

**Administrative Report**  
**March 21, 2025 to April 10, 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//
2. Zoning Permits:
  - a. 1480 Meadowview Dr.- apartments
  - b. 500 Staeger Rd- addition
  - c. 330 Portland St- sign
  - d. 116 Touvelle St- shed
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (2)
  - a. Plus N Mill St project
6. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 625 Jay St- trash
  - c. 431 E Fulton St- trash
  - d. 1951 Havemann Rd- trash
7. Board of Zoning Appeals:
  - a. Meeting scheduled for 04/24/25
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
  - 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 by Heyne, however the City of Celina Electric and Public works departments installed sanitary sewer and electric service the week of 3-3
  - viii. **Heyne Construction plans to seal the exterior stone the week of 4-14. They are planning to finish the interior in the weeks after pending the exterior water test to affirm no leaks.**
- c. 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**
- d. Mill Street Improvement
- 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. 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.**

- e. 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
  - iii. Floor is finished and the walls are being erected the week of 3-3
  - iv. **The exterior of the dugout has been completed and the benches are installed to be used during games. RCS continues to work on the interior and has not provided a completion date.**
- f. Administrative Building Brick Repair
  - i. We are on the schedule for spring of 2025 by Wellman Brothers. They intend to repair the east side of the building, as well as some corners to fulfill the allotted \$86,000
  - ii. **No Change**

### **Fire Department**

- 1. Totals since March 19<sup>th</sup>
  - a. Squad- 105
  - b. Fire- 23
  - c. Inspections- 4
  - d. Training Hours- 13
  - e. Primary squad runs & assists for other branches- 3
- 2. Totals for 2025
  - a. Squad- 582
  - b. Fire- 90
  - c. Inspections- 13
  - d. Training Hours- 128
  - e. Primary squad runs & assist for other branches- 13
- 3. Other
  - a. Zach Metzger was hired and will be starting April 15<sup>th</sup> as a Firefighter/EMT
  - b. The department completed the Neonatal Resuscitation Program April 10<sup>th</sup>

### **Police Department**

- 1. On 4/9/2025 a 25-year-old Tennessee man was located at Taco Bell. Celina Police Department received a tip and found the man who wanted on a parole violation. He was on parole resulting from manslaughter conviction. He had originally been charged in the 2017 murder of his 16-year-old girlfriend and her unborn child. He was arrested without incident.
- 2. On 4/8/2025 shortly before midnight Celina Police investigated reported yelling in the 200 block of E. Anthony Street. A 33-year-old man was there and found to have a local warrant for his arrest. He led officers on foot pursuit through several yards before stopped with a TASER and arrested.
- 3. Total Police Department Incidents YTD: 4,449

<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	2	Injury Incident	2	Non Injury Incident	17
Assist Another Agency	22	Alarm	1	Animal Complaint	5
Assault	2	Bad Check	5	Bank Detail	14
Barking Dog	1	Bond Sign Charges	32	Business Checks	425
Court	13	Death Investigation	1	Disorderly Conduct Issues	15
Domestic Violence	3	Domestic Dispute	3	False Alarm	5
Fight	1	Fire	3	Follow Up	47
Found Property	6	Funeral Detail	2	Golf Cart Inspection	5
Menacing/Threats/Harassment	6	Investigate Liquor Permit	6	Juvenile Runaway	1
Juvenile Abuse	1	Lost Property	3	Meeting	1
Mental Subject Call	2	Miscellaneous	14	Nature Unknown	2
Noise Complaint	1	Nuisance	1	Nuisance Junk Complaint	4
Open Door/Window	4	Parking Enforcement	13	Public Information Request	59
Release from Impound	1	Returning Property	11	Sex Offense	1
Special Detail	7	Stolen Vehicle	1	Suicide Threat	4
Suspicious Person	14	Suspicious Vehicle	19	Theft/Larceny	9
Special Traffic Detail	22	Traffic Stop	57	Training	1
Training Range/Firearms	2	Prisoner Transport	2	Trespassing	6
Unruly Juvenile	4	Utility Need	8	Vandalism	2
Lock Out/Vehicle	13	Warrant/Paper Service	24	Welfare Check	8

### **Parks and Recreation**

1. Rec numbers for baseball and softball ended up respectable
  - a. Numbers are down due to travel teams where most of the players are not playing Rec as well
  - b. T-Ball and Bantam enrollments are where they historically have been
  - c. Minor baseball and softball are 1 team less each
  - d. Little League softball numbers are very good at 39
  - e. Little League baseball took a huge hit
    - i. 2 travel teams in 5<sup>th</sup> grade and 1 travel team in 6<sup>th</sup> grade
    - ii. Rec enrollment is up to 32 but nobody would sign up as head coaches
    - iii. There will be 2 teams, with 2 assistant coaches each and hopefully parents will step up and help

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Service equipment and trailers
4. Mowing in parks
5. Working on ball diamonds

### **Public Works**

1. Work on equipment
2. Shop work
3. Concrete road repairs on Homan Avenue, Madison Drive, Fairlawn Drive, Jill Avenue, and Lincoln Drive
4. Dura patch potholes

5. Pushing topsoil up to haul out of State Park DMRA
6. Dirt work and seeding around town
7. Sweep city 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. Jones and Henry I&I Investigations

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

1. Billed 2,297 customer billings
2. Shut off 25 customers
3. Sent out 260 delinquent letters
4. Sent out refunds/finals
5. Meter readers continue to read routes

### **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. Tore out concrete at pool in prep for new slide, continued
- f. Planted grass seed & strawed at main break locations
- g. Repaired Service line in Bruns Subdivision
- h. Inspect Mill Street waterline project 2025
  - i. Bore new service line for replacement
  - ii. Replace 2 lead service lines into homes on N. Mill St.
  - iii. Remove old meters in homes on N. Mill St.
- i. 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.)

- j. Distr. Building
  - i. Engineering quote received, City Council?
- k. Planning 2026 Waterline Projects
  - i. 703 Water main
    - 1. Completed Engineering meeting with Access Eng. – City Council?
- l. Completing meter error code work orders
- m. Started City owned backflow testing (14 of 40 completed)
- 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                      03/25/2025 – 2.7 ug/l
  - ii. Raw Lake Water                      04/01/2025 – 2.7 ug/l
  - iii. Raw Lake Water                      04/08/2025 – 2.9 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. Scheduled to start in May 2025
- b. WTP Buildings, Grounds, & Operations:
  - i. Started mowing grass for 2025
  - ii. Carbon Exchange for tank #4, scheduled for April 1, 2025, completed
  - iii. Carbon Exchange for tank #6, scheduled for April 29, 2025
  - iv. 1974 Building Freight Elevator
    - 1. Quote received, waiting to City Council?
  - v. 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 repairs completed, waiting for installation
  - vi. DAF units drained and cleaned
    - 1. #3 unit cleaning completed
  - vii. 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, City Council?
    - i. New panels will include current data points
    - ii. Also include security camera system replacement / repairs
- viii. Monthly and weekly maintenance items completed
- ix. DAF Facility Air System
  1. Unit #1 Failure @ 4,700 hrs.
  2. Unit #2 operational @ 4,600 hrs.
  3. System replacement completed
- x. 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)
    - ii. Scheduled for May 5 – 7, 2025
3. Water Dept. Training
  - i. AWWA District meeting scheduled for June 19, 2025
  - ii. Technology Committee Meetings
    1. Completed February 18, 2025, meeting
    2. Next meeting scheduled for May 20, 2025
4. Bryson Pool Operations
  - i. Pool season 2025
    1. Started mowing the grass
    2. Splash pad pre-season work to start next month
    3. Basket house pre-season work to start next week
    4. Painting of Pool to be completed in April 2025
  - 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. Final slope and entry point elevation completed

### **Wastewater**

1. Removed plug from influent sample pump and reprimed
2. Transferred AD#2 to sludge mixing tank; completed solids analysis on cake
3. Worked on West grit & grease wall repair
4. Reinstalled cleaned up East sodium aluminate tank in Phosphorus building
5. Troubleshoot light by Wasting tank not working (not photoeye)
6. Checked out hydraulic oil leak on forklift (twin lift cylinder seals)
7. Worked on replacing AD#4 motor bearings
8. Received Final NFA from Jones & Henry, submitted to OEPA
9. Submitted 2<sup>nd</sup> Annual Report for New Final Effluent Limits Schedule of Compliance
10. Checked 4-H MultiSmart controller Application Error and erroneous hours; reset, ok
11. Cleaned drain channel on wasting tank to prevent short-circuiting over weir
12. Put stone around new hydrant and existing light pole at Myers Rd
13. Replaced cabinet air filters in North Eaton compressor, reset alarm
14. Calibrated gas meter, ordered new oxygen sensor for one unit
15. Removed Styrofoam from air vents
16. Worked on post air out gate operator; reinstalled
17. Removed plug from influent sample pump and reprimed
18. Completed solids analysis on AD#3; transferred to sludge mixing tank and completed solids analysis on cake
19. Put spare motor for Kessler pump on pump taken out (trashed bad motor)
20. Repaired inoperable pole light by wasting tanks (bad wire terminals)
21. Completed March 2025 eDMR report and submitted to OEPA
22. Troubleshoot influent building low wetwell alarm (bad float switch/jumped temporary); replaced bad float
23. Pulled #2 and #3 pumps at Kessler LS and removed vape cartridges
24. Drained condensate from press air compressor tank and topped off oil in compressor crankcase
25. Worked on UV startup (cleaned with citric acid, replaced bad sleeves/lamps)
26. Bypass event, reported to OEPA
27. Worked on rebuild of North oxidation ditch RAS splitter box gate operator

### **Electric Distribution**

1. Set 3 poles
2. New Services
  - a. Underground 6
3. Service Replacement
  - a. Upgrade Underground 3



- b. Upgrade Overhead 3
- 4. Street Lights
  - a. Repairs 2
  - b. Replaced 10
- 5. Underground Locates (OUPS) 101
- 6. Traffic Signals
  - a. Replace green light at Touvelle/Summit
  - b. Pedestrian light installation- Main/Myers
- 7. Tree Trimming
  - a. East side of town and east of US 127 rural lines as needed
- 8. Request or Miscellaneous Jobs
  - a. Mutual Aid- Ohio City for broke pole, 4/3/2025
  - b. Install speakers at Montgomery Field
- 9. Trouble Calls
  - a. 3/25/2025- 103 E. Logan- pole hit at rear of property
  - b. 3/29/2025- Reynolds- replace transformer
  - c. 4/3/2025- West Bank Road- broken wiser, storm
  - d. 4/5/2025- Feeder 3 open- lightning
  - e. 4/5/2025- Frahm Pike west of Twp. Line, phase floating
  - f. 4/9/2025- Tama Road- east of State Route 118- auto accident, pole replaced
- 10. Large Projects
  - a. Replace/upgrade 3 phase meters
- 11. EV Charging Stations
  - a. Number of Sessions 17
  - b. Total Length of Sessions 30 hours 7 minutes

### Income Tax – March 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
<b>Business</b>	24,367.30	59,648.06	76,504.19	110,577.96	130,686.27	148,761.97	18,075.70	13.83
<b>Non Resident Bus</b>	9,032.17	12,389.46	14,667.77	20,557.03	27,080.89	47,159.35	20,078.46	74.14
<b>Non- Resident</b>	14,373.52	10,312.68	8,356.30	20,063.63	20,612.90	15,623.98	(4,988.92)	(24.20)
<b>Resident</b>	110,044.21	118,729.04	165,398.14	172,778.00	225,566.37	256,430.07	30,863.70	13.68
<b>Non Resident W/H</b>	7,520.55	11,597.79	11,545.71	34,494.19	53,775.88	56,792.10	3,016.22	5.61
<b>Withholding</b>	373,941.05	430,429.92	480,508.60	1,264,977.25	1,359,937.29	1,524,708.30	164,771.01	12.12
<b>Grand Total</b>	539,278.80	643,106.95	756,980.71	1,623,448.06	1,817,659.60	2,049,475.77	231,816.17	12.75

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>January</b>	\$478,116.36	\$581,676.70	\$597,830.83	\$598,819.24
<b>February</b>	\$473,587.98	\$502,513.66	\$576,721.82	\$693,675.82
<b>March</b>	\$448,002.22	\$539,278.80	\$643,106.95	\$756,980.71
<b>April</b>	\$698,445.36	\$906,561.14	\$1,036,961.75	
<b>May</b>	\$719,166.91	\$1,096,153.11	\$933,247.58	
<b>June</b>	\$653,890.17	\$770,037.48	\$745,178.68	
<b>July</b>	\$733,311.33	\$528,827.50	\$563,318.70	
<b>August</b>	\$781,346.45	\$639,141.86	\$484,522.22	
<b>September</b>	\$549,578.60	\$594,813.17	\$821,913.63	
<b>October</b>	\$602,278.54	\$607,545.72	\$574,212.31	
<b>November</b>	\$509,200.32	\$512,720.44	\$493,267.50	
<b>December</b>	\$491,072.40	\$578,608.60	\$733,372.49	
<b>Grand Total</b>	<b>\$7,137,996.64</b>	<b>\$7,587,878.18</b>	<b>\$8,203,654.46</b>	