

## **Administrative Report**

### **June 6, 2025 to June 19, 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>
  - c. Oral Assessment Board will be August 26<sup>th</sup>
2. Fire Chief Promotional Exam
  - a. 1 Firefighter/Paramedic signed up the Exam
  - b. Oral Assessment Board will be June 27<sup>th</sup>

#### **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. 911 Hemlock St- shed
  - b. 2328 E Wayne St- shed
  - c. 909 Clover Ln- fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (1)
  - a. N Mill St project
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 116 S Buckeye ST- grass
  - c. 313 E Forest- grass
  - d. 121 S Main St- trash
  - e. 117 Lisle St- grass
  - f. 611 Vining ST- grass
  - g. 322 W Logan St- grass
  - h. 538 Touvelle ST- grass
7. Planning Commission:
  - a. Meeting scheduled for June 26<sup>th</sup> for site plan of Kerns GMC
8. Board of Zoning Appeals:
  - a. Meeting scheduled for June 26<sup>th</sup> for variance for signage on Havemann
9. 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.**

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.**
- 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. No Change**
- 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 May 8<sup>th</sup>, 2025
  - a. Squad- 224
  - b. Fire- 37
  - c. Inspections- 14
  - d. Training Hours- 39
  - e. Primary squad runs & assists for other branches- 4
- 2. Totals for 2025
  - a. Squad- 948
  - b. Fire- 151
  - c. Inspections- 34
  - d. Training Hours- 192
  - e. Primary squad runs & assists for other branches- 21
- 3. Other
  - a. Firefighter Buschur & Firefighter Goubeaux started June 9<sup>th</sup>. Bothe are certified Firefighter II & EMT.

- b. Firefighter/Paramedic Alec Schoenleben lateral transferred back to Celina and started on June 16<sup>th</sup>
- c. Firefighter Cade Schoenleben and Firefighter Metzger started prerequisites for Paramedic
- d. Engine 907 went in for refurbishment in May and should be done in 2-3 months

### **Police Department**

1. As summer arrives, the Celina Police Department would like to remind all residents and visitors to prioritize safety and patience while traveling through our community. The warmer months bring an increase in traffic due to seasonal events, festivals, outdoor activities, and family vacations. Additionally, several ongoing and upcoming road construction projects may lead to detours, reduced speed zones, and potential delays throughout the area.
2. We encourage everyone to:
  - a. **Drive attentively** and avoid distractions such as mobile phones.
  - b. **Observe posted speed limits**, especially in construction zones and residential areas.
  - c. **Allow extra travel time** to account for detours or traffic congestion.
  - d. **Be courteous to fellow drivers**, pedestrians, cyclists, and construction workers.
  - e. **Watch for children** playing outdoors or crossing streets, particularly near parks, schools, and neighborhoods.
3. By planning ahead and practicing safe driving habits, we can all help prevent accidents and ensure that everyone enjoys a safe, fun, and memorable summer season.
4. Thank you for doing your part to keep our roads and community safe.
5. Total police Department Incidents YTD: 7,940

<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	3	Injury Accident	3	Non Injury Accident	13
Assist Another Agency	20	Alarm	1	Animal Abuse/Neglect	1
Animal Complaint	3	Assault	1	Bad Check	2
Bank Detail	9	Barking Dog	1	Bond Sign Charges	15
Business Checks	297	Civil	3	Court	6
Debris in/on Roadway	1	Dispatch other Agency	1	Death Investigation	1
Disorderly Conduct Issues	5	Domestic Violence	2	Domestic Dispute	1
Drugs	1	False Alarm	3	Fight	2
Fire	1	Follow Up	27	Forgery/Counterfeit	1
Found Property	2	Gold Cart Inspection	4	Menacing/Threat/Harassment	4
House Check	4	Investigate Liquor Permit	2	Juvenile Abuse	2
Lost Property	1	Mental Subject Call	1	Miscellaneous	9
Motorist Assist	1	Nature Unknown	1	Noise Complaint	2
Open Door/Window	2	Parking Enforcement	5	Public Information Request	37
Returning Property	8	Sex Offense	1	Special Detail	4
Suicide Threat	4	Suspicious Person	12	Suspicious Vehicle	13
Testing Alarms	2	Theft/Larceny	4	Special Traffic Detail	11
Traffic Stop	79	Training	2	Training Range/Firearms	1
Prisoner Transport	1	Trespassing Report	3	Unruly Juvenile	4
Vandalism	2	Vehicle Maintenance	4	Lock Out/Vehicle	9
Warrant/Paper Service	16	Welfare Check	3	<b>Total Reported:</b>	<b>684</b>

### **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

### **Public Works**

1. Work on equipment
2. Shop work
3. Dura patch alleys
4. Sweep city streets
5. Special storm pickup on June 18<sup>th</sup>
6. Sprayed weeds
7. Extended parking lot at new Public Works Building
8. Mowed City right of ways and properties around town that are not being taken care of
9. New fence topper on #3 and #4 diamonds at Eastview
10. Water trees in the parks that have been planted in the last 2 years
11. Replaced roofs on #7 and #8 shelter houses at Bryson Park

### **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 2,381 customer billings
2. Shut off 18 customers
3. Sent out 218 delinquent notices
4. Sent out finals/refunds
5. Meter readers continue to read
6. Meter readers mow/weed 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. 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. 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
  - ii. Replaced 4 lead service lines into the 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. Fittings received, start this week
    - 2. Hauled stone for project
- 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, bored fiber line
- m. Seeded grass from previous main breaks
- n. Continued City owned backflow testing (14 of 40 completed)
- o. 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                      06/10/2025 – 29.4 ug/l
  - ii. Raw Lake Water                      06/17/2025 – 27.6 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. East Beach 06/10/2025 - 10.1 ug/l
  - 2. West Beach 06/10/2025 - 22.6 ug/l
  - 3. Camp Beach 06/10/2025 - 6.8 ug/l
  - 4. Windy Point Beach 06/10/2025 - 15.7 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
  - iv. GAC Facility
    - 1. GAC Tank Addition (4) Project
      - a. Engineering meeting completed, quote received
  - v. DAF units drained and cleaned
    - 1. 2 & 3 - cleaning completed
  - vi. Water Tower SCADA
    - 1. PO submitted and equipment is on order, received drawings
  - vii. Monthly and weekly maintenance items completed
  - viii. Sand Filter #3 Re-Construction
    - 1. Added sand, backwashed, & tested
    - 2. Back in full operation
- 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. 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
      - a. Waiting for grounding issue to be resolved

### **Wastewater**

- 1. Completed compacting 4-H LS drive and trimming branches above drive with pole-saw
- 2. Completed work on bridge festoon project



3. Cleared 4-H MultiSmart controller fault
4. Transferred calcium nitrate to Eaglebrooke and Walmart LS lift stations
5. Hosed Walmart and Bruns LS wetwells
6. Serviced sludge transfer pump
7. Trimmed digester hill
8. Mowed
9. Troubleshoot generator not synching on scheduled exercise, reset tripped breaker, tested
10. Sprayed weeds
11. Emailed WTP, BoJhun, and OEPA to notify start/receipt of Study 45 DMQRA
12. Worked on unseizing and replacing Martz roll pins on check valves
13. Troubleshoot Martz enclosure temp sensor reading -25 F. Compared to Bypass enclosure sensors and determined it was Micrologix programming issue; emailed Rovisys to inform of problem
14. Troubleshoot coolant leak on WWTP generator, cleaned up mess with pig mats, will recheck later to determine if actually leaking or just overfilled
15. Completed May operating and flow reports; sent to Jones & Henry
16. Completed May eDMR and Minimum Certified Operator Hours reports and submitted to OEPA
17. Sent Rovisys and Xylem compressed zip file of VTScada System Alarm Historian folder in order to troubleshoot no acknowledgement code in the remote alarming text messages when operating on the secondary/backup server; contacted Elizabeth/Rovisys to inform new problem (blank screen) for remote monitoring and provided her TwilioLogsData file
18. Received follow-up report from Sewer Collections Workers to Jones & Henry's smoke testing report
19. Contacted Corrpro to schedule site visit at Havemann LS to inspect inoperable cathodic protection system; signed Authorization Form from Corrpro and emailed back to them
20. Contacted Wayne Adams/Process Controls Corp. to get quote to replace faulty WML 3" flowmeter
21. Researched reforming process for ABB vfds, need to contact Scott Gehle
22. Took drum of GreenCleanPro Oxidizer to Walmart LS for odor control
23. Republic Services picked up full screenings, grit, grease, trash dumpster

### **Electric Distribution**

1. Set 5 poles
2. New Services
  - a. Underground 1
  - b. Overhead 1
3. Service Replacement
  - a. Upgrade Underground 4
  - b. Upgrade Overhead 2
4. Street Lights
  - a. Repairs 9
5. Underground Locates (OUPS) 84
6. Traffic Signals
  - a. Install "No Turn on Red" at Grand Lake and Havemann

7. Trouble Calls
  - a. 6/17/2025- bad meter, Westside trailer court
8. Large Projects
  - a. Replace 3 phase poles in the pole yard area
  - b. Directional bore the new Fairgrounds camping area
9. EV Charging Stations
  - a. Number of Sessions 19
  - b. Total Length of Sessions 34 hours 33 minutes