

Administrative Report
January 9, 2026 to January 22, 2026

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//
 - b. 2026 Licenses Plumbers Registration
 - c. Beginning move to the new facility
 - d. Updating all files to 2026
2. Zoning Permits:
 - a. 1206 Canterbury Dr.- fence
3. Plumbing Permits/Inspections (2)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (0)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
7. 2026 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.
 - iv. No change, hearing through Access Engineering that a pre-con is being discussed for the week of April 28th. The final completion date of this project is 11-30-25.
 - v. Pre con was held May 1st. Discussion was had that Miller Contracting will move in the week of 5-12-25 to begin site work.
 - vi. Miller Contracting completed the footer of the building, and has begun forming walls to be poured Monday the 9th. We ran into a couple “soft” spots while digging the footer and per engineering and inspector recommendations we dug them out and filled with concrete. Otherwise, this project has been moving along nicely and have had no issues.
 - vii. Footer is near completion. Public Works department has started site work associated with this project. Miller plans to begin steel erection in the next week followed by the concrete floor.
 - viii. Miller continues to work on steel erection and has completed all truss work. This project is on schedule and we continue to approve submittals as presented to maintain progress.
 - ix. No Change, Progress continues, floor is scheduled to be poured the week of the 28th.
 - x. Miller continues to erect steel. The structure and roof is on, the floor is poured in the office area, and steel will be erected the 11th for the

mezzanine once concrete has cured. Plumbing in the shop area continues by consolidated hunter, and our public works department will work on exterior storm sewer and site work in the next week.

- xi. Office walls are going up; upper mezzanine concrete is scheduled to be poured Monday the 28th. City public works department is continuing site work. This project is on schedule.
 - xii. Shop floor is being poured. Working on interior walls. Exterior siding being installed.
 - xiii. Miller Continues to make progress with exterior finishes and concrete. Electrical and Plumbing contractors are working in the office area. Public Works employees continue with site work.
 - xiv. No Change – Progress Continues with electrical and plumbing. Interior Shop liner is being installed as well as office area is being painted. This project is on schedule for the December deadline.
 - xv. Exterior concrete apron and curb is being worked on. Access Engineering has staked out area for the Public works department to begin detention area on the west side of the property. Interior work continues with fire line sprinkler system and electrical lighting in the office and shop area. The shop liner panel (walls and ceiling) is complete. We are still on track for a December completion with anticipated punch list items to be discussed the first week of December.
 - xvi. Interior progress continues and is near completion. Miller is prepping for concrete and will get it finished as soon as weather permits. We are still waiting on the gas company to set the meter so we can get furnaces working, it is scheduled but not been completed. Miller anticipates to be done by the week of December 22nd, however with every change order came a project deadline extension; so technically Miller Contracting group has until February 8th to meet the project deadline.
 - xvii. Miller Contracting Group has met their substantial completion date and has a short punch list of items to finish. We are currently working with the Miami County Inspector to finalize a couple requirements prior to obtaining Certificate of Occupancy so we can start the transition into the new facility.
 - xviii. **Miller Contracting Group has completed this project and the City of Celina has been given Certificate of Occupancy as of 1-9-26.**
- b. Westview Park Restroom
- i. This project has been advertised and has a bid opening of 3-20-25 at 11AM
 - ii. Grand Lake Building Co., out of New Bremen, OH was the apparent low bidder at a price of \$327,750.00
 - iii. A pre-construction meeting was held on 4-24. Grand Lake Building Co. plans to start this project as soon as possible, anticipating the week of May 5th. This project has a final completion date of 11-30-25.
 - iv. Footer is complete and plumbing has passed inspection. We continue to approve submittals; this project is moving along as planned.

- v. Walls are complete and interior is prepped for concrete floor. City Electric department has completed their bore for new service.
- vi. Grand Lake building has exterior and interior walls complete; the floor was poured and roof framed in the last week. Progress continues as we work towards a completion date of 11-30-25.
- vii. Exterior concrete has been poured.
- viii. Interior walls have been painted.
- ix. Exterior roof and down spouts have been complete. The contractor is still working on installing doors. Plumbers have moved in and began working on installing fixtures and running water lines. This project is on schedule.
- x. Exterior is near completion as the doors are being painted this week. Interior fixtures and installed and the restroom partitions to be installed the week of 10-13. This project is on schedule for the 11-30 completion date.
- xi. Progress Continues, City crews have connected sanitary lateral and the water service will be installed 10-27. Interior of restrooms is near completion and this project is still on schedule.
- xii. Interior has not changed much; misc. hardware and handicap rails are being installed as well as door handles. Exterior grading has been completed and the fence has been removed. This project is anticipated to be complete in 2 weeks.
- xiii. No Change – Punch list items like door operations, leaking plumbing seals, and hvac components are in the process of being completed. With change orders and material issues their deadline has also been extended for the best interest of the City; instead of installing an inferior product in lieu of what was specified.
- xiv. **Grand Lake Building Co. is finishing the punch list of misc. items before the restroom can be opened to the public. The backordered material has been delivered and installed this week by the plumbers; we are near completion and certificate of occupancy.**
- xv. **No Change, Misc. plumbing parts need attention due to faulty parts from manufacturer; we instructed the contractor to replace when able as we are in no hurry to open this restroom due to weather/time of year.**

Fire Department

- 1. Totals since January 8, 2026:
 - a. Squad- 78
 - b. Fire- 13
 - c. Inspections- 11
 - d. Training Hours- 21
 - e. Primary squad runs & assists for other branches-0
- 2. Totals for 2026:
 - a. Squad Totals- 116
 - b. Fire Totals- 20
 - c. Inspections- 11
 - d. Training Hours- 24

- e. Primary squad runs & assists for other branches-0

Police Department

1. Dispatcher John Mangen has announced his retirement effective March 31, 2026. Mr. Mangen has served the City of Celina as a full-time police dispatcher for more than 17 years and previously served approximately 9 years as a police officer with the Celina Police Department Auxiliary during the 19'80s. His long-standing commitment to the profession and dedicated service to the citizens of Celina will be greatly missed. Everyone is encouraged to extend their well wishes to Mr. Mangen as he begins his retirement.
2. Total Police Dept. Incidents YTD: 857

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
Non-Injury accident	8	Assistant Another Agency	4	Assault	1
Bank Detail	4	Bond Sign Charges	2	Business Checks	115
Court	5	Death Investigation	1	Disorderly Conduct Issues	3
Domestic Violence	1	Domestic Dispute	1	Drugs	1
False Alarm	1	Fire	1	Follow Up	19
Menacing/Threats/Harassment	4	Investigate Liquor Permit	4	Lost Property	2
Man with a Gun	1	Mental Subject Call	1	Miscellaneous	2
Motorist Assist	2	Noise Complaint	1	Nuisance Junk Complaint	1
Open Door/Window	1	Parking Enforcement	3	Public Information Request	14
Release from Impound	1	Returning Property	2	Special Detail	2
Suspicious Person	8	Suspicious Vehicle	5	Special Traffic Detail	2
Traffic Stop	34	Trespassing Report	1	Unruly Juvenile	1
Vehicle Maintenance	1	Lock Out/Vehicle	6	Warrant /Paper Service	13
Welfare Check	2			Tota Reported:	281

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers

Public Works

1. Work on equipment
2. Shop work
3. Service all engines
4. Saled streets on 1/14, 1/15, 1/19, and plowed on 1/15 and 1/19
5. Started move to new Public Works Building

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. Collect data for GIS
5. Started move to new building
6. Cleaned catch basins

Customer Accounts/Meter Readers

1. Billed 2,388 customer billings
2. Shut off 14 customers
3. Sent out 417 delinquent letters
4. Sent out refunds and finals
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Spring of 2026
 - i. Painted (157 of 762) 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. Abandon old Washington St. waterline
- e. 1999 Dump Truck rust repairs and painting
- f. Waterline repair south of Celina Glass
- g. Assisted Street Dept. with salting & snow plowing
- h. Removed old water meters from inside homes along Mill St. waterline project
- i. Pleasantview waterline replacement project
 - i. Pave and seed in Spring 2026
- j. Distr. Building
 - i. Engineering quote received, add to 2028 budget
- k. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 1. Engineering continued by Access Engineering, 2026 project
 2. Located services for engineering
 3. Should go out to bid soon, waiting on easements
- l. 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 01/13/2026 – 9.7 ug/l
 - ii. Raw Lake Water 01/20/2026 – 4.0 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 season
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #7, completed January 8th, 2026
 - ii. Carbon Exchange for tank #2, scheduled for January 27th, 2026
 - iii. GAC Facility
 1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2028 budget
 - iv. Replacement lime pump
 1. Received, working on piping & electric, running
 - v. S. Ozone Chiller –
 1. Train Service Tech. replaced compressor heaters, installed 01/07/2026
 2. Generator units #7 & #8 replaced, sent out to be repaired for backups
 - vi. Replacement sand filter backwash water flow meter
 1. Flow meter installed, calibration completed, factory defect to be repaired soon
 - vii. Camera system replacement project is 95% completed, programming left
 - viii. Water Tower SCADA
 1. Panels completed and received
 2. Electric repaired fiber loop (Dec 2025)
 3. Working to get data back to WTP from towers
 - ix. Weekly, monthly and annual maintenance items completed
3. Water Dept. Training
 - i. AWWA District meeting - TBA
 - ii. Technology Committee Meetings
 1. Next meeting scheduled for February 17th, 2026 (Microsoft Teams)
4. Bryson Pool Operations
 - i. Pool season 2025
 1. Winterization completed
 2. Splash pad has been winterized, ordered parts for repairs
 3. Requested price quotes for four 3-way valves and 2 swing check valves
 - a. Added to 2026 budget

Wastewater

1. Completed 2025 Annual Sludge Report and submitted to OEPA
2. Completed 2025 Annual SSO Report and submitted to OEPA; informed Julie to post notice in mailer on next round of utility bills
3. Scrapped inoperable Marts SF4A pump (saved impeller and claw)
4. Worked on rebuild of North-West fine bar screen channel gate operator

5. Worked on replacing phosphorus building hot water heater
6. Collected and sent biosolids sample for BoJhun analysis to recertify Special Waste for landfill disposal
7. Completed solids analysis on AD#3 and transferred to mixed tank; completed analysis on cake solids
8. Emailed BoJhun February lab schedule
9. Completed Certificate of Records Disposal (RC-3)-Part I form for files and disposed 2015 records
10. Snow removal duties
11. Met with Advanced Rehabilitative Technology rep to look at grit channel deterioration and provide quote to repair interior side of channel and add liner
12. Completed 2025 Annual Sludge Report and submitted to OEPA
13. Completed 2025 Annual SSO Report and submitted to OEPA; informed Julie to post notice in mailer on next round of utility bills
14. Scrapped inoperable Martz SF4A pump (saved impeller and claw)
15. Worked on rebuild of North-West fine bar screen channel gate operator
16. Worked on replacing phosphorus building hot water heater
17. Collected and sent biosolids sample for BoJhun analysis to recertify Special Waste for landfill disposal
18. Completed solids analysis on AD#3 and transferred to mixed tank; completed analysis on cake solids
19. Emailed BoJhun February lab schedule
20. Completed Certificate of Records Disposal (RC-3)-Part I form for files and disposed 2015 records
21. Snow removal duties
22. Met with Advanced Rehabilitative Technology rep to look at grit channel deterioration and provide quote to repair interior side of channel and add liner

Electric Distribution

1. Set 10 poles
2. New Services
 - a. Underground 6
 - b. Overhead 1
3. Street Lights
 - a. Repairs 2
 - b. Replaced 4
4. Underground Locates (OUPS) 74
5. Traffic Signals
 - a. Install new radar at Walnut and Market
 - b. Annual conflict monitor testing
6. Request or Miscellaneous Jobs
 - a. Unhook electric to Santa house
7. Trouble Calls
 - a. 1/11/2026- Carmel Church, west of Wabash pole hit
 - b. 1/15/2026- Hellwarth Road, south of Tama-pole hit
 - c. 1/16/2026- Meadowview, street light pole hit

- d. 1/17/2026- Tama Road, east of Stose-pole hit
- 8. Large Projects
 - a. E. Market Street- north side, replace poles
 - b. E. Warren Street- north side, replace poles
- 9. EV Charging Stations
 - a. Number of Sessions- 18
 - b. Total Length of Sessions- 55 hours 23 minutes