

Administrative Report
November 7, 2025 to November 20, 2025

Administration

1. City Offices Closed- November 27, 2025 and November 28, 2025 for Thanksgiving
2. Final Week of leaf pick-up- December 8th-December 12th

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//
2. Zoning Permits:
 - a. 927 Echo St- 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 (political season)
 - b. Numerous addresses on limbs placed after brush pickup
 - c. 603 N. Walnut St- trash
 - d. 313 W Oak St- trash
7. Board of Zoning Appeals:
 - a. Scheduled for November 20th
 - i. Sign variance- 114 E Forest St (bowling alley)- granted
 - ii. Lot coverage variance- 315 N Walnut -granted
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.
 - 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.**
- 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. This project is near completion. Working on Punch List Items the week of 11-24-25.**
- c. Mill Street Improvements
 - i. This project has a bid opening of 11-21-24 at 11AM. The engineer's 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 continue to work on water services and storm in phase 2 wherever they can to not be in gas company's way.
 - xi. Started pouring sidewalks and curbs. Cutting street to grade starting at Touvelle St to Wayne St.
 - xii. Curb is complete and sidewalks are being finished up In the total reconstruction areas. Asphalt is scheduled for Monday the 22. The Shelly Company will begin laying base in trenches and move into the intermediate layer as the week progresses. As the northern section is finished, they will begin milling south of Wayne street in prep for a new surface course. Due to the gas company's delays, the section south of Logan was going to be put on hold until next year, but Shinn Brothers believes that can get that done and has started waterline in that section! Asphalt and curbing is scheduled for the second week of November for south of Logan St.
 - xiii. Mill Street between Touvelle and Logan Has been paved and tree lawns have been seeded. Shinn Brothers continues to work south of Logan now on water line and storm line. Asphalt is scheduled for the week of November 17th in this section.
 - xiv. All curb and sidewalk work south of Logan Street has been completed. Shins is working on transitions to side streets by cutting back what's necessary. Grading of the street is complete for asphalt that is now scheduled to start Tuesday the 11th. We are keeping an eye on the predicted colder temps and only permitting installation of base asphalt when the surface temperatures are below 50 degrees.
 - xv. **Asphalt is complete, south of Logan will be seeded in the spring. We are continuing to push the gas company to make repairs outside of the right of way limits that were disturbed with their gas line project.**

Fire Department

- 1. Totals since November 6th, 2025:
 - a. Squad- 67
 - b. Fire- 16
 - c. Inspections- 11
 - d. Training Hours- 18
 - e. Primary squad runs & assists to another branches- 0
- 2. Totals for 2025:
 - a. Squad- 1,814

- b. Fire- 306
- c. Inspections- 121
- d. Training Hours- 398
- e. Primary squad runs & assists to another branches- 25

Police Department

1. On 11/11/2025, a 37-year-old woman entered Celina High School with her daughter, a student at the school. She proceeded to the second floor, where she verbally accosted a teacher and threatened to strike her. The School Resource Officer (SRO) took her into custody. She faces multiple charges.
2. On 11/13/2025, a 13-year-old juvenile slapped her probation officer and fled. She was apprehended a short distance away by the SRO and transported to juvenile detention.
3. On 11/19/2025, a 41-year-old Van Wert woman was observed driving under suspension. She was also seen driving left of center and struck a curb as she was being stopped. After performing field sobriety test, she resisted arrest. She was taken into custody- her second felony arrest this year.
4. Total Police Department Incidents YTD: 15,875

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
Injury Accident	3	Non-Injury Accident	8	Assist Another Agency	6
Alarm	2	Animal Complaint	5	Assault	1
Bad Check	1	Bank Detail	7	Bond Sign Charges	11
Burglary	1	Business Checks	276	Civil	3
Court	5	Debris in/on Roadway	1	Disorderly Conduct Issues	13
Domestic Violence	3	Domestic Active	1	Domestic Dispute	2
False Alarm	5	Fight	1	Fire	2
Follow Up	51	Found Property	11	Funeral Detail	2
Menacing/Threats/Harassment	9	Investigate Liquor Permit	4	Juvenile Runaway	1
Lost Property	3	Mental Subject Call	1	Miscellaneous	13
Motorist Assist	1	Noise Complaint	1	Nuisance	1
Open Door/Window	3	Public Information Request	26	Release From Impound	3
Returning Property	6	Sex Offense	1	Special Detail	15
Suicide Threat	5	Suspicious Person	12	Suspicious Vehicle	8
Theft/Larceny	6	Special Traffic Detail	4	Traffic Stop	93
Training	4	Training Range/Firearms	1	Trespassing Report	4
Unruly Juvenile	8	Vandalism	1	Vehicle Maintenance	2
Lock Out/Vehicle	10	Warrant/Paper Service	12	Warrant Service	1
Welfare Check	5			TOTAL REPORTED	685

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. Trim back trees in right of way
6. Asphalt all patches in 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. Fix suck hole on Walnut Street
6. Cleaning sanitary around Eastview area and Bruns

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Spring of 2025
 - i. Painted (156 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. Winterize parks Restrooms and splashpad – Completed for 2025
- e. Fixed leak on Fayette St., rolled pipe joint gasket
- f. Last of the asphalt patching completed for 2025
- g. 2025 Waterline Projects
 - i. Pleasant View (EJ)
 1. Installation and testing of main line completed
 2. Connecting services next week
 - ii. Beaver St. (Mill St. to Sugar St.)
 1. Water installation completed
 - iii. Washington St. (Mill St. to Sugar St.)
 1. Water installation completed
 - iv. Blake St. (Mill St. to Sugar St.)
 1. Water installation completed
- h. Distr. Building
 - i. Engineering quote received, add to 2028 budget
- i. 2026 Waterline Projects
 - i. 703 Watermain
 1. Engineering continued by Access Engineering, 2026 project
- j. 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 11/11/2025 – 17.5 ug/l
 - ii. Raw Lake Water 11/18/2025 – 29.8 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. Completed for the season
 - b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #7, scheduled for January 6th, 2026
 - ii. Carbon Exchange for tank #2, scheduled for January 27th, 2026
 - iii. 1974 Building Freight Elevator
 - 1. New equipment moved to basement
 - 2. Old equipment demo has started
 - iv. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2028 budget
 - v. DAF units drained and cleaned, replacement tank anode rods completed
 - vi. Replacement lime pump on order
 - vii. Replacement sand filter backwash water flow meter
 - 1. Flow meter installed, to be calibrated within the month
 - viii. Camera system replacement project is 95% completed, programming left
 - ix. Water Tower SCADA
 - 1. Panels completed and received
 - 2. Fiber installed @ all locations, NuWave to make connections
 - 3. Electric is repairing fiber loop (November 2025, after holiday)
 - x. Weekly, monthly and annual maintenance items completed
- ## 3. Water Dept. Training
- i. AWWA District meeting - TBA
 - ii. Technology Committee Meetings
 - 1. Attended November meeting (in person – Dublin Road WTP)
 - 2. 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. Cleaned up effluent pump and base from project; determined base too damaged for repair and scrapped
2. Picked up stone at PWB and backfilled trench for AD#4 light pole, dug out applicable sod and added stone to square up area near pole, compacted; modified trench to locate and mount AD#4 conduit at shop building; installed interior conduit and pulled wire; terminated wires in service panel
3. Serviced #3 RAS pump, flow regulator gate, oxidation ditch motors, Pelsue hoist
4. Picked up sludge application signs at Sudmans
5. Turned on heaters, closed vents, installed Styrofoam insulation on various LS control panels
6. Winterized Excel bypass enclosures
7. Completed solids analysis on AD#4; transferred to mixing tank
8. Completed October flow reports; completed October operating reports and emailed to Jones & Henry
9. Submitted October eDMR and Minimum Staffing Record to OEPA
10. Installed insulation boards over vents in screw press rooms and secondary building
11. Opened both check valves at Myers Rd LS and removed rags
12. Pulled both pumps at Myers Rd LS to inspect and clean, hosed wet well, cleaned probes; cleared probe fault (repositioned probe in wet well due to touching pump cable)
13. Transferred AD#1 to mixing tank, completed solids analysis; completed cake solids analysis
14. Transferred AD#2 to mixing tank, analyzed cake solids
15. Removed plug from North polymer unit; removed plug from South polymer unit
16. Added 5' water to East sludge storage mixed tank for winter operation
17. Repaired, replaced, installed LED pole lights (AD#4, AD#3, uv area, south clarifier)
18. Rovisys/Elizabeth made site visit to reset MicroLogix faults, download Rockwell Automation software to clear future MicroLogix faults, and provide training
19. Held WWTP staff meeting to discuss inhouse operating policies and sign-off
20. Pulled #1 Pump at Walmart LS (kept tripping vfd), removed plug

Electric Distribution

1. Set 17 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 3
4. Street Lights
 - a. Repairs 2
 - b. Replaced 5

5. Underground Locates (OUPS) 67
6. Traffic Signals
 - a. Install “No Turn on Red” signs
7. Substations
 - a. Replace regulator of Feeder 12
8. Request or Miscellaneous Jobs
 - a. Put snowflakes up on Main Street
 - b. Move cabinets/office furniture at Admin Building for new flooring
 - c. Replace pole in Ohio City
9. Trouble Calls
 - a. 11/19/2025-Miller and US 127-bad connection at weather head
10. Large Projects
 - a. Move poles on Miller Road for county widening project
 - b. Move poles on Fleetfoot Road for county widening project
11. EV Charging Stations
 - a. Number of Sessions-14
 - b. Total Length of Sessions-32 hours 53 minutes