

**Administrative Report**  
**March 20, 2026 to April 9, 2026**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting  
 Schedule// //Organizing Maps & Plans// //Street Projects//
2. Move to the new facility
3. Zoning Permits:

ZONING ALL RECORDS							
ID	PERMIT_NO	MONTH	OWNER	ADDRESS	ZBOA	APPROVAL	PERMITTYPE
13743	7952	26-04	Katelyn Miller RCS	843&861 West bank rd.		0	113&127 cottages
13742	7951	26-04	Calvin Caywood	1038 Willow St.		0	fence
13741	7950	26-04	Carl Huber RCS	735 West Bank Rd.		0	accessory structure
13740	7949	26-04	Mike Ebbing	lot 108 Shinn drive		0	new home
13739	7948	26/04	Chris Hood	1239 Brittany Dr		0	fence
13738	7947	26/04	Behr Design	mercere in-sight		0	
13737	7946	26/03	Wourms	2206 Eaglebrooke Cir		0	new house
13736	7945	26/03	Todd Reiter	301 E Market St		0	fence
13735	7944	26/03	RCS	861 West Bank Rd		0	sf dwelling
13734	7943	26/03	RCS	845 West Bank Rd		0	sf dwelling
13733	7942	26/03	Cole Stephens	224 Bayview Dr		0	sf dwelling

4. Plumbing Permits/Inspections (0)
5. Dumpster Permits (3)
6. Dominion Gas Co. Street permits (0)
7. 2026 Construction Update:
  - a. 2026 Street Resurfacing:
    - i. This project includes the planning and resurfacing of approximately 5,000 lineal feet of Havemann Road and Grand Lake Road. The project will be advertised on February 10 and February 17, with bid opening scheduled for February 26 at 11:00 a.m.
    - ii. The Shelly Company was the only bidder, submitting a bid in the amount of \$548,251.25. Access Engineering reviewed the bid packet and found no mathematical errors. After reviewing the documents, it is their recommendation that the bid be accepted and that the City enter into a contract with The Shelly Company.
    - iii. The Shelly Company plans to begin resurfacing in May and will let us know when our date is placed on the schedule.
    - iv. **A Pre-Construction meeting has been scheduled for April 14th @ 10AM**
  - b. Administrative Building Brick Repair:
    - i. Wellmann Brothers is scheduled to conduct additional water testing and continue brick repairs in April, weather permitting.

- ii. Wellmann Brothers met us on site 3-5-26. We determined our main goal was to investigate water leaking and are conducting water dye testing within our own departments before we move to more brick repair.
  - iii. **NO CHANGE**
- c. Public Works Site:
  - i. The Street Department is scheduled to begin work on the detention basin and associated structures at the 711 Hierholzer Street site. Weather permitting, completion is anticipated by the end of March.
  - ii. The Street Department has finished the storm work and set the detention and outfall structures. Weather permitting, they will continue excavating the detention basin area. D&M Fencing has also started the fencing project and anticipates completion by the 13th of the month.
  - iii. Public Works/Electric Site Fence Project is Complete. Public Works Continues to work on storm work and water detention basin.
  - iv. **NO CHANGE**
- d. Public Works Salt Storage:
  - i. Planning and estimating are underway to determine the appropriate size and optimal location.
  - ii. Board of Control has been approved on the Sourcewell Pricing for salt storage through Celina Tent. Requisition for P.O. has been put in.
  - iii. **NO CHANGE**

### **Fire Department**

- 1. Total since March 19, 2026
  - a. Squad- 109
  - b. Fire- 20
  - c. Inspections- 11
  - d. Training Hours- 105
  - e. Primary squad runs for another branches- 0
    - i. Medic/EMT assists- 2
- 2. Totals for 2026
  - a. Squad- 512
  - b. Fire- 112
  - c. Inspections- 37
  - d. Training Hours- 203.5
  - e. Primary squad runs for another branches- 0
    - i. Medic/EMT assist- 3
- 3. Other
  - a. Firefighter/EMT Cade Schoenleben will be resigning from his full-time position on May 3<sup>rd</sup> and changing to Auxiliary status.
  - b. National Testing Network is reopened for applications.
  - c. Mason Ayers graduates from the Fire Academy on April 17<sup>th</sup> and will be off Trainee status.
  - d. Working to update all Emergency SOG's to meet current NFPA standards.

### **Police Department**

1. On Wednesday, April 8, 2026, 3 police trainees attending Wright State University Police Academy successfully graduated. Peter “PJ” Wyatt, Seth Heindel, and David Richardson have completed the academy and are currently awaiting testing dates from the Ohio Peace Officer Training Commission (OPOTC).
2. Upon successful completion of the OPOTC certification examination- typically within 2 weeks- they will be eligible to be sworn in as full-time police officers. Their addition will bring the Celina Police Department to full staffing levels.
3. Total Police Dept. Incidents YTD: 4,273

<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	5	Abandoned Vehicle	2	Injury Accident	3
Non-Injury Accident	11	Assist Another Agency	16	Alarm	6
Animal Complaint	3	Bad Check	6	Bank Detail	12
Barking Dog	1	Bond Sign Charges	14	Burglary	1
Business Checks	475	Civil	3	Court	8
CPO Violation	2	Debris in/on Roadway	1	Disorderly Conduct Issues	12
Domestic Violence	4	Drugs	3	False Alarm	10
Fire	1	Follow Up	58	Found Property	4
Golf Cart Inspection	5	Menacing/Threats/Harassment	6	Investigate Liquor Permit	6
Juvenile Runaway	1	Juvenile Abuse	2	Lost Property	4
Meeting	3	Mental Subject Call	5	Miscellaneous	13
Motorist Assist	2	Nature Unknown	2	Noise Complaint	1
Open Door/Window	7	Parking Enforcement	4	Public Information Request	41
Release From Impound	2	Returning Property	4	Sex Offense	3
Special Detail	15	Suicide Attempt	2	Suspicious Person	16
Suspicious Vehicle	20	Testing Alarms	3	Theft/Larceny	8
Special Traffic Detail	9	Traffic Stop	126	Prisoner Transport	2
Trespassing Report	4	Unruly Juvenile	11	Utility Need	5
Vandalism	5	Vehicle Maintenance	5	Lock Out/Vehicle	15
Warrant/Paper Service	42	Welfare Check	8	<b>TOTAL REPORTED</b>	<b>1,069</b>

### **Parks and Recreation**

1. Registration is up and numbers were almost exact same as last year except
  - a. Minor League baseball had 11 more than last year
  - b. Little League baseball only had 18 registered
  - c. The 2 leagues will be combined to allow everyone to play
    - i. There will be new rules such as:
      - a. 5/6<sup>th</sup> graders can only pitch to other 5/6<sup>th</sup> graders
      - b. 3<sup>rd</sup>/4<sup>th</sup> graders can only pitch to other 3<sup>rd</sup>/4<sup>th</sup> graders
    - ii. After a few practices other rules may need implemented such as:
      - a. When 5/6<sup>th</sup> grader batting, 3<sup>rd</sup> basemen and short stop must be 5/6<sup>th</sup> grader.
    - iii. Make it work this year in order to save Little League in the coming years
2. Practices will start April 27<sup>th</sup> and games will start May 11<sup>th</sup>

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers
4. Prep baseball and softball fields

### **Public Works**

1. Work on equipment
2. Shop work
3. Sweep streets
4. Building stone and sweeper bins at Public Works Building
5. Dura patch alleys
6. Pulled logs and dock out of hot water hole
7. First brush pick up
8. Installed storm lines and 3 catch basins at electric 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. Fix storm pipes in streets and alleys
6. Cleaned flooding area storm lines
7. Replaced 2 catch basins on Logan Street
8. Fixed suck holes on Deford Street and Portland Street

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

1. Billed 2,356 customer billings
2. Sent out 188 delinquent bills
3. Shut off 26 customers
4. Sent out finals/refunds
5. 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. Updated water GIS map
  - i. Added fire hydrant @ Thees Machine area & abandoned 200' of old 8" pipe
  - ii. Moved hydrant for school @ College Ave. & Wayne St.

- e. Wawa Gas Station
  - i. Hamilton Street waterline capped with a hydrant on North side of 4-lane
  - ii. Hamilton Street waterline capped on South side of 4-lane
  - iii. Waterline at China Buffet driveway hydrant tee capped and returned to service
  - iv. Property is cleared for demo and construction
- f. Set hydrant and moved service lines at Riesen Plumbing/Carlin automotive/ Thees Machine
- g. Repaired a leaking Valve on Willow St.
- h. Set meter pit on Vining St. due to water meter inside home being unaccusable
- i. Printed and delivered late backflow certification notices (60 units late)
- j. Eliminated a trip hazard by removing valve in sidewalk on Carolina Ct. (set meter pit in yard)
- k. Pleasantview waterline replacement project
  - i. Yard leveling & seeding completed
  - ii. Pave waterline trench with other City patches soon
- l. Distr. Building
  - i. Engineering quote received, add to 2028 budget
- m. 2026 Waterline Projects
  - i. 703 Watermain Replacement
    - 1. Awarded to Shinn Bros.
    - 2. June 1, start date to October 15, completion
    - 3. City part: \$645,000
    - 4. County part: \$650,000 + \$145,000 if Alternate #1 is added
- n. 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                      03/24/2026 – 16.5 ug/l
  - ii. Raw Lake Water                      03/31/2026 – 18.8 ug/l
  - iii. Raw Lake Water                      04/07/2026 – 5.0 ug/L
  - iv. All finished water samples were Non-Detect for Microcystin Toxin
  - v. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - vi. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
  - vii. 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 #4, completed April 7<sup>th</sup>, 2026

- ii. Carbon Exchange for tank #6, scheduled for April 28<sup>th</sup>, 2026
  - iii. GAC Facility
    - 1. GAC Tank Addition (4) Project
      - a. Engineering to be added to 2028 budget
  - iv. Replacement lime pump #3
    - 1. Getting updated price quote
  - v. Water Tower SCADA
    - 1. Panels completed, received, and installed
    - 2. Electric repaired fiber loop (Dec 2025)
    - 3. Working to get data back to WTP from towers, equipment ordered
    - 4. Issues with IP addresses being resolved
  - vi. Weekly, monthly and annual maintenance items completed
  - vii. Ozone system air compressor replaced with spare
    - 1. Spare compressor received
  - viii. Annual Consumer Confidence Report (CCR) data submitted for completion
    - 1. Draft should be ready for review within two weeks
  - ix. Replaced exhaust fan motor for #2 Ozone Contactor
- 3. Water Dept. Training
  - i. AWWA District meeting - TBA
  - ii. Monthly Water Dept. staff meeting completed – 04/08/2026
  - iii. Technology Committee Meetings
    - 1. Next meeting scheduled for May 19<sup>th</sup>, 2026 (Dublin Rd. WTP)
- 4. Bryson Pool Operations
  - i. Pool season 2025
    - 1. Winterization completed
    - 2. Parking lot seal coating
      - a. PO completed, should be completed in May
    - 3. Splash pad has been winterized
      - a. Parts for repairs received, install next month
    - 4. Four 3-way valves and 2 swing check valve replacement
      - a. Contractor completed installation, ready for startup

### **Wastewater**

- 1. Mowed East end of wwtp, rolled all lawn inside fence
- 2. Submitted summary of changes between past NPDES Permits
- 3. Removed plug from influent sample pump and reprimed
- 4. Received correct O&M for Seepex polymer pumps from Seepex
- 5. Changed cabinet air filters in North Eaton compressor
- 6. Replaced Myers Rd. generator engine cover

7. Completed solids analysis on AD#4; transferred to sludge mixing tank; completed cake solids analysis
8. Submitted 3<sup>rd</sup> Annual Report for New Effluent Limits Compliance Schedule (Event Code 90399) to the OEPA
9. Removed bonnets from AD #1-#4 valves due to hard operation, cleaned up and reinstalled
10. Gated, drained, and bypassed grit & grease tank for confined-space entry inspection, replaced broken bracket, removed rags, noticed bypass channel leaking through wall cracks, refilled
11. Replaced 2" calcium nitrate fill line and fittings
12. Set cones out around deteriorated grit & grease channel
13. Fertilized Kingswood LS
14. Removed plug from South polymer system
15. Transferred tote of polymer to North polymer bulk tank
16. Hosed down polymer in empty sludge storage tank East of sludge dewatering bldg.
17. Reviewed and edited case study (sludge screw presses) document for HUBER Technology rep Todd Marshall
18. Pulled #2 pump at 4-H LS and removed obstruction (bolt)
19. Replaced Stenner pump head and tubing at Walmart LS
20. Met with Cooper Farms rep Brad Alspaugh to discuss wastewater Ordinance limitations (Standard Strength limits) for future production in former JES facility
21. Bypass event; completed and submitted Bypass Report to OEPA
22. Closed drains in UV channels and post aeration tank due to bypass event; Removed plug from influent sample pump and reprimed
23. Replaced Stenner pump head and tubing at Eaglebrooke LS; rebuilt Stenner pump heads for spare units
24. Completed solids analysis on AD#1; transferred to sludge mixing tank and completed cake solids analysis
25. Opened and cleaned 250 gpm recycle pump check valve; cleaned 450 gpm recycle pump check valve and inspected 250 gpm / 450 gpm pump volutes
26. Mowed
27. Assisted Sewer Maintenance crew with confined space entry
28. Added sludge to empty sludge storage tank with polymer; hosed and pumped out tank contents
29. Emailed Daniel Ebert / Jones & Henry changes to design and floorplan of latest office/lab drawing due to change of location
30. Ground concrete to stabilize grating at South steps of sludge dewatering tanks
31. Completed solids analysis on AD#2; transferred to mixing tank; completed cake solids analysis
32. Completed March operating, flow, pollutant monitoring reports
33. Sent March reports to Jones & Henry
34. Hosed down Post Aeration tank/UV channels to remove solids before UV startup
35. Serviced Post Aerators
36. Took scrap metal to 3-Sons
37. Removed bonnet from AD#1 fill valve, cleaned/lubricated, reinstalled
38. Received new Toyota forklift and orientation

39. Completed March eDMR and Minimum Staffing Reports, submitted to OEPA
40. Reviewed Jones & Henry electrical diagram and load report; made changes to Duty/Standby equipment and missing equipment and sent back; also informed all equipment powered from existing Adm building that will need powered from another source before building is abandoned/demolished
41. Put all bypass screening channel gates in AUTO again to prevent solids buildup in far channels during low/normal flow
42. Pulled #1 pump @ Fairgrounds lift station and removed blockage

### **Electric Distribution**

1. Set 13 poles
2. Service Replacement
  - a. Upgrade Underground 2
  - b. Upgrade Overhead 2
3. Street Lights
  - a. Repairs 15
  - b. Replaced 6
4. Underground Locates (OUPS) 150
5. Traffic Signals
  - a. Stake Wayne and Fountain intersection
  - b. Look at all loops on Havemann Road
6. Request or Miscellaneous Jobs
  - a. Set poles at Fairgrounds
7. Trouble Calls
  - a. 3/21/2026- Fleetfoot Road bad underground wire
  - b. 3/22/2026- Leona Street broke dead-end, low lines
  - c. 3/21/2026- Rice Road limb on line
  - d. 3/27/2026- Feeder 13 open, lightning
8. Large Projects
  - a. Replace poles- Carmel Church
  - b. Replace poles- E. Warren Street
9. EV Charging Stations
  - a. Number of Sessions 8
  - b. Total Length of Sessions 48 hours 33 minutes



### Income Tax – March 2026

	2024 Month-to-date	2025 Month-to-date	2026 Month-to-date	2024 Year-to-date	2025 Year-to-date	2026 Year-to-date	2026 vs 2025 Year change	2026vs 2025 Year percent
<b>Business</b>	59,648.06	76,504.19	53,665.87	130,686.27	148,761.97	103,723.19	(45,038.78)	(30.28)
<b>Non-Resident Bus</b>	12,389.46	14,667.77	23,669.98	27,080.89	47,159.35	(44,888.50)	(92,047.85)	(195.18)
<b>Non-Resident</b>	10,312.68	8,356.30	22,165.30	20,612.90	15,623.98	28,691.16	13,067.18	83.64
<b>Resident</b>	118,729.04	165,398.14	198,742.80	225,566.37	256,430.07	313,677.76	57,247.69	22.32
<b>Non-Resident W/H</b>	11,597.79	11,545.71	13,877.18	53,775.88	56,792.10	61,639.90	4,847.80	8.54
<b>Withholding</b>	430,429.92	480,508.60	450,619.45	1,359,937.29	1,524,708.30	1,515,635.98	(9,072.32)	(0.60)
<b>Grand Total</b>	643,106.95	756,980.71	762,740.58	1,817,659.60	2,049,475.77	1,978,479.49	(70,996.28)	(3.46)

	2023	2024	2025	2026
<b>January</b>	\$581,676.70	\$597,830.83	\$598,819.24	\$519,783.93
<b>February</b>	\$502,513.66	\$576,721.82	\$693,675.82	\$695,954.98
<b>March</b>	\$539,278.80	\$643,106.95	\$756,980.71	\$762,740.58
<b>April</b>	\$906,561.14	\$1,036,961.75	\$989,094.57	
<b>May</b>	\$1,096,153.11	\$933,247.58	\$836,177.33	
<b>June</b>	\$770,037.48	\$745,178.68	\$941,059.55	
<b>July</b>	\$528,827.50	\$563,318.70	\$527,973.25	
<b>August</b>	\$639,141.86	\$484,522.22	\$581,453.58	
<b>September</b>	\$594,813.17	\$821,913.63	\$882,362.89	
<b>October</b>	\$607,545.72	\$574,212.31	\$666,238.07	
<b>November</b>	\$512,720.44	\$493,267.50	\$637,482.45	
<b>December</b>	\$578,608.60	\$733,372.49	\$622,668.30	
<b>Grand Total</b>	<b>\$7,587,878.18</b>	<b>\$8,203,654.46</b>	<b>\$8,733,985.76</b>	