

Administrative Report April 10, 2026 to April 23, 2026

Administration

1. RFQ for Fire Station deadline is May 29, 2026 @ 4PM

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects
2. Move to the new facility
3. Zoning Permits:

ZONING ALL RECORDS									
PERMIT_NO	MONTH	OWNER	ADDRESS	ZBOA	APPROVAL	PERMITTYPE	RESD_UNITS	ESTMT_COST	FEE
7964	26/04	Kore Construction	lot 109 Carolina Court		0	new home			915
7963	26/04	Bruce Lockwood	120 N Enterprise		0	zoning variance			50
7962	26/04	Consolidated Hunter	229 W Warren		0	sewer			20
7961	26/04	Edward Sullivan	120 Meyer Rd		0	fence			20
7960	26/04	Joni Weaver	732 Echo		0	fence			20
7959	26/04	Kelly Brown	102 Beech Ave		0	sewer			60
7958	26/04	Russ Bullock	308 Dogwood		0	fence			20
7957	26/04	Lesa Rother	319 E. Wayne		0	shed			20
7956	26/04	Quentin Elsea	107 E Forest St		0	conditional use			50
7955	26/04	Evin Bachelor	412 W Logan St		0	site plan review			50
7954	26/04	Elease Kreischer	725 W. Logan St.		0	conditional use			50
7953	26/04	Lisa Euckert	110 N. Cherry		0	site plan review			50

4. 2026 Construction Update:
 - a. 2026 Street Resurfacing
 - i. This project includes the planning and resurfacing of approximately 5,000 lineal feet of Havemann Road and Grand Lake Road. The project will be advertised on February 10 and February 17, with bid opening scheduled for February 26 at 11:00 a.m.
 - ii. The Shelly Company was the only bidder, submitting a bid in the amount of \$548,251.25. Access Engineering reviewed the bid packet and found no mathematical errors. After reviewing the documents, it is their recommendation that the bid be accepted and that the City enter into a contract with The Shelly Company.
 - iii. The Shelly Company plans to begin resurfacing in May and will let us know when our date is placed on the schedule.
 - iv. A Pre-Construction meeting has been scheduled for April 14th @ 10AM
 - v. **Weather permitting, The Shelly Company anticipates beginning work in mid-June. For safety, milling and paving operations will take place during nighttime hours, from 7:00 PM to 5:00 AM, to minimize impacts to traffic.**

- b. Administrative Building Brick Repair
 - i. Wellmann Brothers is scheduled to conduct additional water testing and continue brick repairs in April, weather permitting.
 - ii. Wellmann Brothers met us on site 3-5-26. We determined our main goal was to investigate water leaking and are conducting water dye testing within our own departments before we move to more brick repair.
 - iii. **NO CHANGE**
- c. Public Works Site
 - i. The Street Department is scheduled to begin work on the detention basin and associated structures at the 711 Hierholzer Street site. Weather permitting, completion is anticipated by the end of March.
 - ii. The Street Department has finished the storm work and set the detention and outfall structures. Weather permitting, they will continue excavating the detention basin area. D&M Fencing has also started the fencing project and anticipates completion by the 13th of the month.
 - iii. Public Works/Electric Site Fence Project is Complete. Public Works Continues to work on storm work and water detention basin.
 - iv. **NO CHANGE**
- d. Public Works Salt Storage
 - i. Planning and estimating are underway to determine the appropriate size and optimal location.
 - ii. Board of Control has been approved on the Sourcewell Pricing for salt storage through Celina Tent. Requisition for P.O. has been put in.
 - iii. **We are currently waiting for the plans to be finalized before a construction timeline can be provided.**

Fire Department

- 1. Totals since April 9, 2026:
 - a. Squad- 68
 - b. Fire- 15
 - c. Inspections- 7
 - d. Training Hours- 55.5
 - e. Primary squad runs for another branches- 0
 - i. Medic/EMT assists- 0
- 5. Totals for 2026:
 - a. Squad- 580
 - b. Fire- 127
 - c. Inspections- 44
 - d. Training Hours- 259
 - e. Primary squad runs for another branches- 0
 - i. Medic/EMT assists- 3
- 6. Other:
 - a. Firefighter/EMT Cade Schoenleben will be resigning from his full-time position on May 3rd at 0730
 - b. Dylan Feister completes EMT class Friday 4/24/2026
 - c. Mason Ayers is a Level II Firefighter/EMT

- d. Working to update all Emergency SOG's to meet current NFPA standards

Police Department

1. The 3 most recent police trainees have been formally sworn in by Mayor Hazel. By all accounts, they are performing at a high level as they transition into their roles. Their attendance at the academy at Wrigth State University Lake Campus provided valuable opportunities to work alongside experienced officers throughout their training. This experience has contributed to a stronger understanding of both the profession and the operational standards of this department. Additionally, the Department's in service training program continues to demonstrate strong results and remains a valuable component of officer development.
2. On April 23, 2026, officers with the Celina Police Department received information regarding suspicious activity at Eastview Park. Officers were able to identify the individuals involved; however, the suspects fled in a motor vehicle upon observing police presence. Given that the suspects were known and in consideration of the risks associated with pursuing non-violent offenders, officers appropriately discontinued the pursuit to prioritize public safety. A warrant has been issued for the driver.
3. Total Police Department Incidents YTD; 5,069

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
Injury Accident	2	Non-Injury Accident	14	Assist Another Agency	12
Alarm	5	Animal Bite	4	Animal Complaint	4
Assault	1	Bad Check	5	Bank Detail	11
Bond Sign Charges	8	Business Checks	404	Civil	2
Court	7	CPO Violation	1	Debris in/on Roadway	1
Disorderly Conduct Issues	10	Domestic Violence	2	Domestic Dispute	1
Drugs	4	False Alarm	12	Follow Up	51
Found Property	6	Golf Cart Inspection	9	Menacing/Threats/Harassment	6
Industrial Accident	1	Investigate Liquor Permit	2	Juvenile Runaway	1
Juvenile Abuse	1	Log Information	1	Lost Property	6
Mental Subject Call	3	Miscellaneous	14	Missing Adult	1
Motorist Assist	1	Nature Unknown	1	Noise Complaint	1
Nuisance Junk Complaint	1	Open/Door Window	6	Parking Enforcement	3
Public Information Request	42	Release from Impound	4	REPO Vehicle	1
Returning Property	3	Sex Offense	1	Special Detail	4
Stolen Vehicle	2	Suicide Threat	1	Suspicious Person	18
Suspicious Vehicle	13	Testing Alarms	3	Theft/Larceny	5
Special Traffic Detail	9	Traffic Stop	150	Training	3
Training Range/Firearms	1	Prisoner Transport	2	Trespassing Report	4
Unruly Juvenile	5	Utility Need	1	Vandalism	3
Vehicle Maintenance	3	Lock Out/Vehicle	9	Warrant/Paper Service	31
Welfare Check	8			TOTAL REPORTED:	951

Parks and Recreation

1. T-Ball starts Saturday, April 25th
2. Practices for all leagues start Monday and Tuesday, April 27th and April 28th
3. Pony League registration deadlines are Sunday, April 26th, we have 14 registered so far which is a good number

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers
4. Prep baseball and softball fields

Public Works

1. Work on equipment
2. Shop work
3. Sweep streets
4. Building stone and sweeper bins at Public Works building
5. Cura patch alleys
6. Cleaning Pickleball courts
7. Poured concrete patches around town
8. Mow around city

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. Cleaned flooding area storm lines

Customer Accounts/Meter Readers

1. Billed 2,378 customer bills
2. Shut off 9 customers
3. Sent out refunds/finals
4. Meter readers continue to read
5. Sent out 353 delinquent letters
6. Continue to train new meter reader

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. Updated water GIS map
 - i. Completed full system flushing for Spring 2026
- e. Wawa Gas Station
 - i. Property is cleared for demo and construction
 - ii. 2" service line installed with SR 703 waterline replacement project

- f. Water main repair on Echo St (626).
- g. Pleasantview waterline replacement project
 - i. Yard leveling & seeding completed
 - ii. Pave waterline trench with other City patches soon
- h. Coordinate with contractors at school on grade for valve boxes
- i. Located and marked JES Food waterline for Cooper Farms
- j. Grass seed main break/work areas from last fall/winter
- k. Assisted Water Plant & Parks Dept. with mowing
- l. Distr. Building
 - i. Engineering quote received, add to 2028 budget
- m. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 - 1. Awarded to Shinn Bros.
 - 2. June 1, start date to October 15, completion
 - 3. City part: \$645,000
 - 4. County part: \$650,000 + \$145,000 if Alternate #1 is added
- 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 04/14/2026 – 41.7 ug/l
 - ii. Raw Lake Water 04/21/2026 – 66.6 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 #4, completed April 7th, 2026
 - ii. Carbon Exchange for tank #6, scheduled for April 28th, 2026
 - iii. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2028 budget
 - iv. Lime feed system
 - 1. Getting updated price quote for third pump
 - 2. Pump shaft seal failure – checking parts under warranty
 - v. Water Tower SCADA
 - 1. Panels completed, received, and installed

- 2. Making connections & setup this week
- vi. Weekly, monthly and annual maintenance items completed
- vii. Ozone system
 - 1. Chiller fans (1 on ea.) replaced
 - 2. Spare units on order
- viii. Annual Consumer Confidence Report (CCR) data submitted for completion
 - 1. Draft should be ready for review within two weeks
- ix. Replaced coagulant day tanks
- x. DAF unit #3 sludge collector motor removed for seal replacement
- 3. Water Dept. Training
 - i. AWWA District meeting - TBA
 - ii. Monthly Water Dept. staff meeting completed – 04/08/2026
 - iii. Technology Committee Meetings
 - 1. Next meeting scheduled for May 19th, 2026 (Dublin Rd. WTP)
- 4. Bryson Pool Operations
 - i. Pool season 2025
 - 1. Winterization completed
 - 2. Contact made with OHD to inspect new slide
 - 3. Parking lot seal coating
 - a. PO completed, should be completed in May
 - 4. Splash pad has been winterized
 - a. Parts for repairs received, install next month
 - 5. Four 3-way valves and 2 swing check valve replacement
 - a. Contractor completed installation, ready for startup

Wastewater

- 1. Hosed down WML sludge pump hopper
- 2. Removed plug from influent sample pump, primed, restarted
- 3. Mowed
- 4. Worked on UV system startup
- 5. Hosed clarifiers and effluent channel
- 6. Gave Fire Dept. tour of wwtp
- 7. Bypass event; reported to OEPA
- 8. Completed solids analysis on AD#3; transferred to sludge mixing tank and completed cake solids analysis
- 9. Emailed BoJhun about OEPA comments regarding no MDL on lab reports and use of most sensitive method for parameters with limits
- 10. Communicated with Jones & Henry on preferred site and orientation of new office/lab building with garage
- 11. Worked collection system valves; wwtp valves

12. Cleaned level probe at #7 lift station
13. Worked wwtp valves
14. Sewer Maintenance crew jetted blocked sludge dewatering drain
15. Cleaned out grease channel from cleaning sludge bunker drain channel
16. Troubleshoot North screw press fault; discovered emergency stop button depressed from cleaning event
17. Removed plug from South polymer system
18. Removed plug from Influent sample pump
19. Replaced #2 RAS hour meter
20. Republic Services picked up Special Waste
21. Reviewed Jones & Henry's revised floorplan of office/lab, made comments and sent back for J&H to review
22. Troubleshoot water leak in Adm basement, replaced 250 gpm recycle pump seal water pressure regulator
23. Removed insulation from control panel vent openings in collection system
24. Communicated with BoJhun and instructed MDL be reported on BBR, Cd, Pb, and Se starting April 2026. Also instructed to ensure that lowest sensitive method from the Permit Guidance 9 manual was being used for those parameters
25. Pumped out water from East sludge mixing tank
26. Removed insulation from bypass enclosures vents
27. Updated pesticide records
28. Worked on cleaning lab Mitsubishi mini-split unit

Electric Distribution

1. Set 8 poles
2. New Services
 - a. Underground 1
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 2
4. Street Lights
 - a. Repairs 3
 - b. Replaced 5
5. Underground Locates (OUPS) 128
6. Traffic Signals
 - a. Replace broken signals Havemann/29 and Grand Lake/29
 - b. Pull radar wire for Havemann Road paving project
7. Request or Miscellaneous Jobs
 - a. All trucks had annual testing completed
 - b. Work on lights at basketball courts
8. Trouble Calls
 - a. 4/15/2026- Primary underground hit on Fleetfoot Road
 - b. 4/15/2026- Tree limb tore 2 drops down, 525 W. Market, storm
 - c. 4/16/2026- Carmel Church Road, broken fuse
 - d. 4/19/2026- Oregon Road west of 118, bolt out of arm
 - e. 4/19/2026- Hawk Farms- dug through primary underground

9. Large Projects
 - a. Work on traffic light project, Wayne/Fountain
 - b. Directional Bore- Fairgrounds, overhead to underground
 - c. Replace poles, Carmel Church Road
10. EV Charging Stations
 - a. Number of Sessions 10
 - b. Total Length of Sessions 58 hours 25 minutes