

Administrative Report
April 11, 2025 to April 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. 1221 Touvelle St-fence
 - b. 908 E Livingston St-fence
 - c. 1228 Touvelle St-fence
 - d. 1118 W Logan St-sign
 - e. 1218 Brittany Dr.-new house
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (0)
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. North St- trash
 - c. 625 Jay St- trash (police letter)
 - d. 315 N Mill St-unsafe building
 - e. 431 E Fulton St-trash
7. Planning Commission:
 - a. Working on a meeting for Wheatland Subdivision
8. Board of Zoning Appeals:
 - a. Meeting scheduled for 04/24/25
9. Letters sent out for lots not providing sidewalks
10. 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.**
 - 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. **No Change**
- 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.**
- 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.**
- 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**

Fire Department

- 1. Totals since April 10th
 - a. Squad- 78
 - b. Fire- 14
 - c. Inspections- 3
 - d. Training Hours- 10
 - e. Primary squad runs & assists for other branches- 0
- 2. Totals for 2025
 - a. Squad- 660
 - b. Fire- 104
 - c. Inspections- 17
 - d. Training Hours- 138
 - e. Primary squad runs & assists for other branches- 13
- 3. Other
 - a. Mercer County Fire School will take place this Sunday, April 27th. Classes include a live burn, fire investigation, and fireworks. Celina is the hosting department.
 - b. Trainee Engle and Shaw passed Fire 1&2. They will start working 40 hour weeks Monday April 28th and begin EMT training in June.

Police Department

- 1. On 4/23/2025 Patrolman Kyle Balthis was promoted to the rank of Sergeant. Police Trainees Connor Burr and Isaac Daniel were sworn in by Mayor Hazel as our newest Patrolmen for the City of Celina.
- 2. In the early morning hours of 4/23/2025 there was a serious crash on State Route 29 as it enters the City from the east. A westbound vehicle failed to negotiate the curve resulting in serious and life threatening injuries to the occupants.
- 3. Due to the increased frequency of dynamic crashes at the curve on State Route 29 entering the city as well as the seriousness of crashes on State Route 29 at the Havemann Road intersection Chief Wale has reached out to ODOT. They have agreed to perform a site

review at both locations and will brief Safety Service Director Hitchcock and Chief Wale with recommendations when completed. The review will take approximately 60-90 days.

4. Total Police Department Incidents YTD: 5,096

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Injury Accident	1	Non Injury Accident	7
Assist Another Agency	15	Alarm	4	Animal Bite	1
Animal Compliant	2	Bad Check	3	Bank Detail	8
Barking Dog	4	Bond Sign Charges	16	Business Checks	259
Civil	4	Court	14	Debris in/on Roadway	5
Disorderly Conduct	12	Domestic Violence	1	Drugs	1
False Alarm	4	Follow Up	41	Found Property	6
Gold Cart Inspection	6	Menacing/Threats/Harassment	7	Investigate Liquor Permit	4
Lost Property	2	Mental Subject Call	2	Miscellaneous	15
Motorist Assist	2	Nature Unknown	1	Noise Compliant	2
Nuisance	1	Open Door/Window	3	Parking Enforcement	15
Public Information Request	22	Release form Impound	1	Returning Property	4
Special Detail	5	Suicide Threat	1	Suspicious Person	10
Suspicious Vehicle	8	Test Call Law	1	Testing Alarms	1
Theft/Larceny	10	Special Traffic Detail	16	Traffic Stop	48
Training	1	Training Range/Firearms	2	Prisoner Transport	2
Trespassing Report	3	Unruly Juvenile	2	Vandalism	2
Lock Out/Vehicle	10	Warrant/ Paper Service	22	Welfare Check	7
				TOTAL REPORTED	647

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Mowing in parks
4. Working on ball diamonds

Public Works

1. Work on equipment
2. Shop work
3. Hauling dirt out of State Park DMRA
4. Sweep City streets

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. Jones and Henry I&I investigations

Customer Accounts/Meter Readers

1. Billed 2,377 customer billings
2. Sent out 331 customer billings
3. Shut off 10 customers
4. Sent out final billings and refunds
5. Meter Readers continue to read cycles

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, (April 2025, then bed)
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip. (June 2025)
 - iii. RG Comm. – Truck Radio. (June 2025)
- e. Tore out concrete and dirt mound at pool in prep for new slide, continued
- f. Spray weeds at WTP next week
- g. Cleaned deep end of pool and set water meters for season
- h. Set meter pit on Zillah Street
- i. Started opening City parks for season
- j. Helped Street Dept. haul dirt
- k. Installed new service in Eaglebrooke
- l. Repaired meter pit in Idlewild
- m. Planted grass seed & strawed at main break locations
- n. Removed inside meter on Cherry St. from 2017 project
- o. Inspect Mill Street waterline project 2025
 - i. Replace 2 lead service lines into homes on N. Mill St.
 - ii. Remove old meters in homes on N. Mill St.
- p. Planning 2025 Waterline Projects – waiting for council approval to order parts
 - i. Beaver St. (Mill St. to Sugar St.)
 - ii. Washington St. (Mill St. to Sugar St.)
 - iii. Blake St. (Mill St. to Sugar St.)
- q. Distr. Building
 - i. Engineering quote received, City Council?
- r. Planning 2026 Waterline Projects
 - i. 703 Watermain
 1. Completed Engineering meeting with Access Eng. – City Council?
- s. Completing meter error code work orders

- t. Started 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 04/15/2025 – 7.3 ug/l
 - ii. Raw Lake Water 04/22/2025 – 12.1 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. Scheduled to start in May 2025
- b. WTP Buildings, Grounds, & Operations:
 - i. Continued mowing grass for 2025, WTP, Pool, & Industrial Tower
 - ii. Carbon Exchange for tank #6, scheduled for April 29, 2025
 - iii. 1974 Building Freight Elevator
 - 1. Quote received, PO submitted
 - iv. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering meeting completed, waiting for quote
 - 2. Transfer pump #4 stuck
 - a. Troubleshooting revealed that the motor is fine
 - b. Pulled pump & inspected, sent out for repair
 - c. Pump repairs completed, waiting for installation
 - v. DAF units drained and cleaned
 - 1. #4, #1, & #2 units - cleaning completed
 - vi. Industrial Park Water Tower SCADA
 - 1. Quote received, PO submitted
 - vii. Monthly and weekly maintenance items completed
 - viii. Sand Filter #3 Re-Construction
 - 1. Sand removed and new sand received
 - 2. New underdrains & equipment delivered November 5, 2024
 - 3. WTP / Distr. Crew – cleaned debris & sand from filter floor
 - 4. Ohio Concrete & Saw – completed wall cleanup
 - 5. Davis Welding – completed extensions to air inlets
 - 6. WTP Crew – completed underdrain installation
 - a. Ready for grout and then new sand
 - 7. Xylem field rep. rescheduled for April 2025
 - i. Progress is weather dependent (grout / concrete pour)
 - ii. Scheduled for May 5 – 7, 2025

3. Water Dept. Training
 - i. AWWA District meeting scheduled for June 19, 2025
 - ii. Technology Committee Meetings
 1. Next meeting scheduled for May 20, 2025
4. Bryson Pool Operations
 - i. Pool season 2025
 1. Splash pad pre-season work to start next month
 2. Basket House
 - a. Replaced lights, converted to LED
 - b. Installed water meter
 3. Painting of Pool
 - a. Scheduled to be completed next week, weather dependent
 - ii. Main pool pumps (2) pulled for service / repair, installation February 20, 2025
 1. Test once pool is filled
 - iii. Slide replacement project
 1. Concrete and prep for new foundations
 - a. Mercer Concrete won the job
 2. Engineers' drawings submitted to Ohio Health & Miami County for approval
 - a. Final slope and entry point elevation completed

Wastewater

1. Removed plug from influent sample pump
2. Pumped out rainwater from storage tanks
3. Communicated with Nick Schmitmeyer to have NS57 soil tested
4. Installed rebuilt hydraulic cylinder on Liftmoore crane, filled, lubed, tested
5. Rotated spare LS pump impellers
6. Mowed
7. Worked on UV startup
8. Worked on rebuild of North oxidation ditch RAS splitter box gate operator
9. Worked on rebuild of grit & grease out gate operator
10. Jones & Henry presented NFA to Council
11. Removed grit from West bypass screen channel
12. Removed thermometers, insulation, and mats from wasting tank valve pits
13. Transferred AD#4 to sludge mixing tank
14. Jones & Henry emailed guidelines on funding options for Preliminary Design engineering
15. Sent Jones & Henry updated Bypass Log due to 4/5 bypass event
16. Removed plug from influent sample pump
17. Transferred AD#4
18. Completed UV startup
19. Tilled, leveled, seeded, trench behind phosphorus treatment building
20. Adjusted festoon cable on grit & grease bridge (bound up), noticed wear; measured and ordered replacement festoon trolleys and cable
21. Removed insulation from bypass enclosures vents and unblocked check-valves

22. Removed insulated cover and heaters from Wasting tank drives
23. Reset MultiSmart controller fault (Application Error) at 4-H
24. Replaced South Eaton air dryer filters
25. Completed rebuild of grit & grease OUT gate operator
26. Worked on rebuild of post air IN gate operator
27. Removed insulation from lift station enclosure vents and turned off heaters

Electric Distribution

1. Set 1 pole
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 2
4. Street Lights
 - a. Repairs 2
 - b. Replaced 5
5. Underground Locates (OUPS) 79
6. Traffic Signals
 - a. Pedestrian crosswalk lights installed and activated at Main and Myers
7. Tree Trimming
 - a. Rural lines north and northeast of town
8. Request or Miscellaneous Jobs
 - a. Seed grass on the north side of the shop
 - b. 4/16/2025- New Vac Truck was delivered
 - c. Put up red tent
9. Trouble Calls
 - a. 4/18/2025- State Route 118- bad transformer
 - b. 4/20/2025- 800 Touvelle Apartments- bad underground
10. EV Charging Stations
 - a. Number of Sessions 10
 - b. Total Length of Sessions 22 hours 31 minutes