undergrounds
  - b. 2 Overhead
4. Street lights
  - a. 9 Repairs
  - b. 14 Replaced
  - c. 1 New Install
5. Traffic Signals
  - a. Change failed pedestrian light- Main & Market east bound north side
6. Request or Miscellaneous Jobs
  - a. Meeting at Reynolds & Reynolds about their generator installation
  - b. Set power supplies at Lake Shore Park
  - c. Move temporary at VTF Dairy for their driveway
  - d. Install panels for Taste of Celina, then remove on Monday
7. Trouble Calls
  - a. 6/26/18- Lake St.- bad transformer
  - b. 6/27/18- Fleetfoot Road- cutout door burnt up
  - c. 7/4/18- Crown Plant- assist with stray voltage on neutral
  - d. 7/9/18- Myers Road- transformer overheated
  - e. 7/14/18- West Warren Street- drop pulled down
  - f. 7/17/18- State Route 197- killed goose
  - g. 7/18/18- Carolina Court- landscaper dug into house feed
8. Large Projects
  - a. Replace poles on State Route 703
  - b. Replace poles on East Livingston Street
  - c. Replace primary U.G. and change feeds- Irmscher Blvd.
  - d. Build 3 can bank for new Dollar Tree- Havemann Road
  - e. Set poles & anchors for Tri Star- State- Route 703
  - f. Remove street lights and poles- North Main Street
  - g. Remove security lights- old frontier property- Grand Lak Road
  - h. Remove OH from NE sections that were converted to UG
  - i. Set poles- State Route 127 north- new Haulette building