

Administrative Report
May 9, 2025 to June 5, 2025

Administration

1. 2025 Special Trash Pickup

	Volume	Cost
Southwest	43.330	\$2,816.45
Northwest	44.810	\$2,912.65
Northeast	47.050	\$3,058.25
Southeast	49.260	\$3,201.90
Transfer	51.000	\$2,805.00
Excavator/Pay loader	36.000	\$1,980.00
Garbage	304.000	\$16,720.00
TOTAL:	575.45	\$33,494.25

2. Assistant Police Chief Promotional Exam

- a. Written Exam will be August 25th
- b. Oral Assessment Board will be August 26th

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. 1006 Chicory Ct-pool

3. Plumbing Permits/Inspections (2)

4. Dumpster Permits (1)

5. Dominion Gas Co. Street permits (1)

- a. Plus N Mill St project

6. Code Enforcement:

- a. Removal of signs in right-of-way
- b. 821 N Main- grass
- c. AT&T Store-grass
- d. 320 Morton St-grass
- e. 700 Fleck-grass
- f. 322 W Market ST-grass
- g. 21 Summit St- grass
- h. 222 E Fayette ST-grass
- i. 117 N Brandon St- grass
- j. 117 E Anthony ST- grass
- k. 320 W Market St-junk
- l. 310 W Fayette St-junk
- m. 212 Lincoln-trash
- n. 115 S Mill St-grass

7. Planning Commission:
 - a. Meeting scheduled for June 26th for site plan of Kerns GMC
8. Board of Zoning Appeals:
 - a. Meeting scheduled for June 26th for variance for signage on Havemann
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.**
 - 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.**
- 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.**
- 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.**
- 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**
- f. 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**

Police Department

1. 5/30/2025 Celina Police responded to a domestic violence call at 525 S. Walnut Street. The suspect, a 39-year-old man with apparent mental health issues engaged police in a standoff after brandishing a filet knife. The standoff lasted over an hour as the man barricaded himself inside the residence. During this time Celina Police Department rescued a 15-year-old by extracting him via a bedroom window. It is unknown if the suspect knew the juvenile was inside. He attempted to flee out a back door as police were forcing entry in the front. He was apprehended by police and is being held on numerous charges.
2. 5/27/2025 Celina Police responded to an alleged strong arm robbery at Pizza Hut after they closed. Celina Police Department continues to investigate. No one was injured in the incident.
3. Total Police Department Incidents, YTD: 7,256

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Injury Accident	5	Non Injury Accident	22
Assist Another Agency	31	Alarm	7	Animal Complaint	6
Assault	1	Bad Check	2	Bank Detail	14
Barking Dog	1	Bomb Threat	1	Bond Sign Charges	28
Burglary	2	Business Checks	572	Civil	5
Court	15	CPO Violation	1	Debris in/on Roadway	4
Disorderly Conduct Issues	12	Domestic Violence	7	Domestic Active	1
Domestic Dispute	4	Drugs	2	False Alarm	7
Fight	2	Follow Up	86	Found Property	8
Funeral Detail	2	Golf Cart Inspection	11	Menacing/Threats/Harassment	15
Investigate Liquor Permit	8	Juvenile Transport	4	Juvenile Abuse	6
Lost Property	3	Meeting	1	Mental Subject Call	5
Miscellaneous	20	Missing Adult	1	Motorist Assist	2
Noise Complaint	5	Nuisance	1	Nuisance Junk Complaint	15
Nuisance Vehicle Complaint	2	Nuisance Weed Complaint	5	Open Door/Window	11
Parking Enforcement	8	Public Information Request	65	Recover Stolen Property	2
Release From Impound	2	Returning Property	7	Robbery in Progress	1
Sex Offense	1	Special Detail	8	Speed Trailer Use	3
Suicide Threat	3	Suspicious Person	17	Suspicious Vehicle	31
Tactical Response Team	1	Testing Alarms	1	Theft/Larceny	12
Special Traffic Detail	25	Traffic Stop	133	Prisoner Transport	5
Trespassing Report	4	Unruly Juvenile	10	Utility Need	2
Vandalism	4	Vehicle Maintenance	3	Lock Out/Vehicle	12
Warrant/ Paper Service	37	Warrant Service	1	Welfare Check	11
				TOTAL REPORTED:	1,373

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 flowers downtown and West Bank Road

Public Works

1. Work on equipment
2. Shop work
3. Asphalt holes in streets
4. Dura patch alleys
5. Sweep City streets
6. Brush pickup along with special storm pickup on May 19th
7. Sprayed weeds
8. Extended parking lot at New Public Works Building
9. Repairs made to Lincoln Drive and Fairlawn Drive
10. Mowed city right of ways and properties around town that are not being taken care of
11. New fence topper on diamond #6 at Eastview Park
12. Removed playground and mulch at Westview Park for new restroom construction

13. Water the trees in the parks that have been planted the last two years

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. Fixed storm on Morton Street
6. Replaced catch basin on Washington Street
7. Replaced catch basin on Livingston Street
8. Investigation of smoke testing results

Customer Accounts/Meter Readers

1. Billed 2,889 customer billings
2. Sent out 227 delinquent billings
3. Shut off 22 customers
4. Sent out finals/refunds
5. Meter readers continue to read/mow administration building

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 – 2025 International Truck, (June 2025, then bed)
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip. (August 2025)
 - iii. RG Comm. – Truck Radio (September 2025)
- e. Started digging for new slide foundations, waiting for Miami County & Ohio Health Dept.
- f. Helped at the pool with pumps and filters
- g. Inspect Mill Street waterline project 2025
 - i. Continued to remove old meters in homes on Mill St. project
- 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 two weeks
 - iii. Washington St. (Mill St. to Sugar St.)

- 1. Pipe & Fittings ordered
 - iv. Blake St. (Mill St. to Sugar St.)
 - 1. Pipe & Fittings ordered
- 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. Summit Street Water Tower, to bore fiber line next week, pushed for pool work
- m. Cut Blake St in prep for start of project
- n. Haul Stone for Blake St project
- o. Main Break On Meadowview
- p. Seed grass from previous main breaks
- q. Spray weeds
- r. Move meter pit out of sidewalk that was a trip hazard
- s. Fix broken curb boxes around town
- t. Continued City owned backflow testing (14 of 40 completed)
- u. 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 05/13/2025 – 63.1 ug/l
 - ii. Raw Lake Water 05/20/2025 – 47.8 ug/l
 - iii. Raw Lake Water 05/27/2025 – 30.4 ug/l
 - iv. Raw Lake Water 06/03/2025 – 27.5 ug/l
 - v. All finished water samples were Non-Detect for Microcystin Toxin
 - vi. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - vii. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
 - viii. Seasonal Microcystin testing of State monitored beaches on the lake
 - 1. East Beach 06/03/2025 - 114.9 ug/l
 - 2. West Beach 06/03/2025 - 77.5 ug/l
 - 3. Camp Beach 06/03/2025 - 101.9 ug/l
 - 4. Windy Point Beach 06/03/2025 - 104.0 ug/l
- b. WTP Buildings, Grounds, & Operations:
 - i. Continued mowing grass @ WTP, Pool, Lagoons, & Industrial Tower
 - ii. Carbon Exchange for tank #8, scheduled for July 1, 2025
 - iii. 1974 Building Freight Elevator

1. Equipment is on order; contractor was in for final measurements
- iv. GAC Facility
 1. GAC Tank Addition (4) Project
 - a. Engineering meeting completed, quote received
- v. DAF units drained and cleaned
 1. 4, 1, & 2 - cleaning completed
- vi. Water Tower SCADA
 1. PO submitted and equipment is on order
- vii. Monthly and weekly maintenance items completed
- viii. Sand Filter #3 Re-Construction
 1. Xylem field rep. @ WTP May 6, for underdrain grout installation by staff
 2. Grouting is completed, test next week, then add sand
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. Splash pad pre-season work completed
 2. Basket House
 - a. Painted green trim and doors on basket house
 - b. To paint green on dive team building next week
 3. Painting of Pool
 - a. Completed two coats and painted lane lines, wall crosses, & deck labels
 - ii. Main pool pumps (2) pulled for service / repair, installation February 20, 2025
 1. Flow tested great, re-constructing filter media for full pool operations
 - iii. Slide replacement project
 1. Concrete and prep for new foundations
 - a. Mercer Concrete – waiting for finalized approved plans
 2. Engineers' drawings submitted to Ohio Health & Miami County for approval

Wastewater

1. Filled East WML drive with oil
2. Drained oil from West WML drive, pumped out water from valve pit; filled with oil
3. Removed sump pump in Phosphorus building, cleaned sump pit, reinstalled pump

4. Sprayed raised fasteners on pull box south of oxidation ditches with penetrating oil, attempted to remove
5. Mowed
6. Hosed clarifiers, post aeration tanks, and effluent channel
7. Kerry, Jason, Scott attended Stirling WW Services training workshop
8. Received Jones & Henry's response letter to OEPA response letter to NFA submitted, scheduling TEAMS meeting attended TEAMS meeting with Jones & Henry draft letter to respond to OEPA's response letter to the NFA; Jones & Henry drafted new letter asking for 90-day period to respond to their NFA response letter dated May 2, 2025
9. Removed plug from raw sample pump and reprimed
10. Retested SCADA computers in different scenarios for alarm notification and acknowledgement; emailed Jones & Henry summary report
11. Pumped out rainwater from East mixed sludge holding tank
12. Worked on rebuild of inbound North coarse bar screen gate operator
13. Turned on UV blower
14. Completed solids analysis on AD3
15. Transferred polymer to North screw press
16. Removed algae from oxidation ditch weirs
17. Removed raised fasteners from electric pull box lid (South side of ditches) and reinstalled one with ant seize
18. Emailed polymer, calcium nitrate, and sodium aluminate vendors to inquire about extending chemical contracts one year
19. Removed bypass cover and delivered to Imperial Tent to make replacement
20. Discovered faults on Havemann, Myers Rd, Matz and WWTP micrologix controllers (no scada), Havemann reset on reboot (programmed from earlier similar event), emailed Rovisys to inform and schedule service appointment
21. Replaced pump tube in #1 sodium aluminate pump
22. Attended Utilities meeting for Kern's Chevrolet project
23. Calibrated raw/final pH probes
24. Contacted Corpro to schedule service for Havemann cathodic protection system
25. Rovisys/Elizabeth made site visit to work on SCADA issues (redundancy for acknowledging alarms, Micrologix faults, spare MultiSmart controllers)

Electric Distribution

1. Set 21 poles
2. New Services
 - a. Underground 4
3. Service Replacement
 - a. Upgrade Underground 3
 - b. Upgrade Overhead 3
4. Street Lights
 - a. Repairs 4
 - b. Replaced 3
5. Underground Locates (OUPS) 232
6. Traffic Signals
 - a. Replace pedestrian light at Market and Ash

7. Substations
 - a. Haul stone to fill in around fences
8. Tree Trimming
 - a. Trim rural lines west of town
9. Request or Miscellaneous Jobs
 - a. Move lines on Tama Road for county bridge project
 - b. Replace light bulbs at Admin Building
 - c. Build disconnect for AC unit at Admin Building
10. Trouble Calls
 - a. May 16th & May 17th- storm outages- various locations
 - b. 6/1/2025- locate primary underground for water main break
11. Large Projects
 - a. Replace poles on Feeder 6 near pole yard
 - b. Set poles and directional bore at the Fairgrounds
12. EV Charging Stations
 - a. Number of Sessions 20
 - b. Total Length of Sessions 41 hours 55 minutes