

Administrative Report
July 11, 2025 to July 24, 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
2. Zoning Permits:
 - a. 1402 E Livingston St- fence
 - b. 718 S Elm St- fence
 - c. 2314 Eaglebrooke Cir- new home
 - d. 240 Fairlawn Dr.- shed
 - e. 901 Canterbury- fence
 - f. 911 N Sugar St- pool
3. Plumbing Permits/Inspections (0)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (0)
 - a. N Mill St project
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 222 E Fayette St- grass
 - c. 132 S Buckeye St- grass
 - d. 110 N County Rd- grass
 - e. 243 Leona St- grass
 - f. 702 S Elm St- junk
 - g. 649 N Walnut St- junk
7. Planning Commission:
 - a. Meeting scheduled for July 31st:
 - i. Conditional use at 725 W Logan St.
 - ii. Lot split review 233 Lakeview Dr.
 - iii. Site plan review 114 E Forrest St
 - iv. Site plan review 118 E Market St.
8. Board of Zoning Appeals:
 - a. Meeting scheduled for July 31st
 - i. 1610 Industrial- variance for a billboard
 - ii. 1016 Fleck- side yard setback
 - iii. 1102 Fleck Ave- side yard setback
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.
 - 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.**
- 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.**
- c. Administration Building Brick Repair
- i. We are on the schedule for spring of 2025 by Wellman Brothers. They intend to repair the east side of the building, as well as some corners to fulfill the allotted \$86,000
 - ii. **Wellman Brothers plans to move equipment and scaffolding July 29th to begin repair.**
- d. 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.
- v. Shinn Brothers has moved equipment in and plans to start waterline the week of 3-10. They will begin at Wayne St. working their way to Touvelle.
- vi. Shinn Brothers continue to work on water and storm north of Wayne Street. The Sanitary main has also been lined and they intend to begin laterals the week of 4-14.
- vii. Sanitary laterals are complete and storm structures and sewers are being installed the week of 4-21. Once complete, Shinn Brothers plans to move to market street and begin waterline heading north.
- viii. Shinn brothers has completed underground utilities between Touvelle and Wayne Street. They will move to the next section in the coming week. Enbridge gas company has mobilized into the north section of our project to begin their gas restoration project. This project is on schedule and has a final completion date of 11-1-25.
- ix. Enbridge Gas Company has 3 crews working along our construction route, which has slowed Shinn Brothers to an extent. They continue to make progress as all storm work is complete in phase 2, and they have started on water services now that main line is complete. The gas company has a tentative completion date of the second week of August.
- x. **No change, gas company continues to work on main line before service work, Shinn brothers continues to work on water services and storm in phase 2 wherever they can to not be in gas company's way.**
- e. Montgomery Field Dugout
 - i. RCS has demolished the old dugout. They are currently working on underground utility's and footer.
 - ii. Footer is complete, RCS is hoping to pour floors and erect walls the week of 2-10-25
 - iii. Floor is finished and the walls are being erected the week of 3-3
 - iv. The exterior of the dugout has been completed and the benches are installed to be used during games. RCS continues to work on the interior and has not provided a completion date.
 - v. **No Change, Exterior is complete.**

Fire Department

- 1. Totals since July 11th
 - a. Squad- 72

- b. Fire- 20
 - c. Inspections- 11
 - d. Training Hours- 34
 - e. Primary squad runs & assists for other branches- 2
2. Totals for 2025
- a. Squad- 1,122
 - b. Fire- 188
 - c. Inspections- 51
 - d. Training Hours- 245
 - e. Primary squad runs & assists for other branches- 23

Police Department

1. On 07/19/25 at about 2:42AM a Celina patrolman responded to a reported erratic driver. A further report indicated that the driver ran a red light in town and then stopped at a convenience store on S. Main Street, where he reportedly stole beer. The officer found the vehicle going south on S. Main Street and turning west onto Schunk Rd. The officer activated his emergency lights and siren. The suspect did not stop, but continued west, ran a stop sign at Meyer Rd. as he turned south. The officer reported that the suspect accelerated to a high rate of speed and ran a stop sign southbound on Meyer Rd. at Monroe Rd. The pursuit of the suspect was terminated per Celina P.D. policy. The car was found later, wrecked and abandoned in a corn field on Brown Rd. The suspect was not apprehended at the scene, but was identified. The case has been sent to the Mercer Co. Prosecutor and referred to the Grand Jury for felony charges.
2. Total Police Dept. Incidents YTD: 9,725

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Abandoned Vehicle	2	Injury Accident	1
Non Injury Accident	16	Active Theft	1	Assist Another Agency	18
Alarm	2	Bad Check	6	Bank Detail	8
Barking Dog	1	Bond Sign Charges	33	Business Checks	272
Civil	1	Court	9	Dispatch Other Agency	1
Death Investigation	1	Disorderly Conduct Issues	8	Domestic Violence	3
False Alarm	3	Fight	1	Follow Up	31
Foot Patrol	1	Found Property	9	Funeral Detail	1
Golf Cart Inspection	11	Menacing/Threats/Harassment	6	Investigate Liquor Permit	4
Juvenile Transport	1	Juvenile Abuse	3	Lost Property	2
Man with a Gun	2	Meeting	1	Emergency Message	3
Miscellaneous	9	Motorist Assists	5	Nature Unknown	2
Noise Complaint	1	Nuisance	1	Open Door/Window	3
Parade/Event	2	Parking Enforcement	12	Public Information Request	30
Release from Impound	2	Returning Property	9	Special Detail	4
Stolen Vehicle	1	Suspicious Person	18	Suspicious Vehicle	9
Theft/Larceny	4	Theft of Bicycle	1	Special Traffic Detail	10
Traffic Stop	101	Training	2	Prisoner Transport	1
Trespassing Report	5	Unruly Juvenile	3	Vandalism	3
Lock Out/Vehicle	5	Warrant/Paper Service	22	Warrant Service	1
Welfare Check	10			TOTAL REPORTED	739

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers
4. Mowing in parks
5. Shelter house rentals
6. Water the flowers downtown and West Bank Road
7. Getting soccer and football fields ready for season
8. Lake Festival

Public Works

1. Work on equipment
2. Shop work
3. Sweep city streets
4. Sprayed weeds
5. Mowed city right of ways and properties around town that are not being taken care of
6. Water the trees in the parks that have been planted the last 2 years
7. Lake Festival
8. Asphalt patches around town

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. Fixing suck holes in the streets

Customer Accounts/Meter Readers

1. Billed 2,381 customer billings
2. Shut off 39 customers
3. Sent out 379 delinquent billings
4. Sent out finals/refunds
5. Meter readers continue to read routes

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Spring of 2025
 - i. Painted (60 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. Knapheide Truck & Equip. – 2026 International Dump Body & Equip. (August 2025)
 - ii. RG Comm. – Truck Radio (September 2025)
- e. Started digging for new slide foundations, waiting for Miami County & Ohio Health Dept.
- f. Replaced fire hydrant – Sugar St. @ West Bank Road
- g. Inspect Mill Street waterline project 2025
 - i. Continued to remove old meters in homes
- h. 2025 Waterline Projects
 - i. Pleasantview (EJ)
 - 1. Pipe & Fittings ordered (Mercer County to pay for project)
 - ii. Beaver St. (Mill St. to Sugar St.)
 - 1. Fittings received, start in a few weeks
 - iii. Washington St. (Mill St. to Sugar St.)
 - 1. Fittings received, start in a few weeks
 - iv. Blake St. (Mill St. to Sugar St.)
 - 1. Watermain installation & services completed
- i. Distr. Building
 - i. Engineering quote received, City Council?
- j. 2026 Waterline Projects
 - i. 703 Watermain
 - 1. Engineering to start with Access Eng.
- k. Completing meter error code work orders
- l. Sprayed weeds
- m. Continued City owned backflow testing (26 of 38 completed)
- n. 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 07/15/2025 – 6.0 ug/l
 - ii. Raw Lake Water 07/22/2025 – 7.9 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. East Beach 07/15/2025 - 14.5 ug/l
 - 2. West Beach 07/15/2025 - 16.5 ug/l
 - 3. Camp Beach 07/15/2025 - 23.8 ug/l

4. Windy Point Beach 07/15/2025 - 15.3 ug/l
 5. East Beach 07/22/2025 - 22.4 ug/l
 6. West Beach 07/22/2025 - 16.8 ug/l
 7. Camp Beach 07/22/2025 - 4.9 ug/l
 8. Windy Point Beach 07/22/2025 - 20.5 ug/l
- b. WTP Buildings, Grounds, & Operations:
- i. Continued mowing grass @ WTP, Pool, Lagoons, & Industrial Tower
 - ii. Carbon Exchange for tank #8, completed
 - iii. Carbon Exchange for tank #1, scheduled for July 29, 2025
 - iv. 1974 Building Freight Elevator
 1. Equipment is on order
 - v. GAC Facility
 1. GAC Tank Addition (4) Project
 - a. Engineering meeting completed, quote received
 - vi. DAF units drained and cleaned
 1. #2 VFD switch replaced
 2. #1 flow controller calibration replaced
 - vii. Water Tower SCADA
 1. PO submitted and equipment is on order, received drawings
 - viii. Monthly and weekly maintenance items completed
3. Water Dept. Training
- i. AWWA District meeting scheduled, TBA
 - ii. Technology Committee Meetings
 1. Next meeting scheduled for August 19, 2025
4. Bryson Pool Operations
- i. Pool season 2025
 1. Full operation for season
 2. Requested price quotes for four 3-way valves and 2 swing check valves
 - a. Artesian of Pioneer - \$26,960
 - ii. Slide replacement project
 1. Slide has been received
 2. Concrete and prep for new foundations
 - a. Mercer Concrete – waiting for finalized approved plans
 3. Engineers’ drawings submitted to Ohio Health & Miami County for approval
 - a. Ohio Health Dept – Waiting for approvals
 - b. Miami County – Approval received

Wastewater

1. Removed plug in raw sample pump

2. Hosed clarifiers and effluent channel
3. Sprayed weeds
4. Reset Application Error fault at 4-H LS
5. Hosed algae from South end of WML tank trough
6. Sent monthly reports to Jones & Henry
7. Serviced Rec-Plex LS generator; 4-H and Scotty's LS generators
8. Provided Elizabeth/Rovisys clarification to remote access SCADA problem
9. Filled calcium nitrate tanks at Eaglebrooke and Walmart LSs
10. Removed bad WML flowmeter; installed new flowmeter and 4" valve; Wayne Adams from Process Controls completed startup
11. Picked up repaired Fairgrounds LS pump at Irish Electric
12. Lori Komorowske/OEPA completed annual site visit/inspection
13. Contacted Lower-48 Instruments to schedule calibration service for effluent and bypass flowmeters
14. Emailed Lori & Steve/OEPA to inform that bypass and effluent flow meters were being calibrated and provided them copies of completed Operator of Record forms
15. Contacted Lower-48 Instruments to request change of scope of services on calibration quote (omit lift station flowmeters); calibration completed
16. Requested and received Task Order #3 and also revised Preliminary Engineering Proposal from Jones & Henry due to incorrect dates
17. Completed WML flowmeter replacement project
18. Completed solids analysis on AD #1; transferred to sludge mixing tank
19. Removed plug from influent sample pump and reprimed pump
20. Removed #2 Fairground pump (spare non-chopper) and reinstalled repaired chopper pump; pressure washed spare pump and put in storage
21. Discovered Myers Rd flow meter drifting/reading erratically; inspected and consulted with Wayne Adams/Process Controls; requested quote for new unit
22. Imperial Tent delivered and installed modified bypass cover; anchored
23. Worked on rebuild of North West coarse bar screen gate operator
24. Greased grit-grease bridge, mechanical bar screen, grit classifier, grit blower, post aerators
25. Mowed
26. Serviced Fairground LS generator; Bruns, Myers Rd, Kingswood generators
27. Interviewed Asst. Supt. applicant; applicant turned down position
28. Pumped out rainwater from sludge storage tanks
29. Prepped portable welder to take to lift stations for pump lift cable modification; cut off loops and welded SS pump lifting cable ends on Kingswood & Myers Rd pumps
30. In-house meeting with Jones & Henry to discuss City's commitment to clean water connection removal and engineering for NFA project, gave J&H engineers wwtp tour

Electric Distribution

1. Set 7 poles
2. New Services
 - a. Underground 1
3. Service Replacement
 - a. Upgrade Underground 1

- b. Upgrade Overhead 1
- 4. Street Lights
 - a. Repairs 1
 - b. Replaced 2
 - c. Pole New/Replace 1
- 5. Underground Locates (OUPS) 89
- 6. Traffic Signals
 - a. Activated the pedestrian lights at Havemann and Irmscher
- 7. Request or Miscellaneous Jobs
 - a. Temp panels for the Taste of Town
 - b. Temp panels for vendors at North Shore Park
- 8. Trouble Calls
 - a. 7/13/2025- Purple Door Church- blown fuse
 - b. 7/20/2025- Oldtown Road- bad transformer- lightning
- 9. Large Projects
 - a. Directional bore and replace primary wire west of Jill Avenue south of Fairground Road
 - b. Set poles, Township Line Road for line extension
- 10. EV Charging Stations
 - a. Number of Sessions 26
 - b. Total Length of Sessions 107 hours 7 minutes