

Administrative Report
December 13, 2024 to January 9, 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//2025 Plumbers//Heliport research//research billboards
2. Zoning Permits:
 - a. Updating Access files to roll over to 2025
3. Plumbing Permits/Inspections (2)
4. Dumpster Permits (1)
5. Dominion Gas Co. Street permits (0)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. Mackinaw St trash (assistance from Chief)
 - c. 553 E Livingston St.-trash in right of way
7. Planning Commission:
 - a. Meeting scheduled for Jan. 9th for lot split.
8. Board of Zoning Appeals:
 - a. No meeting scheduled to date
9. 2025 Construction Update:
 - a. Pickleball Court Phase 2
 - i. City crews began to excavate and stone the base on 3-21.
 - ii. City crews completed stone base and fine grading on Monday 4-15.
 - iii. Wagner Paving agreed to lay asphalt for their bid prices of Bryson Park Paving Project. They anticipate paving the pickleball court on Monday 4-22 with intermediate and surface courses of asphalt.
 - iv. Asphalt is complete. The board of control has passed for the lighting and materials are on order. We are waiting council final approval for fencing, and the court paint is scheduled for the end of August.
 - v. Posts for the nets have been set. Fencing is scheduled for Monday July 15th.
 - vi. Fencing is complete. Still Waiting on paint near the end of August. Lighting will follow.
 - vii. Fencing, paint, and nets are installed. The light poles are backordered until January 2025.
 - viii. **Light poles were installed mid-December; this project is now complete.**
 - b. 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.**
- c. 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.**
- 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.**
- e. Montgomery Field Dugout
 - i. **RCS has demolished the old dugout. They are currently working on underground utility's and footer.**

Fire Department

- 1. Totals since January 1, 2025
 - a. Squad- 55

- b. Fire- 10
 - c. Inspections- 0
 - d. Training Hours- 9
 - e. Primary squad runs & assists for other branches- 1
- 2. Totals for 2025
 - a. Squad- 55
 - b. Fire- 10
 - c. Inspections- 0
 - d. Training Hours- 9
 - e. Primary squad runs & assists for other branches- 1
- 3. Other
 - a. EMT Nathan Pyles started full-time on January 8th. He is currently in the Paramedic Program at Rhodes and will obtain his Level I & II fire certificates this summer/fall.
 - b. Firefighter Kelly passed his EMT on December 19th, 2024
 - c. Trainee's Engle and Shaw completed their Firefighter Orientation at the Ohio Fire Academy on January 8th, 2025

Police Department

- 1. On 12/17/2024 Sergeant Pat Crosby announced his retirement date of January 25, 2025. We wish him well in future endeavors.
- 2. On 12/31/2024 at about 0252 hours Celina Police responded to an attempted carjacking at the Marathon gas station at 303 S. Main Street, Celina. During the course of the investigation the suspect was located behind the business wielding a knife. A Mercer County Sheriff's Deputy stopped to assist Celina Police Officers. The suspect stabbed himself repeatedly and then charged the deputy. In defense of himself the deputy discharged his weapon, shooting the suspect. The suspect, a 22-year-old Celina resident succumbed to his injuries a short time later. The case is being investigated by Ohio BCI&I. All Celina Police Department personnel are back to full duty.
- 3. Total Police Department Incidents YTD: 352

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	3	Injury Accident	6	Non Injury Accident	28
Assist Another Agency	39	Alarm	3	Animal Complaint	3
Bad Check	6	Bank Detail	18	Bond Sign Charges	36
Business Checks	301	Civil	5	Court	16
Debris in/on Roadway	1	Death Investigation	3	Disorderly Conduct Issues	8
Domestic Violence	1	Domestic Dispute	5	Drugs	2
False Alarm	8	Fight	4	Fire	3
Follow Up	93	Found Property	6	Funeral Detail	1
Golf Cart Inspection	2	Menacing/Threats/Harassment	5	Investigate Liquor Permit	13
Juvenile Abuse	3	Lost Property	3	Mental Subject Call	8
Emergency Message	2	Miscellaneous	27	Motorist Assist	1
Noise Complaint	1	Nuisance	3	Open Door/Window	9
Parking Enforcement	29	Public Information Request	35	Rape	2
Release from Impound	1	Returning Property	6	Shooting Victim/Injury	1
Special Detail	24	Stolen Vehicle	2	Suicide Attempt	1

Suicide Threat	1	Suspicious Person	30	Suspicious Vehicle	11
Theft/Larceny	15	Special Traffic Detail	25	Traffic Stop	90
Training	1	Training Range/Firearms	4	Prisoner Transport	2
Trespassing Report	1	Unruly Juvenile	1	Utility Need	29
Vandalism	6	Vehicle Maintenance	20	Lock Out/Vehicle	8
Warrant/Paper Service	25	Warrant Service	5	Welfare Check	14
				TOTAL REPORTED	1,365

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mulched leaves in parks

Public Works

1. Work on equipment
2. Sweep city streets
3. Mastic roadways
4. Cold patch potholes in streets
5. Moved dirt from Westview
6. Leaf pickup
7. Asphalt patches
8. 1/3/2025 salt streets
9. Fixed storm lines and 1 catch basins

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. Clean catch basins

Customer Accounts/Meter Readers

1. Billed 2,292 customer billings
2. Sent out 316 delinquent accounts
3. No shut off due to extreme temps- notified landlords and tenants
4. Sent out final and refunds
5. Meter readers continue reading

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 – 2024 International Truck
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip.
 - iii. RG Comm. – Truck Radio
- e. Service truck, dump truck, & backhoe cleanup
- f. Replacing older water meters
- g. Waterline repair holes in streets cold patched till spring
- h. Completing meter error code work orders
- i. Started City owned backflow testing (10 of 40 completed)
 - i. WTP @ Sludge pit, shutoff valve replaced
- 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 12/17/2024 – 3.9 ug/l
 - ii. Raw Lake Water 12/24/2024 – 2.7 ug/l
 - iii. Raw Lake Water 12/31/2024 – 6.3 ug/l
 - iv. Raw Lake Water 01/07/2025 – 1.5 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 year
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #7, scheduled for January 14, 2025
 - ii. Carbon Exchange for tank #2, scheduled for January 28, 2025
 - iii. Mowing grass at WTP, lagoons, towers, & pool – completed for season
 - iv. GAC Facility
 - 1. Transfer pump #4 stuck
 - a. Troubleshooting revealed that the motor is fine
 - b. Pulled pump & inspected, sent out for repair, still out
 - 2. UV 1200 unit 2 bad capacitors, on order November 6, 2024
 - 3. 6 UV lamps on order for restock November 6, 2024
 - v. DAF units drained and cleaned
 - 1. #1 unit has a valve leaking, new valve and rotork assembly ordered
 - a. Replaced valve and reset rotork assembly
 - b. clutch assembly still on order

- c. Working in automatic control only
 - vi. Industrial Park Water Tower SCADA
 - 1. Reading from tower to WTP are sporadic
 - 2. Troubleshooting revealed that the main control board is bad, obsolete
 - 3. Called Electro Controls for quote – still waiting
 - a. Both water tower SCADA panels to be replaced in 2025
 - i. New panels will include current data points
 - ii. Also include security camera video
 - vii. Monthly and weekly maintenance items completed
 - viii. Completed North Settling Basin sludge chain repairs
 - ix. Drained and cleaned, North & South Rapid Mixing Tanks
 - x. Sand Filter #3 Re-Construction
 - 1. Final quotes received, POs completed
 - 2. Sand removed and new sand received
 - 3. New underdrains & equipment delivered November 5, 2024
 - 4. Glass panels removed for access for material removal & installation
 - 5. Jutte Excavating demo of old underdrains, Finished November 7, 2024
 - 6. WTP / Distr. Crew – cleaned debris & sand from filter floor
 - 7. Ohio Concrete & Saw – completed wall cleanup
 - 8. Davis Welding – to weld extension to air inlets next week
 - 9. WTP Crew – to install u-channel & threaded rods once cleaned
 - 10. Xylem field rep. rescheduled for March 2025
 - a. Progress & weather dependent (grout / concrete pour)
3. Water Dept. Training
- i. Technology Committee Meetings
 - 1. Scheduled for February 18, 2025
 - 2. Sludge Handling Sub-Committee meeting
 - a. December 12, 2025, at Delco Water Plant (3 to attend)
4. Bryson Pool Operations
- i. Pool season ended August 25, 2024
 - 1. Winterization of splash pad completed
 - 2. Winterization of basket house waterlines completed
 - ii. Main pool pumps (2) pulled for service / repair
 - iii. Slide replacement project
 - 1. Slide options looked at & chosen, sent to Bryson Trust for payment
 - 2. Old slide re-listed on GovDeals.com - SOLD
 - a. Removal started on January 8, 2025

3. City crews to remove old concrete and prep for new foundations

Wastewater

1. Received 3-year recertification of Special Waste (grit, grease, screenings, trash) from Republic Services
2. Modified Cold Weather Operating Procedures
3. Replaced chemical pump lines at Havemann LS
4. Completed SOUR test on AD #3; transferred to sludge mixing tank
5. Revised WWTP in-house Operations Policy, Operators reviewed and signed off
6. Exercised valves at Kessler lift station
7. Exercised valves in driveway and East end of WWTP
8. Exercised valves in East Storage building and Influent building
9. Updated Lift Station drawings (removed 40 HZ selection option)
10. Updated Lift Station Specifications file
11. Cleaned out drain channel in West sludge bunker; vactor truck cleaned sanitary line under sludge dewatering building
12. Exercised valves in office building basement; exercised valves in mechanical bar screen room
13. Exercised valves at Rec-Plex, Eaglebrooke, and Myers Rd lift stations; Martz, 4-H, Scotty's, Havemann, Walmart, Bruns, Fairgrounds, and Kingswood lift stations
14. Notched out concrete on catch basin by fuel tank to drain area better
15. Pulled #1 pump at Martz LS (bad motor), installed spare; took pump to Irish for repair
16. Pulled #2 pump at Kessler LS and removed vape
17. Transferred calcium nitrate to Eaglebrooke and Walmart LSs
18. Pulled #3 RAS pump motor and discovered bad bearings, reinstalled spare motor
19. Discovered problem with #2 Kessler pump again, turned off in MultiSmart; pulled pump and removed another vape; turned #2 back on in MultiSmart
20. Sent November and December 2024 flow, operating, and precipitation reports to Jones & Henry
21. Took Martz pump to Irish for motor repair

Electric Distribution

1. Set 11 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 12
 - b. Replaced 30
5. Underground Locates (OUPS) 67
6. Traffic Signals
 - a. Replace left turn sign at eastbound Market and Enterprise
7. Tree Trimming
 - a. West side of town as needed
8. Request or Miscellaneous Jobs

- a. Install pickleball court lights
 - b. Replace primary underground wire, Montgomery Field
- 9. Trouble Calls
 - a. 12/24/2024- Oldtown Road- pole hit
 - b. 12/29/2024- Princeton Avenue- broken riser wire (wind)
 - c. 1/4/2025- Celina Middle School- interior switchgear work
- 10. Large Projects
 - a. Premium Utility Contractors continue work on Feeder 14
 - b. Move lines out of woods on Township Line Road
- 11. EV Charging Stations
 - a. Number of Sessions 11
 - b. Total Length of Sessions 35 hours 54 minutes

Income Tax – December 2024

	2022	2023	2024	2024	2023	2022	2024 vs 2022	2024vs
	Month-to-date	Month-to-date	Month-to-date	Year-to-date	Year-to-date	Year-to-date	Year change	2023
								Year percent
Business	75,215.85	110,112.63	167,282.05	1,246,678.87	1,261,735.36	1,103,688.03	(13,056.49)	(1.03)
Non Resident Bus	7,711.83	7,094.55	6,748.23	135,400.07	113,882.77	91,952.58	21,517.30	18.89
Non-Resident	938.00	1,192.19	673.12	99,081.69	105,098.68	106,650.27	(6,016.99)	(5.73)
Resident	16,942.96	17,092.22	24,166.67	890,923.87	876,258.31	843,712.51	14,665.56	1.67
Non Resident W/H	7,467.07	14,866.94	14,066.54	227,283.17	188,875.56	134,457.55	38,407.62	20.33
Withholding	382,797.16	428,250.07	520,435.88	5,602,286.79	5,312,006.41	4,856,805.70	290,280.38	5.46
Grand Total	491,072.40	578,608.60	733,372.49	8,203,654.46	7,857,857.08	7,137,996.64	345,797.38	4.40

	2021	2022	2023	2024
January	\$572,934.33	\$478,116.36	\$581,676.70	\$597,830.83
February	\$395,309.69	\$473,587.98	\$502,513.66	\$576,721.82
March	\$492,151.79	\$448,002.22	\$539,278.80	\$643,106.95
April	\$850,639.88	\$698,445.36	\$906,561.14	\$1,036,961.75
May	\$778,967.41	\$719,166.91	\$1,096,153.11	\$933,247.58
June	\$797,943.26	\$653,890.17	\$770,037.48	\$745,178.68
July	\$520,341.61	\$733,311.33	\$528,827.50	\$563,318.70
August	\$472,333.24	\$781,346.45	\$639,141.86	\$484,522.22
September	\$707,295.13	\$549,578.60	\$594,813.17	\$821,913.63
October	\$489,278.54	\$602,278.54	\$607,545.72	\$574,212.31
November	\$475,970.73	\$509,200.32	\$512,720.44	\$493,267.50
December	\$546,619.75	\$491,072.40	\$578,608.60	\$733,372.49
Grand Total	\$7,099,785.36	\$7,137,996.64	\$7,587,878.18	\$8,203,654.46