

**Administrative Report**  
**January 10, 2025 to January 23, 2025**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system for 2025//2025 Plumbers//Heliport research//research billboards
2. Zoning Permits:
  - a. Updating Access files to roll over to 2025
  - b. Filing 2024/Preparing 2025 files
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (1)
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 611 Vining- sealed up doors
  - c. 719 South St- trash
  - d. 538 Touvelle St.-trash (clear)
7. Planning Commission:
  - a. Meeting January 9<sup>th</sup> approved proposed lot split with an easement agreement.
8. Board of Zoning Appeals:
  - a. No meeting scheduled to date
9. 2025 Construction Update:
  - a. Public Works New Building
    - i. Access Engineering and Preferred Design is currently working on a site/building plan at the North Street Property.
    - ii. Plans are being finalized for this project. It is set to advertise the next 2 weeks, and has a bid opening of 12-13-24
    - iii. **Miller Contracting Group was the apparent low bidder at the bid opening with a contract some of \$2,186,300.00. No pre-con has been scheduled, but anticipate Mid-March to break ground.**
  - b. Bryson Park Restroom
    - i. Heyne Construction was the apparent low bidder for this project at \$312,400. They started work the second week of August and since then has dug and poured footers, and began laying the block walls. Their intention is to have most of the restroom complete by the end of the year.
    - ii. Foundation block work is complete. All underground plumbing is complete and has passed inspection. The slab inside the restroom is scheduled to be poured on Monday, September 23rd. The Masonry crew will follow to begin the rest of the block work. All submittals for material have been approved and as of now all is available and nothings is on backorder.
    - iii. Plumbing rough in and door frame installation is complete. Heyne Construction has hired out the masonry and they are scheduled to start the

walls on 10-14-24. This process should take 2 weeks, then trusses will be set.

- iv. Masonry block work has been completed. The walls have been foam insulated and Heyne Construction has returned and set trusses and sheathed the roof.
- v. Masons have returned and started the exterior stone. They have provided supplemental heat and enclosed the areas of grout where they are working with these colder temps.
- vi. Exterior stone is complete and Heyne Construction continues to work on the interior plumbing and exterior roof as weather permits. The City of Celina Electric department and Public works department plans to tie in the electric service and sanitary connection as soon as weather permits. This project is ahead of schedule and no issues thus far.

**vii. No Change Due to Weather**

**c. Mill Street Improvements**

- i. This project has a bid opening of 11-21-24 at 11AM. The engineers estimate is \$4,490,000.00
- ii. Shinn Brothers was the apparent low bidder at \$3,690,000.00, paperwork has been completed and they have been issued the Notice to Proceed. We anticipate a start date sometime in March.
- iii. Trees have been removed and submittals are coming in for approval to order material. The anticipated start date is still March, weather depending.
- iv. **Pre-Construction meeting was held on 1-22-25. Shinn Brothers has submitted all required paperwork and anticipates a move in date of mid-February. The Sanitary lining sub-contractor has also indicated they may start the first week of February.**

**d. Montgomery Field Dugout**

- i. RCS has demolished the old dugout. They are currently working on underground utility's and footer.
- ii. **No Change**

**Fire Department**

- 1. Totals since January 9<sup>th</sup>, 2025
  - a. Squad- 75
  - b. Fire- 17
  - c. Inspections- 1
  - d. Training Hours- 11
  - e. Primary squad runs & assists for other branches- 1
- 2. Totals for 2025
  - a. Squad- 130
  - b. Fire- 27
  - c. Inspections- 1
  - d. Training Hours- 20
  - e. Primary squad runs & assists for other branches- 2

### 3. Other

- a. Opened National Testing Network application to create another list with the intent to hire 3-4
- b. Money was donated by Mr. Rod Carpenter to send Firefighter Koch and Firefighter Ewing to Fire Officer 1
- c. Money was donated by the Mobley Foundation and will be used for the dive team
- d. Looking at how to be more efficient with inspections and fire prevention with a limited number of certified inspectors
- e. Celina is hosting Mercer County Fire School April 27<sup>th</sup>. Classes will include vehicle extrication, a live burn, fire investigation, and fireworks/suppression systems

### **Police Department**

1. On 1/9/2025 a male with a stolen Florida identity purchased a pickup truck online from a local dealership and had it delivered to him in Tennessee. It was discovered on 1/23/2025 when the identity theft victim received payment notice in the mail. This remains under investigation.
2. On 1/20/2025 a man was arrested leaving Walmart with over \$1,900 in merchandise. The suspect is part of a larger theft ring. Most suspects in that ring are now incarcerated in area counties.
3. Total Police Department incidents YTD: 928

| Nature of Incident     | Total Incidents | Nature of Incident     | Total Incidents | Nature of Incident         | Total Incidents |
|------------------------|-----------------|------------------------|-----------------|----------------------------|-----------------|
| Injury Accident        | 4               | Non Injury Accident    | 13              | Assist Another Agency      | 14              |
| Alarm                  | 2               | Animal Abuse/Neglect   | 2               | Animal Bite                | 1               |
| Animal Complaint       | 3               | Assault                | 2               | Bad Check                  | 5               |
| Bank Detail            | 6               | Bond Sign Charges      | 13              | Business Checks            | 262             |
| Civil                  | 2               | Court                  | 7               | Debris in/on Roadway       | 1               |
| Disorderly Conduct     | 2               | Domestic Violence      | 3               | Domestic Active            | 1               |
| Domestic Dispute       | 1               | Drugs                  | 1               | False Alarms               | 6               |
| Fire                   | 2               | Follow Up              | 30              | Found Property             | 5               |
| Funeral Detail         | 1               | House Check            | 1               | Investigate Liquor Permit  | 4               |
| Juvenile Transport     | 1               | Juvenile Abuse         | 1               | Mental Subject Call        | 3               |
| Emergency Message      | 1               | Miscellaneous          | 18              | Motorist Assist            | 3               |
| Open Door/Window       | 3               | Parking Enforcement    | 2               | Public Information Request | 43              |
| Release From Impound   | 1               | Returning Property     | 9               | Special Detail             | 12              |
| Suspicious Person      | 7               | Suspicious Vehicle     | 5               | Theft/Larceny              | 5               |
| Special Traffic Detail | 11              | Traffic Stop           | 30              | Trespassing Report         | 2               |
| Utility Need           | 1               | Vandalism              | 1               | Vehicle Maintenance        | 4               |
| Lock Out/Vehicle       | 6               | Warrant/ Paper Service | 5               | Welfare Check              | 8               |
|                        |                 |                        |                 | <b>TOTAL REPORTED</b>      | <b>576</b>      |

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment

## **Public Works**

1. Work on equipment
2. Shop work
3. Moved dirt from Westview
4. Salted streets on 1/6/2025; 1/10/2025; 1/11/2025; and 1/18/2025
5. Plowed streets on 1/11/2025

## **Sewer Collection**

1. Locates for utilities
2. Completed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines
4. Clean catch basins

## **Customer Accounts/Meter Readers**

1. Billed 2,373 customer billings
2. Sent out 446 delinquent billings
3. Did not shut off due to weather, notified landlords and delivered green cards
4. Sent out final billings and refunds
5. Meter readers continue to read meters

## **Water Treatment Plant**

### **1. Water Distribution**

- a. Fire Hydrant painting to continue in Spring of 2025
  - i. Painted (23 of 759) hydrants red
  - ii. Painted (125 of 141) private hydrant tops blue
- b. Located waterlines to ensure no other contractors hit and damage our infrastructure
- c. Completed work orders from Utilities Office
- d. Dump truck POs completed and on order – no update yet
  - i. Rush Truck Center – 2024 International Truck
  - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip.
  - iii. RG Comm. – Truck Radio .
- e. Service truck, dump truck, & backhoe cleanup
- f. Replacing older water meters inside homes
- g. Repaired Waterline break on Maple St
- h. Thaw Out Frozen Water Meters
- i. Install Meter Pit at A Residence That We Could Not Gain Access to Their Inside Meter
- j. Waterline repair holes in streets cold patched till spring
- k. Completing meter error code work orders
- l. Started City owned backflow testing (12 of 40 completed)
  - i. WTP @ Sludge pit, shutoff valve replaced
- m. Continued updating Lead service line replacement program

- i. Completed & Submitted to OEPA
- ii. Mapping & Spreadsheet info. update due to OEPA 2027

## 2. Water Plant

- a. Continued weekly sampling for Microcystin analysis:
  - i. Raw Lake Water 01/14/2025 – 1.6 ug/l
  - ii. Raw Lake Water 01/21/2025 – 1.3 ug/l
  - iii. All finished water samples were Non-Detect for Microcystin Toxin
  - iv. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - v. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
  - vi. Seasonal Microcystin testing of State monitored beaches on the lake
    - 1. Completed for the year
- b. WTP Buildings, Grounds, & Operations:
  - i. Carbon Exchange for tank #7, completed January 14, 2025
  - ii. Carbon Exchange for tank #2, scheduled for January 28, 2025
  - iii. Mowing grass at WTP, lagoons, towers, & pool – completed for season
  - iv. GAC Facility
    - 1. Transfer pump #4 stuck
      - a. Troubleshooting revealed that the motor is fine
      - b. Pulled pump & inspected, sent out for repair, still out
    - 2. UV 1200 unit 2 bad capacitors, on order November 6, 2024
    - 3. 6 UV lamps on order for restock, still out
  - v. DAF units drained and cleaned
    - 1. #1 unit has a valve leaking, new valve and rotork assembly ordered
      - a. Replaced valve and reset rotork assembly
      - b. clutch assembly still on order
      - c. Working in automatic control only
  - vi. Industrial Park Water Tower SCADA
    - 1. Reading from tower to WTP are sporadic
    - 2. Troubleshooting revealed that the main control board is bad, obsolete
    - 3. Called Electro Controls for quote – Meeting Monday January 20, 2025
      - a. Both water tower SCADA panels to be replaced in 2025
        - i. New panels will include current data points
        - ii. Also include security camera video
  - vii. Monthly and weekly maintenance items completed
  - viii. 1974 Bldg. Second Floor Chemical Room
    - 1. Painting I-beams, 75% completed
    - 2. Painting ceiling, 75% completed

- ix. Third Lime Pump Installation
  - 1. Pump received December 27, 2024
  - 2. Ordering stainless steel tubing for stand
  - 3. Ordering inlet & outlet pipe fittings
- x. Sand Filter #3 Re-Construction
  - 1. Final quotes received; POs completed
  - 2. Sand removed and new sand received
  - 3. New underdrains & equipment delivered November 5, 2024
  - 4. Glass panels removed for access for material removal & installation
  - 5. Jutte Excavating demo of old underdrains, Finished November 7, 2024
  - 6. WTP / Distr. Crew – cleaned debris & sand from filter floor
  - 7. Ohio Concrete & Saw – completed wall cleanup
  - 8. Davis Welding – completed extensions to air inlets
  - 9. WTP Crew – to install u-channel & threaded rods once cleaned
  - 10. Xylem field rep. rescheduled for March 2025
    - a. Progress & weather dependent (grout / concrete pour)
- 3. Water Dept. Training
  - i. Technology Committee Meetings
    - 1. Scheduled for February 18, 2025
    - 2. Sludge Handling Sub-Committee meeting
      - a. December 12, 2025, at Delco Water Plant (3 to attend)
- 4. Bryson Pool Operations
  - i. Pool season ended August 25, 2024
    - 1. Winterization of splash pad completed
    - 2. Winterization of basket house waterlines completed
  - ii. Main pool pumps (2) pulled for service / repair
  - iii. Slide replacement project
    - 1. Slide options looked at & chosen, sent to Bryson Trust for payment
    - 2. Old slide re-listed on GovDeals.com - SOLD
      - a. Removal completed
    - 3. City crews to remove old concrete and prep for new foundations

### **Electric Distribution**

- 1. Set 2 poles
- 2. New Services
  - a. Underground 1
- 3. Service Replacement
  - a. Upgrade Underground 2
- 4. Street Lights

- a. Repairs 1
  - b. Replaced 2
- 5. Underground Locates (OUPS) 24
- 6. Substations
  - a. Work on heater at Sugar Street substation
- 7. Tree Trimming
  - a. In town as needed west of Main Street
- 8. Request or Miscellaneous Jobs
  - a. Remove counters/cubicles at Administration Building
- 9. Trouble Calls
  - a. 1/12/2025 Denny Road- accident- replace pole
  - b. 1/15/2025 Logan Street- bad transformer
  - c. 1/18/2025- US 127- bad disconnect
- 10. Large Projects
  - a. Premium Utility Contractor continues wire replacement on Feeder 14
- 11. EV Charging Stations
  - a. Number of Sessions 6
  - b. Total Length of Sessions 33 hours 54 minutes