

## **Administrative Report**

### **June 20, 2025 to July 10, 2025**

#### **Administration**

1. Assistant Police Chief Promotional Exam
  - a. 2 Sergeants signed up for the Exam
  - b. Written Exam will be August 25<sup>th</sup>
2. Fire Chief Promotional Exam
  - a. Oral Assessment Board was June 27<sup>th</sup>
    - i. Brian Davis has accepted the Fire Chief position effective appointment date is July 26, 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. 2500 Eaglebrooke Pkwy-pool
  - b. 2411 Eaglebrooke Pkwy-pool
  - c. 1033 West Bank Rd-room addition
  - d. 620 N Sugar St- room addition
  - e. 802 Hemlock St- fence
  - f. 164 Margo Lane-room addition
  - g. 1624 Hemlock St- fence
  - h. 1220 Shinn Dr.- new house
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (3)
  - a. N Mill St project
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 541 Hierholzer- junk
  - c. 117 Morton St- junk; junk vehicles
  - d. 713 Mackinaw- junk
  - e. 504 Hoying St- junk
  - f. 225 N Enterprise St- junk
  - g. 515 Sycamore St- junk
  - h. 320 Morton St- junk
  - i. 611 Lisle St- grass
  - j. 1901 E Livingston St- grass
  - k. 243 Leona St- grass
  - l. 817 Murlin St- grass
  - m. 110 N County Rd- grass
  - n. 536 Hierholzer- grass
  - o. 132 S Buckeye ST- grass

7. Planning Commission:

- a. Meeting scheduled for July 31<sup>st</sup> for a conditional use at 725 W Logan St

8. 2025 Construction Updates:

- 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.**

- 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 by Heyne, however the City of Celina Electric and Public works departments installed sanitary sewer and electric service the week of 3-3
- viii. Heyne Construction plans to seal the exterior stone the week of 4-14. They are planning to finish the interior in the weeks after pending the exterior water test to affirm no leaks.
- ix. Heyne Construction has sealed the exterior stone and is working on the interior plumbing fixtures. This project is on schedule and has a completion date of 6-1-25.
- x. Interior is near completion. Final electrical inspection has passed and we are moving closer to completion date. Exterior concrete is scheduled to be finished Monday the 9th. Weather and masonry issues has set us back a couple weeks but Heyne has been upfront with all issues.
- xi. All inspections have been passed and Heyne Construction is currently working on punch list items to finish the job up.
- xii. This project is complete.**
- c. 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.**
- d. 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. No Change**
- e. 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.**
- f. 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**

### **Fire Department**

1. Totals since June 20<sup>th</sup>, 2025:
  - a. Squad- 102
  - b. Fire- 17
  - c. Inspections- 6
  - d. Training Hours- 39
  - e. Primary squad runs & assists for other branches- 0
2. Totals for 2025:
  - a. Squad- 1,050
  - b. Fire- 168
  - c. Inspections- 6
  - d. Training Hours- 39
  - e. Primary squad runs & assists for other branches- 21
3. Other:
  - a. Firefighter Brian Davis performed well on the Fire Chief's Promotional Exam and will take over as Chief July 26th
  - b. Firefighter Engle and Firefighter Shaw began EMT class. This is a six-week program at the Ohio Fire Academy.

### **Police Department**

1. On July 3rd, 2024 Matt Kremer graduated the Ohio State Highway Patrol Academy and was certified to be a peace officer by the State of Ohio on July 10th. He will be sworn in by Mayor Hazel on Monday, July 14th and begin his field training.
2. Connor Burr and Isaac Daniel have completed field training this past week and are now on the road on their own. We expect Mason Seibert to graduate Rhodes Academy in August. We have one candidate under contract and entering Wright State Police Academy in August. Two more are in the final stages of pre-employment backgrounds and have a strong likelihood of entering the Academy as well. This will bring CPD staffing levels back to full.
3. Total Police Dept. Incidents YTD: 8,986

| <b>Nature of Incident</b>  | <b>Total Incidents</b> | <b>Nature of Incident</b> | <b>Total Incidents</b> | <b>Nature of Incident</b>   | <b>Total Incidents</b> |
|----------------------------|------------------------|---------------------------|------------------------|-----------------------------|------------------------|
| 911 Hang Up                | 1                      | Injury Accident           | 3                      | Non Injury Accident         | 20                     |
| Assist Another Agency      | 17                     | Animal Bite               | 1                      | Animal Complaint            | 2                      |
| Assault                    | 1                      | Bad Check                 | 3                      | Bank Detail                 | 8                      |
| Bond Sign Charges          | 14                     | Business Checks           | 418                    | Civil                       | 3                      |
| Court                      | 9                      | Debris in/on Roadway      | 2                      | Dispatch Other Agency       | 1                      |
| Death Investigation        | 2                      | Disorderly Conduct Issues | 13                     | Domestic Violence           | 1                      |
| Domestic Dispute           | 1                      | False Alarm               | 6                      | Fight                       | 1                      |
| Fire                       | 1                      | Follow Up                 | 40                     | Found Property              | 12                     |
| Funeral Detail             | 1                      | Golf Inspection           | 3                      | Menacing/Threats/Harassment | 7                      |
| House Check                | 1                      | Impound Retrieval Notice  | 1                      | Investigate Liquor Permit   | 6                      |
| Juvenile Transport         | 1                      | Juvenile Abuse            | 3                      | Lost Property               | 2                      |
| Meeting                    | 3                      | Emergency Message         | 1                      | Miscellaneous               | 10                     |
| Motorist Assist            | 4                      | Nuisance                  | 1                      | Nuisance Junk Complaint     | 4                      |
| Nuisance Vehicle Complaint | 1                      | Open Door/Window          | 5                      | Parking Enforcement         | 3                      |
| Public Information Request | 44                     | Release form Impound      | 1                      | Returning Property          | 7                      |

|                        |    |                     |     |                       |              |
|------------------------|----|---------------------|-----|-----------------------|--------------|
| Sex Offense            | 2  | Special Detail      | 9   | Speed Trailer Use     | 2            |
| Stolen Vehicle         | 1  | Suspicious Person   | 19  | Suspicious Vehicle    | 23           |
| Testing Alarms         | 1  | Theft/Larceny       | 6   | Theft of Bicycle      | 1            |
| Special Traffic Detail | 27 | Traffic Stop        | 187 | Training              | 1            |
| Trespassing Report     | 4  | Unruly Juvenile     | 7   | Utility Need          | 1            |
| Vandalism              | 8  | Vehicle Maintenance | 7   | Lock Out/Vehicle      | 16           |
| Warrant Paper Service  | 28 | Welfare Check       | 7   | <b>TOTAL REPORTED</b> | <b>1,046</b> |

### **Parks and Recreation**

1. Registrations for soccer and football are done
  - a. Football can't be added up until weigh-ins and scrimmage day on August 16<sup>th</sup>
  - b. Football is down 12 enrollments- some went back to soccer and I am sure there will be some additions within the next week when practices start next week
  - c. Kindergarten enrollment is down by 20
  - d. Bantam boys are up by 10
  - e. Minor and Little League boys are down a few enrollments
  - f. Bantam girls are down a few enrollments
  - g. Minor girls are down 16 which is a bunch
  - h. Little League girls are up 2 enrollments
  - i. Soccer practices will start August 4<sup>th</sup> with games starting the week of August 18<sup>th</sup>

### **Parks Maintenance**

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

### **Public Works**

1. Work on equipment
2. Shop work
3. Dura patch alleys
4. Sweep city streets
5. Sprayed weeds
6. Extended parking lot at new Public Works Building
7. Mowed city right of ways and properties around town that are not being taken care of
8. Removed asphalt from skate park
9. Water trees in the parks that have been planted the last two years
10. Seed grass at Bryson Park and Cemetery Graves

### **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. Investigation of smoke testing results

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

1. Billed 2,316 customer billings
2. Shut off 18 customers
3. Sent out 226 delinquent bills
4. Sent out finals/refunds
5. Meter readers continue to mow grass/pull weeds at Admin Building
6. Meter readers continue to read routes

### **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. 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. Inspect Mill Street waterline project 2025
  - i. Continued to remove old meters in homes
  - ii. Replaced 2 additional lead service lines into the homes
- g. 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 completed, installing service this week
- h. Distr. Building
  - i. Engineering quote received, City Council?
- i. 2026 Waterline Projects
  - i. 703 Watermain
    1. Engineering to start with Access Eng.

- j. Completing meter error code work orders
- k. Poured concrete curb from main break on Meadowview
- l. Seeded grass from previous main breaks
- m. Continued City owned backflow testing (20 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 06/24/2025 – 40.1 ug/l
  - ii. Raw Lake Water 07/01/2025 – 10.3 ug/l
  - iii. Raw Lake Water 07/08/2025 – 5.8 ug/l
  - iv. All finished water samples were Non-Detect for Microcystin Toxin
  - v. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - vi. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
  - vii. Seasonal Microcystin testing of State monitored beaches on the lake
    - 1. East Beach 06/24/2025 - 44.1 ug/l
    - 2. West Beach 06/24/2025 - 35.0 ug/l
    - 3. Camp Beach 06/24/2025 - 31.5 ug/l
    - 4. Windy Point Beach 06/24/2025 - 37.2 ug/l
    - 5. East Beach 07/01/2025 - 20.7 ug/l
    - 6. West Beach 07/01/2025 - 11.1 ug/l
    - 7. Camp Beach 07/01/2025 - 13.7 ug/l
    - 8. Windy Point Beach 07/01/2025 - 15.7 ug/l
    - 9. East Beach 07/08/2025 - 6.7 ug/l
    - 10. West Beach 07/08/2025 - 7.2 ug/l
    - 11. Camp Beach 07/08/2025 - 14.2 ug/l
    - 12. Windy Point Beach 07/08/2025 - 7.0 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 off line due to burned VFD contactor, new on order



- 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
  - ii. Slide replacement project
    - 1. Slide sections to be delivered by the end on July 2025
    - 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. Waiting for grounding issue to be resolved

## **Wastewater**

1. Replaced Stenner pump heads at Havemann, Walmart, and Eaglebrooke
2. Left message with Jared Ebbing's Secretary to contact me to discuss drive at Havemann LS for calcium nitrate delivery from semis
3. Mowed
4. Checked and adjusted gas pressure on Havemann, Walmart, Myers Rd, Bruns, Fairgrounds, and Rec-Plex lift station generators
5. Worked on rebuild of South outbound gate operator for coarse bar screen
6. Sprayed weeds
7. Posted Assistant Superintendent position opening with July 11, 2025 deadline
8. Took load of scrap metal to 3-Sons
9. Assisted Rovisys on SCADA issues (changed settings on SCADA servers, emailed screenshots of parameters, saved and emailed Martz LS Modbus points list)
10. Replaced lab pH probe, calibrated and completed analysis on DMRQA pH analyze
11. Emailed Phenova pH analyze test result for DMRQA Study 45
12. Pulled #1 pump at Kessler LS, removed vape, brought back due to bad windings installed motor from spare Kessler pump; reinstalled in wetwell
13. Installed new bypass cover, informed Imperial Tent that modification was needed due to sewn corners
14. Scott Gehle made site visit to confirm VFD capacitor reforming process
15. Emailed Jared Ebbing conceptual drawing of new pull through drive at Havemann needed for calcium nitrate deliveries
16. Reformed SVX vfd capacitor at Fairground LS

17. Gave Erica Lusk tour of the WWTP
18. Attended Utility meeting for Wabash/Mike Boley building improvements
19. Worked on WML flowmeter replacement project

### **Electric Distribution**

1. Set 10 poles
2. New Services
  - a. Underground 4
3. Service Replacement
  - a. Upgrade Underground 1
  - b. Upgrade Overhead 1
4. Street Lights
  - a. Repairs 7
  - b. Replaced 4
  - c. Pole New/Replace 1
5. Underground Locates (OUPS) 177
6. Traffic Signals
  - a. Install pedestrian lights at Havemann and Irmscher (not operating yet)
  - b. Replace traffic light head at Havemann and 29
7. Trouble Calls
  - a. 7/5/2025- Tree on lines; Market Street
8. Large Projects
  - a. Replace poles in the area of the pole yard
  - b. Replace poles on Frahm Pike west of town
  - c. Prep work for underground wire replacement west of Jill Avenue
9. EV Charging Stations
  - a. Number of Sessions 32
  - b. Total Length of Sessions 124 hours 52 minutes

### Income Tax – June 2025

|                         | 2023<br>Month-to-date | 2024<br>Month-to-date | 2025<br>Month-to-date | 2023<br>Year-to-date | 2024<br>Year-to-date | 2025<br>Year-to-date | 2025 vs 2024<br>Year change | 2025vs 2024<br>Year percent |
|-------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|-----------------------------|-----------------------------|
| <b>Business</b>         | 169,328.15            | 195,828.32            | 260,626.84            | 806,464.85           | 737,155.56           | 669,601.11           | (67,554.45)                 | (9.16)                      |
| <b>Non Resident Bus</b> | 37,023.41             | 27,755.12             | 113,713.86            | 89,537.19            | 99,832.47            | 284,240.18           | 184,407.71                  | 184.72                      |
| <b>Non-Resident</b>     | 21,777.21             | 3,845.21              | 4,274.91              | 88,751.33            | 88,756.23            | 73,143.74            | (15,612.49)                 | (17.59)                     |
| <b>Resident</b>         | 138,336.68            | 44,644.40             | 51,495.24             | 733,761.04           | 726,394.76           | 756,336.96           | 29,942.20                   | 4.12                        |
|                         |                       |                       |                       |                      |                      |                      |                             |                             |
| <b>Non Resident W/H</b> | 14,656.93             | 14,621.61             | 17,231.87             | 77,442.85            | 110,052.28           | 114,957.10           | 4,904.82                    | 4.46                        |
| <b>Withholding</b>      | 388,915.10            | 458,484.02            | 493,716.83            | 2,600,242.53         | 2,770,856.31         | 2,917,528.13         | 146,671.82                  | 5.29                        |
|                         |                       |                       |                       |                      |                      |                      |                             |                             |
| <b>Grand Total</b>      | 777,037.48            | 745,178.68            | 941,059.55            | 4,396,199.79         | 4,533,047.61         | 4,815,807.22         | 282,759.61                  | 6.24                        |

|                    | 2022                  | 2023                  | 2024                  | 2025         |
|--------------------|-----------------------|-----------------------|-----------------------|--------------|
|                    |                       |                       |                       |              |
| <b>January</b>     | \$478,116.36          | \$581,676.70          | \$597,830.83          | \$598,819.24 |
| <b>February</b>    | \$473,587.98          | \$502,513.66          | \$576,721.82          | \$693,675.82 |
| <b>March</b>       | \$448,002.22          | \$539,278.80          | \$643,106.95          | \$756,980.71 |
| <b>April</b>       | \$698,445.36          | \$906,561.14          | \$1,036,961.75        | \$989,094.57 |
| <b>May</b>         | \$719,166.91          | \$1,096,153.11        | \$933,247.58          | \$836,177.33 |
| <b>June</b>        | \$653,890.17          | \$770,037.48          | \$745,178.68          | \$941,059.55 |
| <b>July</b>        | \$733,311.33          | \$528,827.50          | \$563,318.70          |              |
| <b>August</b>      | \$781,346.45          | \$639,141.86          | \$484,522.22          |              |
| <b>September</b>   | \$549,578.60          | \$594,813.17          | \$821,913.63          |              |
| <b>October</b>     | \$602,278.54          | \$607,545.72          | \$574,212.31          |              |
| <b>November</b>    | \$509,200.32          | \$512,720.44          | \$493,267.50          |              |
| <b>December</b>    | \$491,072.40          | \$578,608.60          | \$733,372.49          |              |
| <b>Grand Total</b> | <b>\$7,137,996.64</b> | <b>\$7,587,878.18</b> | <b>\$8,203,654.46</b> |              |