

**Administrative Report**  
**April 25, 2025 to May 8, 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//Notification for Sidewalks
2. Zoning Permits:
  - a. 532 E Wayne St-fence
  - b. 1609 E Livingston St-garage
  - c. 1909 Knapke Ct-fence
  - d. 1549 Greenview Dr.- shed
  - e. 622 Hierholzer-shed
3. Plumbing Permits/Inspections (2)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (2)
  - a. Plus, N Mill St project
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. North St- trash (still cleaning)
  - c. 625 Jay St- trash (police letter)
  - d. 315 N Mill St-unsafe building
  - e. 431 E Fulton St-trash
  - f. 212 Lincoln Dr.-trash, vehicles
  - g. 303 N Brandon St-grass
  - h. 611 Vining-grass
  - i. 538 Touvelle St-grass
  - j. 821 N Main St-grass
  - k. Grand lake lot-grass
  - l. 212 Lincoln-grass
  - m. 220 E Fulton St-grass
  - n. 233 S Ash St-grass
7. Planning Commission:
  - a. Meeting scheduled for Wheatland Subdivision May 22<sup>nd</sup> at 7pm
8. 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.**

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.**

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. **No change**

- 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.**

- 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 24<sup>th</sup>, 2025
  - a. Squad- 64
  - b. Fire- 9
  - c. Inspections- 3
  - d. Training Hours- 15
  - e. Primary squad runs & assists for other branches- 4
2. Totals for 2025
  - a. Squad- 724
  - b. Fire- 114
  - c. Inspections- 20
  - d. Training Hours- 153
  - e. Primary squad runs & assists for other branches- 17
3. Other
  - a. Andrew Grogean passed his Paramedic
  - b. Structure fire at 3449 Bunker Hill Road on 4/30/2025
  - c. Kent Buschur accepted the position of Firefighter/EMT

### **Police Department**

1. On the morning of May 7<sup>th</sup>, Officers responded to a call regarding a death involving a local teenager. Upon arrival, EMS confirmed the individual was deceased. At this time, no foul play is suspected, and the incident appears to be self-inflicted. Out of respect for the family's privacy, no names or further identifying information will be released. Our thoughts are with the loved ones and community members affected by this tragic loss. This incident remains under investigation.
2. In the early morning hours of May 8<sup>th</sup>, Sergeant Balthis, while conducting a check of a closed business, found two females on the property of the business. They were in a parked car. Through the contact with them he developed probable cause for a search and located several baggies of suspected meth, drug paraphernalia and cash suspected to be connected to the drugs. One suspect admitted to ownership of the contraband and is being held for possession of drugs in the Mercer County Jail pending review by the Mercer County Prosecutor for additional charges.
3. Total Police Department Incidents YTD: 5,883

<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>
Non Injury Accident	12	Assist Another Agency	12	Alarm	2
Animal Complaint	1	Assault	1	Bad Check	8
Bank Detail	10	Barking Dog	1	Bond Sign Charges	23
Business Checks	322	Civil	6	Court	10
Debris in/on Roadway	1	Death Investigation	1	Disorderly Conduct Issues	12
Domestic Violence	2	Domestic Active	1	Domestic Dispute	5
Drugs	1	False Alarm	3	Fight	1
Fire	1	Follow Up	65	Found Property	4
Funeral Detail	1	Golf Cart Inspection	4	Menacing/Threats/Harassment	10
Investigate Liquor Permit	5	Juvenile Abuse	1	Meeting	1
Mental Subject Call	1	Emergency Message	2	Miscellaneous	15
Motorist Assist	5	Noise Complaint	1	Nuisance	1
Nuisance Junk Complaint	1	Open Door/Window	6	Parking Enforcement	11

Public Information Request	25	Release from Impound	2	Returning Property	3
Special Detail	6	Suicide	2	Suspicious Person	16
Suspicious Vehicle	15	Theft/Larceny	10	Special Traffic Detail	16
Traffic Stop	71	Prisoner Transport	3	Trespassing Report	5
Unruly Juvenile	5	Utility Need	3	Vandalism	2
Lock Out/Vehicle	12	Warrant/Paper Service	16	Welfare Check	5
				<b>TOTAL REPORTED:</b>	<b>787</b>

### **Parks and Recreation**

1. Practices have started for baseball and softball
2. Games will begin next week, 5/12/2025
3. We were recently made aware of HB 47, which is an extension of Lindsey's Law. I am underway with complying.
4. Parents have been given their information page, signed the forms and coaches have been watching the required video.
5. I will be purchasing an AED, so one is more available at Eastview Park
6. Soccer and Football registration will open at the end of this month
7. The football coaches from last year will be coaching a football skills camp at the beginning of July, before Rec football practices begin

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers
4. Mowing in parks
5. Working on ball diamonds

### **Public Works**

1. Work on equipment
2. Shop work
3. Asphalt holes in streets
4. Hauling topsoil out of State Park DMRA
5. Sweep City streets
6. Put up State Championship school signs

### **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

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

1. Billed 2,307 customer billings
2. Shut off 20 customers
3. Sent out 216 delinquent bills
4. Sent out finals/refunds
5. Meter Readers continue to read/mow administration office lawn

## **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. Tore out concrete and dirt mound at pool in prep for new slide, continued
- f. Spray weeds at WTP, pushed back a week due to rain
- g. Completed opening City parks for season
- h. Helped Street Dept. haul dirt & asphalt patches
- i. 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.
- j. 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. Pipe & Fittings ordered
  - iii. Washington St. (Mill St. to Sugar St.)
    - 1. Pipe & Fittings ordered
  - iv. Blake St. (Mill St. to Sugar St.)
    - 1. Pipe & Fittings ordered
- k. Distr. Building
  - i. Engineering quote received, City Council?
- l. 2026 Waterline Projects
  - i. 703 Watermain
    - 1. Engineering to start with Access Eng.
- m. Completing meter error code work orders
- n. Summit Street Water Tower, to bore fiber line next week
- o. Continued City owned backflow testing (14 of 40 completed)
- p. 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                      04/29/2025 – 17.0 ug/l
    - ii. Raw Lake Water                      05/06/2025 – 16.4 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 @ WTP, Pool, Lagoons, & Industrial Tower
    - ii. Carbon Exchange for tank #6, completed April 29, 2025
    - iii. 1974 Building Freight Elevator
      - 1. Quote received, PO submitted, equipment is on order
    - iv. GAC Facility
      - 1. Transfer pump #4 back in full operation
      - 2. GAC Tank Addition (4) Project
        - a. Engineering meeting completed, waiting for quote
    - v. DAF units drained and cleaned
      - 1. #3 - 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. Complete grout next week and test the week after, then add sand
- 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, next week
      - 2. Basket House
        - a. Painted green trim and doors
      - 3. Painting of Pool
        - a. First coat completed, second coat next week

- 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 – waiting for finalized approved plans
  - 2. Engineers' drawings submitted to Ohio Health & Miami County for approval

### **Wastewater**

- 1. Removed plug from influent sample pump
- 2. Mowed
- 3. Worked on and completed rebuild of inbound South coarse bar screen gate operator
- 4. Greased grit & grease bridge, mechanical bar screen, and grit classifier
- 5. Replaced #1AD hour meter
- 6. Cleaned up sludge in valve pit due to open air-release valve
- 7. Utility Head staff meeting for Wheatland Acres next phase
- 8. Sent Schreiber pics of festoon trolleys and rail system
- 9. Talked to Rovisys about SCADA issues (don't receive acknowledge code and can't log in remotely with phone when office computer is off); performed repeat test of the situation to confirm with Rovisys that problem is ongoing (also did test with office scada computer on and breakroom scada computer off)
- 10. Removed plug from influent sample pump and reprimed
- 11. Worked on rebuild of inbound North coarse bar screen gate operator
- 12. Sprayed weeds
- 13. Completed April 2025 flow and operating reports, emailed to Jones & Henry
- 14. Completed April 2025 eDMR report and submitted to OEPA
- 15. Completed April 2025 Minimum Staffing report and submitted to OEPA
- 16. Received OEPA NFA Response letter; forwarded to Jones & Henry
- 17. Pulled #2 pump at Fairground LS (tripping vfd), installed spare; cleaned up pump and took to IRISH for repair
- 18. Increased ramp up time on Fairground LS pump vfds
- 19. Emailed Rovisys to inform problem with acknowledging SCADA alarms or logging in to VT SCADA remotely when office computer is off

### **Electric Distribution**

- 1. Set 1 pole
- 2. Service Replacement
  - a. Upgrade Underground 2
  - b. Upgrade Overhead 1
- 3. Street Lights
  - a. Repairs 1
  - b. Replaced 1
  - c. Pole New/Replace
- 4. Underground Locates (OUPS) 93
- 5. Tree Trimming



- a. Rural lines west of US 127
- 6. Request or Miscellaneous Jobs
  - a. Hang flower baskets on Main Street and West Bank Road
  - b. Work on sound system at Montgomery Field
- 7. Trouble Calls
  - a. 5/6/2025- Traffic light on flash at Market and Ash
- 8. EV Charging Stations
  - a. Number of Sessions 12
  - b. Total Length of Sessions 7 hours and 50 minutes

### **Income Tax – April 2025**

	<b>2023</b> Month-to-date	<b>2024</b> Month-to-date	<b>2025</b> Month-to-date	<b>2025</b> Year-to-date	<b>2024</b> Year-to-date	<b>2023</b> Year-to-date	<b>2025 vs 2024</b> Year change	<b>2025vs 2024</b> Year percent
<b>Business</b>	232,486.00	204,204.29	185,847.86	334,609.83	334,890.56	343,063.96	(280.73)	(0.08)
<b>Non Resident Bus</b>	5,624.30	30,920.24	35,575.69	82,735.04	58,001.13	26,181.33	24,733.91	42.64
<b>Non-Resident</b>	10,950.17	17,794.51	33,004.54	48,628.52	38,407.41	31,013.80	10,221.11	26.61
<b>Resident</b>	155,493.57	259,878.10	311,754.91	568,184.98	485,444.47	328,271.57	82,740.51	17.04
<b>Non Resident W/H</b>	13,377.90	18,382.27	16,509.41	73,301.51	72,158.15	47,872.09	1,143.36	1.58
<b>Withholding</b>	488,629.20	505,782.34	406,402.16	1,931,110.46	1,865,719.63	1,753,606.45	65,390.83	3.50
<b>Grand Total</b>	906,561.14	1,036,961.75	989,094.57	3,038,570.34	2,854,621.35	2,530,009.20	183,948.99	6.44

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<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	
<b>June</b>	\$653,890.17	\$770,037.48	\$745,178.68	
<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>	