

Administrative Report

January 24, 2025 to February 6, 2025

Administration

1. Police Sergeant Promotional Exam will be April 3rd (written) and April 4th (oral assessment board)

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//research sidewalks
2. Zoning Permits
 - a. 122 N Leblond St-fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (2)
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 611 Vining- sealed up doors
 - c. 708 Echo St- police letter
 - d. Mackinaw St- fire chief notified
7. Planning Commission:
 - a. N/A
8. Board of Zoning Appeals:
 - a. Mar 6th for a variance conditional use for sf dwelling 1019 West Bank Road (contingent upon ODNR approval)
9. 2025 Construction Updates:
 - 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**
 - 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

c. 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. No Change

d. 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**

Police Department

1. On 2/3/2025 Celina Police Officers investigated a theft offense at Walmart. During that investigation they discovered much larger theft of about \$1,800.00 worth of sports trading cards. The suspect is being held on felony theft charges.
2. On 2/6/2025 Celina Police Officers investigated an overdose of a suspected opioid, likely fentanyl or heroin. The adult male victim was found after apparently lying in a room for several hours. He was taken to a local hospital and expected to recover.
3. Total Police Department Incidents YTD: 1,597

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	2	Non Injury Accident	13	Assist Another Agency	13
Alarm	3	Animal Bite	1	Animal Complaint	3
Assault	1	Bank Detail	9	Bond Sign Charges	12
Business Checks	359	Civil	2	Court	7
Death Investigation	2	Disorderly Conduct Issues	6	Domestic Violence	3
Domestic Dispute	2	False Alarm	3	Follow Up	26
Golf Cart Inspection	1	Menacing/Threats/Harassment	6	House Check	1
Investigate Liquor Permit	4	Juvenile Runaway	2	Juvenile Abuse	1
Lost Property	1	Meeting	1	Mental Subject Call	2
Emergency Message	2	Miscellaneous	1	Motorist Assist	2
Open Door/Window	3	Parking Enforcement	1	Public Information Request	30
Returning Property	5	Sex Offense	2	Special Detail	11
Stolen Vehicle	1	Suicide Threat	2	Suspicious Person	20
Suspicious Vehicle	5	Testing Alarms	1	Theft/Larceny	10
Special Traffic Detail	18	Traffic Stop	39	Training	2
Prisoner Transport	1	Trespassing Report	3	Unruly Juvenile	4
Utility Need	5	Vehicle Maintenance	4	Lock Out/Vehicle	3
Warrant/Paper Service	6	Welfare Check	2	TOTAL REPORTED	669

Parks Maintenance

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

Public Works

1. Works on equipment
2. Shop work
3. Moved dirt from Westview
4. Replaced 150' of 12" storm in front of 7274 State Route 197
5. Built walls at CMU
6. Trimmed trees on streets and alleys
7. Fixed catch basin by Fire Department

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 2,884 customer billings
2. Sent out 269 delinquent bills
3. Sent out finals/refunds
4. Meter readers continue to read

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, scheduled for April 2025
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip.
 - iii. RG Comm. – Truck Radio
- e. Service truck, dump truck, & backhoe cleanup
- f. Repaired Waterline on Hierholzer St.
- g. Repaired Waterline on Forest St.
- h. Repaired Waterline on Shore St.
- i. Replaced lead service line on Washington St.
- j. Fix offset curb boxes so we have access to shutoffs
- k. Fix low water pressure problem on Washington St
- l. Waterline repair holes in streets cold patched till spring
- m. Completing meter error code work orders
- n. Started City owned backflow testing (12 of 40 completed)
- o. 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 01/28/2025 – 2.3 ug/l
 - ii. Raw Lake Water 02/04/2025 – 0.9 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 year
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #7, completed January 14, 2025
 - ii. Carbon Exchange for tank #2, completed January 28, 2025
 - iii. Carbon Exchange for tank #4, scheduled for April 1, 2025
 - iv. Carbon Exchange for tank #6, scheduled for April 29, 2025
 - v. Mowing grass at WTP, lagoons, towers, & pool – completed for season

- vi. GAC Facility
 - 1. Transfer pump #4 stuck
 - a. Troubleshooting revealed that the motor is fine
 - b. Pulled pump & inspected, sent out for repair, waiting for wearing rings
 - 2. UV 1200 unit 2, parts received and replaced, in operation
- vii. 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
- viii. 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 – Meeting Monday January 20, 2025
 - a. Both water tower SCADA panels to be replaced in 2025
 - i. New panels will include current data points
 - ii. Also include security camera replacement / repairs
- ix. Monthly and weekly maintenance items completed
- x. 1974 Bldg. Second Floor Chemical Room
 - 1. Painting I-beams, 100% completed
 - 2. Painting ceiling, 100% completed
- xi. Third Lime Pump Installation
 - 1. Pump received December 27, 2024
 - 2. Stainless steel stand completed & pump mounted
 - 3. Inlet & outlet pipe fittings received, install this week
- xii. Sand Filter #3 Re-Construction
 - 1. Sand removed and new sand received
 - 2. New underdrains & equipment delivered November 5, 2024
 - 3. Glass panels removed for access for material removal & installation
 - 4. Jutte Excavating demo of old underdrains, Finished November 7, 2024
 - 5. WTP / Distr. Crew – cleaned debris & sand from filter floor
 - 6. Ohio Concrete & Saw – completed wall cleanup
 - 7. Davis Welding – completed extensions to air inlets
 - 8. WTP Crew – to install u-channel & threaded rods once cleaned
 - 9. Xylem field rep. rescheduled for March 2025

- a. Progress is weather dependent (grout / concrete pour) – April 2025
- 3. Water Dept. Training
 - i. Technology Committee Meetings
 - 1. Scheduled for February 18, 2025
 - 2. 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, waiting on wearing rings
 - 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 completed
 - 3. City crews to remove old concrete and prep for new foundations
 - 4. Waiting for engineer's drawings, then submit to Ohio Health for approval

Wastewater

- 1. Worked on 2025 monthly lab schedules
- 2. Troubleshoot grit & grease bridge stall, replaced control fuse
- 3. Cleaned North and South screw press rooms
- 4. Replaced calcium nitrate suction line fitting at Havemann LS
- 5. Added oil to West screw pump (lower bearing leaking)
- 6. Transferred AD#2 to sludge mixing tank
- 7. Removed plug from influent sample pump
- 8. Replaced bad light bulbs in South screw press room, cleaned oil storage room
- 9. Installed new fan motor in West heater in North screw press room and tested
- 10. Troubleshoot Rec-Plex generator not starting
- 11. Updated Schmitmeyer/Sudman Grant of Limited Access and Release Agreements and Schmitmeyer/Murlin Biosolids Application Agreements; emailed them to George Moore for approval
- 12. Noticed Walmart pump flush valve not working, hosed/pumped down Walmart wetwell, pulled pump and removed blockage from valve
- 13. Greased grit & grease bridge, mechanical bar screen, grit classifier
- 14. Replaced pump tube on sodium aluminate pump
- 15. Troubleshoot Kessler generator not starting, brought battery back to charge/check; reinstalled battery and verified operation
- 16. Updated Biosolids Beneficial Use Event SOP and Biosolids Operations & Testing SOP
- 17. Received updated quotes for new wheel loader, submitted to Board of Control

18. Updated Owner-Farmer Acknowledgment of Biosolids Analysis and Grant of Limited Access and Release Agreements, sent to Law Director and SSD for approval before acquiring signatures
19. Completed solids test on AD#3, transferred to sludge mixing tank, completed solids on screw press cake
20. Cleared debris from channel gate track and exercised south UV gate through full travel
21. Cleared fault at Kingswood LS
22. Rotated impellers on spare LS pumps

Electric Distribution

1. Set 6 poles
2. Service Replacement
 - a. Upgrade Underground 4
 - b. Upgrade Overhead 1
3. Street Lights
 - a. Repairs 4
 - b. Replaced 8
4. Underground Locates (OUPS) 42
5. Substations
 - a. Work on compressor on 69KV breaker at Walnut Substation
6. Tree Trimming
 - a. Take trees down at shop for new Public Works Building
 - b. Continuing to trim as needed west of town
7. Request or Miscellaneous Jobs
 - a. Take snowflakes down and put flags up
8. Trouble Calls
 - a. 1/24/2025- Bad transformer, Auglaize County Line Road
9. Large Projects
 - a. Move pole line on Township Line Road
 - b. Set and replace poles, Stose Road
 - c. Premium Utility Contractor completed work on Feeder 14
10. EV Charging Stations
 - a. Number of Sessions 17
 - b. Total Length of Sessions 32 hours 53 minutes

Income Tax – 2025

	2023 Month-to-date	2024 Month-to-date	2025 Month-to-date	2023 Year-to-date	2024 Year-to-date	2025 Year-to-date	2025 vs 2024 Year change	2025vs 2024 Year percent
Business	44,857.93	5,754.06	3,710.14	44,857.93	5,754.06	3,710.14	(2,043.92)	(35.52)
Non Resident Bus	4,220.32	722.00	1,507.00	4,220.32	722.00	1,507.00	785.00	108.73
Non-Resident	3,662.31	5,093.49	5,194.18	3,662.31	5,093.49	5,194.18	100.69	1.98
Resident	40,390.07	53,312.50	40,467.61	40,390.07	53,312.50	40,467.61	(12,844.89)	(24.09)
Non Resident W/H	14,227.07	26,533.13	23,392.80	14,227.07	26,533.13	23,392.80	(3,140.33)	(11.84)
Withholding	474,319.00	506,415.65	524,547.51	474,319.00	506,415.65	524,392.80	18,131.86	3.58
Grand Total	581,676.70	597,830.83	598,819.24	581,676.70	597,830.83	598,819.31	988.41	0.17

	2022	2023	2024	2025
January	\$478,116.36	\$581,676.70	\$597,830.83	\$598,819.24
February	\$473,587.98	\$502,513.66	\$576,721.82	
March	\$448,002.22	\$539,278.80	\$643,106.95	
April	\$698,445.36	\$906,561.14	\$1,036,961.75	
May	\$719,166.91	\$1,096,153.11	\$933,247.58	
June	\$653,890.17	\$770,037.48	\$745,178.68	
July	\$733,311.33	\$528,827.50	\$563,318.70	
August	\$781,346.45	\$639,141.86	\$484,522.22	
September	\$549,578.60	\$594,813.17	\$821,913.63	
October	\$602,278.54	\$607,545.72	\$574,212.31	
November	\$509,200.32	\$512,720.44	\$493,267.50	
December	\$491,072.40	\$578,608.60	\$733,372.49	
Grand Total	\$7,137,996.64	\$7,587,878.18	\$8,203,654.46	