

Administrative Report

March 7, 2025 to March 20, 2025

Administration

1. Brush and Limb Pickup will begin April 7th and be conducted on the first Monday of the month through October 6th
2. 2025 Special Trash Pickup Dates:
 - a. Saturday, April 5th; the regular Monday route
 - b. Saturday, April 12th; the regular Tuesday route
 - c. Saturday, April 19th; the regular Thursday route
 - d. Saturday, April 26th; the regular Friday route

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//
2. Zoning Permits:
 - a. 1125 Fairground Rd- room addition
 - b. 1114 Jackson Ave- pool
 - c. 427 E Market St- fence
3. Plumbing Permits/Inspections (4)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (5)
 - a. Plus, N Mill St project
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 2 given to PD due to in street
 - c. 19 letters given to residences with “friendly” reminders of trash pickup
 - d. letters for residences needing sidewalks
7. Planning Commission:
 - a. Meeting scheduled for March 20th for an office expansion for Versa Pak
 - b. *Working with RCS on 4 projects currently for Planning Commission

Fire Department

1. Totals since March 6th, 2025:
 - a. Squad- 75
 - b. Fire- 15
 - c. Inspections- 3
 - d. Training Hours- 13
 - e. Primary squad runs & assists for other branches- 3
2. Totals for 2025:
 - a. Squad- 477
 - b. Fire- 67
 - c. Inspections- 9
 - d. Training Hours- 171

- e. Primary squad runs & assists for other branches- 14
- 3. Other:
 - a. Conducted three interviews on the 18th and plan to do three more the 21st
 - b. Working with emergency networking to transfer data from previous fire reporting software
 - c. Participating in a Haz-mat exercise March 27th with other county agencies
 - d. Mercer County Fire school will take place April 27th in Celina

Police Department

1. The Celina Police Department is investigating two separate attempted thefts of two different Dodge Hellcat Chargers. These thieves are attempting to use sophisticated methods of bypassing wireless ignition systems. Thefts like this have been happening nationwide. Dodge's with the 392 engine and Hellcat packages have been a major target. The Celina Police Department urges residents with cars like these to keep them secure, in garages when possible.
2. On 3/18/2025 the Celina Police Dispatch was moved to the Administration Building inside the Celina Police Department. They continue to provide support services for Celina Police Department, Celina Municipal Court and Celina Utilities.
3. Total Police Department Incidents YTD: 3,483

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Injury Accident	3	Non Injury Accident	20
Assist Another Agency	20	Alarm	4	Animal Abuse/Neglect	1
Animal Complaint	1	Assault	5	Bad Check	3
Bank Detail	11	Barking Dog	3	Bond Sign Charges	18
Business Checks	368	Civil	7	Court	10
CPO Violation	1	Debris in/on Roadway	1	Dispatch Other Agency	1
Death Investigation	1	Disorderly Conduct Issues	13	Domestic Violence	4
Domestic Dispute	1	Drugs	1	False Alarm	3
Follow UP	63	Found Property	7	Golf Cart Inspection	4
Menacing/Threats/Harassment	3	Investigate Liquor Permit	4	Juvenile Runaway	3
Juvenile Transport	1	Juvenile Abuse	1	Meeting	2
Mental Subject Call	3	Miscellaneous	5	Motorist Assist	1
Nature Unknown	1	Nuisance Junk Compliant	3	Nuisance Vehicle Compliant	1
Open Door/Window	3	Parking Enforcement	4	Public Information Request	45
Release from Impound	2	Returning Property	3	Sex Offense	1
Special Detail	2	Stolen Vehicle	4	Suicide Threat	1
Suspicious Person	15	Suspicious Vehicle	14	Testing Alarms	2
Theft/Larceny	2	Theft from Vehicle	1	Special Traffic Detail	22
Traffic Stop	49	Prisoner Transport	3	Trespassing Report	1
Unruly Juvenile	6	Utility Need	3	Vandalism	3
Vehicle Maintenance	5	Lock Out/Vehicle	4	Warrant/Paper Service	14
Welfare Check	3			TOTAL REPORTED:	815

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers

4. Field conditioner on ball diamonds
5. Put up outfield fence on diamond #1 Westview

Public Works

1. Work on equipment
2. Shop work
3. Tied in Sanitary and Water to new dugout at Montgomery Field
4. Dura patch potholes
5. Cleaned up trash from 4 lane ditches
6. Helped put field conditioner on ball diamonds
7. Sweep city streets
8. Grind center line paint off of Riley Street

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 2,380 customer billings
2. Shut off 18 customers
3. Sent out 213 delinquent bills
4. Sent out finals/refunds
5. Meter readers continue to read meters

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, (April 2025, then bed)
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip. (June 2025)
 - iii. RG Comm. – Truck Radio. (June 2025)
- e. Repair 2 Fire hydrants hit by vehicles
- f. Set Meter pit for primary shut off for cemetery house
- g. Helped WTP set sand filter #3 underdrains
- h. Set meter pit for 3rd base dugout at Montgomery field
- i. Set meter pit for remodeled home on Washington St.

- j. Mill Street waterline project 2025
 - i. Bore new service line for replacement
- k. Planning 2025 Waterline Projects – waiting for council approval to order parts
 - i. Beaver St. (Mill St. to Sugar St.)
 - ii. Washington St. (Mill St. to Sugar St.)
 - iii. Blake St. (Mill St. to Sugar St.)
- l. Distr. Building
 - i. Engineering quote received, needs to go to Council for approval
- m. Planning 2026 Waterline Projects
 - i. 703 Water main
 - 1. Completed Engineering meeting with Access Eng. – waiting for quote
- n. Completing meter error code work orders
- o. Started 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 03/11/2025 – 2.6 ug/l
 - ii. Raw Lake Water 03/18/2025 – 2.2 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. Carbon Exchange for tank #4, scheduled for April 1, 2025
 - ii. Carbon Exchange for tank #6, scheduled for April 29, 2025
 - iii. 1974 Building Freight Elevator
 - 1. Quote received, going to Council for approval
 - iv. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering meeting completed, waiting for quote
 - 2. Transfer pump #4 stuck
 - a. Troubleshooting revealed that the motor is fine
 - b. Pulled pump & inspected, sent out for repair
 - c. Pump to be installed????
 - v. DAF units drained and cleaned

1. #2 unit cleaning header installed, test next week
- vi. Industrial Park Water Tower SCADA
 1. Reading from tower to WTP does not work
 2. Troubleshooting revealed that the main control board is bad, obsolete
 3. Called Electro Controls for quote – submitted to Council for approval
 - a. Both water tower SCADA panels to be replaced in 2025
 - i. New panels will include current data points
 - ii. Also include security camera system replacement / repairs
- vii. Monthly and weekly maintenance items completed
- viii. DAF Facility Air System
 1. Unit #1 Failure @ 4,700 hrs.
 2. Unit #2 operational @ 4,600 hrs.
 3. BOC submitted for total system replacement - \$9,915.46 – on order
 - a. Includes 2 compressors, 2 regulators, & an air dryer system
- ix. Sand Filter #3 Re-Construction
 1. Sand removed and new sand received
 2. New underdrains & equipment delivered November 5, 2024
 3. WTP / Distr. Crew – cleaned debris & sand from filter floor
 4. Ohio Concrete & Saw – completed wall cleanup
 5. Davis Welding – completed extensions to air inlets
 6. WTP Crew – completed underdrain installation
 - a. Ready for grout and then new sand
 7. Xylem field rep. rescheduled for April 2025
 - i. Progress is weather dependent (grout / concrete pour)
3. Water Dept. Training
 - i. AWWA District meeting attended (4 operators) in Wapak, March 20, 2025
 - ii. Technology Committee Meetings
 1. Completed February 18, 2025, meeting
 2. Next meeting scheduled for May 20, 2025
 3. Sludge Handling Sub-Committee meeting
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, installation February 20, 2025
 - 1. Test once pool is filled
- 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
 - 3. City crews started removal of concrete and prep for new foundations
 - a. Quotes submitted for pedestals and flat work
 - 4. Waiting for engineers' drawings, then submit to Ohio Health for approval
 - a. Finalizing slope and entry point elevation into pool

Wastewater

- 1. Lubricated fitting on calcium nitrate tanks, shop vaced both chemical feed sheds
- 2. Pumped groundwater from bypass wetwell
- 3. Completed solids analysis on AD#4; transferred to mixing tank and completed cake solids analysis
- 4. Removed plug from influent sample pump and reprimed
- 5. Worked on replacing West screw pump lower bearing
- 6. Submitted February eDMR and Minimum Operator Hours reports to OEPA
- 7. Troubleshoot Walmart pump issues, reset tripped breaker
- 8. Hosed 4-H and Bruns lift station wetwells and pumped grease out
- 9. Picked up repaired Martz LS pump from Irish Electric, put in storage room
- 10. Worked on and completed West screw pump lower bearing replacement
- 11. Emailed Jones & Henry dates/times next week for virtual TEAMS meeting
- 12. Emailed Jones & Henry pics and drawing of past and needed repairs to grit & grease wall
- 13. Worked on WML flange repair
- 14. Greased grit & grease bridge, mechanical bar screen, and grit classifier
- 15. Emailed BoJhun April lab calendar
- 16. Completed solids analysis on AD#1 and transferred to sludge mixing tank
- 17. Worked on West grit & grease wall repair
- 18. Removed East sodium aluminate tank from Phosphorus building and removed solids and flushed tank
- 19. Installed UPS in bypass enclosure for flowmeter display
- 20. The Mayor and WWTP Supt. attended TEAMS meeting with Jones & Henry to discuss the NFA, slide presentation for Council, and next steps/proposal

Electric Distribution

- 1. Set 4 poles
- 2. New Services
 - a. Underground 1
- 3. Service Replacement

- a. Upgrade Underground 1
 - b. Upgrade Overhead 2
- 4. Street Lights
 - a. Repairs 3
 - b. New Installs 1
 - c. Replaced 2
- 5. Underground Locates (OUPS) 79
- 6. Tree Trimming
 - a. Tree trim as needed at various locations
- 7. Request or Miscellaneous Jobs
 - a. Move poles and lines- Twp. Line and Mud Pike- County road work
 - b. Move poles and lines- Hone Weir- County bridge project
 - c. Yearly truck testing completed
- 8. Trouble Calls
 - a. 3/8/2025- VFW- secondary lead burnt off
 - b. 3/15/2025- Livingston Street- low hanging drop, wind/tree
- 9. Large Projects
 - a. Remove street lights, Mill Street from Touvelle Street to Wayne
- 10. EV Charging Stations
 - a. Number of Sessions- 3
 - b. Total Length of Sessions- 3 hours 40 minutes