

Administrative Report
December 12, 2025 to January 8, 2026

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//
2. 2026 Licenses Plumbers Registration
3. Zoning Permits:
 - a. 1537 Greenview Dr-shed
 - b. 541 E Anthony St- room addition
4. Plumbing Permits/Inspections (1)
5. Dumpster Permits (0)
6. Dominion Gas Co. Street permits (0)
7. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 515 N Walnut St.- working on getting cans removed now
 - c. 534 Touvelle St- chair
 - d. Touvelle St trailer park- couches & mattresses
8. 2026 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.
 - 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.

- ix. No Change, Progress continues, floor is scheduled to be poured the week of the 28th.
 - x. Miller continues to erect steel. The structure and roof is on, the floor is poured in the office area, and steel will be erected the 11th for the mezzanine once concrete has cured. Plumbing in the shop area continues by consolidated hunter, and our public works department will work on exterior storm sewer and site work in the next week.
 - xi. Office walls are going up; upper mezzanine concrete is scheduled to be poured Monday the 28th. City public works department is continuing site work. This project is on schedule.
 - xii. Shop floor is being poured. Working on interior walls. Exterior siding being installed.
 - xiii. Miller Continues to make progress with exterior finishes and concrete. Electrical and Plumbing contractors are working in the office area. Public Works employees continue with site work.
 - xiv. No Change – Progress Continues with electrical and plumbing. Interior Shop liner is being installed as well as office area is being painted. This project is on schedule for the December deadline.
 - xv. Exterior concrete apron and curb is being worked on. Access Engineering has staked out area for the Public works department to begin detention area on the west side of the property. Interior work continues with fire line sprinkler system and electrical lighting in the office and shop area. The shop liner panel (walls and ceiling) is complete. We are still on track for a December completion with anticipated punch list items to be discussed the first week of December.
 - xvi. Interior progress continues and is near completion. Miller is prepping for concrete and will get it finished as soon as weather permits. We are still waiting on the gas company to set the meter so we can get furnaces working, it is scheduled but not been completed. Miller anticipates to be done by the week of December 22nd, however with every change order came a project deadline extension; so technically Miller Contracting group has until February 8th to meet the project deadline.
 - xvii. **Miller Contracting Group has met their substantial completion date and has a short punch list of items to finish. We are currently working with the Miami County Inspector to finalize a couple requirements prior to obtaining Certificate of Occupancy so we can start the transition into the new facility.**
- b. 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.
- vi. Grand Lake building has exterior and interior walls complete; the floor was poured and roof framed in the last week. Progress continues as we work towards a completion date of 11-30-25.
- vii. Exterior concrete has been poured.
- viii. Interior walls have been painted.
- ix. Exterior roof and down spouts have been complete. The contractor is still working on installing doors. Plumbers have moved in and began working on installing fixtures and running water lines. This project is on schedule.
- x. Exterior is near completion as the doors are being painted this week. Interior fixtures and installed and the restroom partitions to be installed the week of 10-13. This project is on schedule for the 11-30 completion date.
- xi. Progress Continues, City crews have connected sanitary lateral and the water service will be installed 10-27. Interior of restrooms is near completion and this project is still on schedule.
- xii. Interior has not changed much; misc. hardware and handicap rails are being installed as well as door handles. Exterior grading has been completed and the fence has been removed. This project is anticipated to be complete in 2 weeks.
- xiii. No Change – Punch list items like door operations, leaking plumbing seals, and hvac components are in the process of being completed. With change orders and material issues their deadline has also been extended for the best interest of the City; instead of installing an inferior product in lieu of what was specified.
- xiv. **Grand Lake Building Co. is finishing the punch list of misc. items before the restroom can be opened to the public. The backordered material has been delivered and installed this week by the plumbers; we are near completion and certificate of occupancy.**

Fire Department

- 1. Totals since December 11, 2025:
 - a. Squad- 167
 - b. Fire- 30
 - c. Inspections- 4
 - d. Training Hours- 67
 - e. Primary squad runs & assists for another branches- 0
- 2. Total for 2025:

- a. Squad- 1,931
 - b. Fire- 329
 - c. Inspections- 134
 - d. Training Hours- 485
 - e. Primary squad runs & assists for another branches- 26
3. Other:
 - a. Responded to 5 structure fires
 - b. Record high total number of runs in 2025

Police Department

1. On December 25th at about 7pm Celina Police responded to an attempted motor vehicle theft at Bud's Chrysler. Upon arrival a suspect was spotted and he fled upon sight of the officer approaching. The suspect fled across US127 and up to West Bank Road. The officer lost sight of the suspect. Late the next afternoon a resident shared security camera footage with police and the man was seen jumping into Grand Lake. On December 27th his body was recovered from the lake by Celina Fire Department. The incident remains under investigation.
2. Total Police Dept. Incidents YTD: 1,088

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
Non-Injury Accident	8	Assist Another Agency	4	Assault	1
Bank Detail	4	Bond Sign Charges	2	Business Checks	115
Court	5	Death Investigation	1	Disorderly Conduct Issues	3
Domestic Violence	1	Domestic Dispute	1	Drugs	1
False Alarm	1	Fire	1	Follow Up	19
Menacing/Threats/Harassment	4	Investigate Liquor Permit	4	Lost Property	2
Man with a Gun	1	Mental Subject Call	1	Miscellaneous	2
Motorist Assist	2	Noise Compliant	1	Nuisance Junk Complaint	1
Open Door/Window	1	Parking Enforcement	3	Public Information Request	14
Release from Impound	1	Returning Property	2	Special Detail	2
Suspicious Person	8	Suspicious Vehicle	5	Special Traffic Detail	2
Traffic Stop	34	Trespassing Report	1	Unruly Juvenile	1
Vehicle Maintenance	1	Lock Out/Vehicle	6	Warrant/Paper Service	13
Welfare Check	2			TOTAL REPORTED	281

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers
4. Mulching leaves in parks

Public Works

1. Work on equipment
2. Shop work
3. Sweep city streets
4. Leaf pickup
5. Service all engines

6. Salted streets 12/13, 12/29, 12/31, 1/1, and plowed on 12/13
7. Started packing to move to new building

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 sanitary in Wheatlands and Market Street

Customer Accounts/Meter Readers

1. Billed 2,374 customer billings
2. Shut off 2 cycles (51 customers)
3. Sent out 213 delinquent billings
4. Sent out finals/refunds
5. Rate change (outside water)
6. Meter Readers continue to read

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. Waterline repair on Elm St.
- e. Waterline repair on N. Main St.
- f. Serviced backhoes and skid loaders
- g. Assisted Street Dept. with salting & snow plowing
- h. Removed old water meters from inside homes along Mill St. waterline project
- i. Pleasantview waterline replacement project
 - i. Completed water service installations to new line
 - ii. Abandoned old 4" waterline
- j. Distr. Building
 - i. Engineering quote received, add to 2028 budget
- k. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 1. Engineering continued by Access Engineering, 2026 project
 2. Located services for engineering
 3. Should go out to bid soon
- l. 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 12/16/2025 – 12.5 ug/l
 - ii. Raw Lake Water 12/23/2025 – 5.7 ug/l
 - iii. Raw Lake Water 12/30/2025 – 7.1 ug/l
 - iv. Raw Lake Water 01/06/2026 – 1.7 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. Completed for the season
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #7, scheduled for January 8th, 2026
 - ii. Carbon Exchange for tank #2, scheduled for January 27th, 2026
 - iii. 1974 Building Freight Elevator
 - 1. Installation completed & passed state inspection
 - iv. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2028 budget
 - v. Replacement lime pump
 - 1. Received, working on piping & electric
 - vi. S. Ozone Chiller –
 - 1. Train Service Tech. @ WTP 12/11/2025 for repairs
 - 2. Parts ordered for compressor heaters, installed 01/07/2026
 - vii. Replacement sand filter backwash water flow meter
 - 1. Flow meter installed, calibration completed, factory defect to be repaired soon
 - viii. Camera system replacement project is 95% completed, programming left
 - ix. Water Tower SCADA
 - 1. Panels completed and received
 - 2. Electric repaired fiber loop (Dec 2025)
 - 3. Working to get data back to WTP from towers
 - x. Weekly, monthly and annual maintenance items completed
- 3. Water Dept. Training
 - i. AWWA District meeting - TBA
 - ii. Technology Committee Meetings
 - 1. Next meeting scheduled for February 17th, 2026 (Microsoft Teams)
- 4. Bryson Pool Operations

- i. Pool season 2025
 - 1. Winterization completed
 - 2. Splash pad has been winterized, ordered parts for repairs
 - 3. Requested price quotes for four 3-way valves and 2 swing check valves
 - a. Added to 2026 budget

Wastewater

- 1. Transferred AD#2 to mixing tank and drained line; completed cake solids
- 2. Worked WWTP valves and gates
- 3. Greased grit/grease bridge, grit classifier, grit blower
- 4. Snow removal duties
- 5. Worked on inoperable bridge (froze)
- 6. Cleaned plug from south polymer unit
- 7. Replaced bad heater in 4-H control panel
- 8. Measured length of check valves in Myers Rd lift station for replacement project
- 9. Removed plug from influent sample pump and reprimed
- 10. Worked on MultiSmart controller programming and imported files for each station to specific flash drives through usb ports
- 11. Replaced mechanical seal and volute in south mixed liquor pump
- 12. Transferred AD#3 to mixing tank and completed cake solids
- 13. Cleared 4-H MultiSmart application error
- 14. Picked up repaired pump for Kessler LS from Irish Electric
- 15. Removed leaves from inside 4-H lift station fence
- 16. Troubleshoot inoperable grit/grease bridge, replaced blown control fuse
- 17. Replaced Scotty's LS panel heater
- 18. Exercised Walmart generator
- 19. Tightened packing on Walmart LS chemical tank valves
- 20. Hosed coarse bar screens to melt rag accumulation
- 21. Transferred AD#1 and completed solids analysis; completed cake solids analysis
- 22. Replaced pump tube in Phosphorus building
- 23. Troubleshoot influent high/low level alarms; replaced intrinsically safe relay and 1 K ohm resistors in control room
- 24. Obtained all information/files needed for application process of getting new Schmitmeyer site approved for biosolids disposal (must wait until soil sampling completed in Spring to submit to OEPA)
- 25. Replaced Influent pH electrode
- 26. Requested and received updated quotes for John Deere turf tractor and gator; submitted recommendation to Board of Control
- 27. Scraped down grease ramp and removed floating grease from grit side of channel
- 28. Transferred AD#2 to sludge mixing tank and completed cake solids analysis
- 29. Worked on rebuild of grit & grease bypass channel gate operator; worked on two South fine bar screen channel gate operators
- 30. Reviewed Jones & Henry Engineer's future lab/office building floorplan and made final recommendations/changes needed

31. Pumped out water leaked through shut gate in isolated West screw pump lower bearing chamber to prevent freezing
32. Contacted J&H/Pete Latta for SSD (working on 2027 Budget) to ask when Preliminary engineering would be complete and Final engineering contract would be anticipated
33. Worked on and completed December Operating and Flow reports; sent to Jones & Henry
34. Completed December eDMR and Minimum Staffing reports and submitted to OEPA
35. Purchased larger single unit on-demand hot water heater to replace two smaller units in Phosphorus bldg. (trashed bad unit, kept good unit for spare); worked on installation of new unit

Electric Distribution

1. Set 7 poles
2. New Services
 - a. Underground 3
 - b. Overhead 1
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 3
 - b. Replaced 6
5. Underground Locates (OUPS) 56
6. Trouble Calls
 - a. 12/30/2025- Rice Road, bad transformer
 - b. 12/30/2025- Elm Street, fire
7. Large Projects
 - a. Replace poles in alley on north side of E. Market Street
 - b. Energize new apartment building on Meadowview
8. EV Charging Stations
 - a. Number of Sessions 27
 - b. Total Length of Sessions 66 hours 42 minutes

Income Tax – December 2025

	2023 Month-to-date	2024 Month-to-date	2025 Month-to-date	2023 Year-to-date	2024 Year-to-date	2025 Year-to-date	2025 vs 2024 Year change	2025vs 2024 Year percent
Business	110,112.63	167,282.05	61,078.06	1,261,735.36	1,248,678.87	1,223,297.43	(25,381.44)	(2.03)
Non-Resident Bus	7,094.55	6,748.23	16,965.61	113,882.77	135,400.07	332,982.81	197,852.74	145.93
Non-Resident	1,192.19	673.12	1,036.00	105,098.68	99,081.69	100,478.09	1,396.40	1.41
Resident	17,092.22	24,166.67	17,871.59	876,258.31	890,923.87	903,864.83	12,940.96	1.45
Non-Resident W/H	14,866.94	14,066.54	13,315.01	188,875.55	227,283.17	243,578.19	16,295.02	7.17
Withholding	428,250.07	520,435.88	512,402.03	5,312,006.41	5,602,286.79	5,929,784.41	327,497.62	5.85
Grand Total	578,608.60	733,372.49	622,668.30	7,857,857.08	8,203,654.46	8,733,985.76	530,331.30	6.46

	2022	2023	2024	2025
January	\$478,116.36	\$581,676.70	\$597,830.83	\$598,819.24
February	\$473,587.98	\$502,513.66	\$576,721.82	\$693,675.82
March	\$448,002.22	\$539,278.80	\$643,106.95	\$756,980.71
April	\$698,445.36	\$906,561.14	\$1,036,961.75	\$989,094.57
May	\$719,166.91	\$1,096,153.11	\$933,247.58	\$836,177.33
June	\$653,890.17	\$770,037.48	\$745,178.68	\$941,059.55
July	\$733,311.33	\$528,827.50	\$563,318.70	\$527,973.25
August	\$781,346.45	\$639,141.86	\$484,522.22	\$581,453.58
September	\$549,578.60	\$594,813.17	\$821,913.63	\$882,362.89
October	\$602,278.54	\$607,545.72	\$574,212.31	\$666,238.07
November	\$509,200.32	\$512,720.44	\$493,267.50	\$637,482.45
December	\$491,072.40	\$578,608.60	\$733,372.49	\$622,668.30
Grand Total	\$7,137,996.64	\$7,587,878.18	\$8,203,654.46	\$8,733,985.76