

Administrative Report

February 7, 2025 to March 6, 2025

Administration

1. Police Sergeant Promotional Exam will be April 3rd (written) and April 4th (oral assessment board)
 - a. 4 Officers are signed up to take the exam

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. 701 Willow St-fence
 - b. 607 Hierholzer-fence
 - c. 614 Hoying St-fence
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (0)
5. Dominion Gas Co. Street permits (1)
 - a. Plus N Mill St project
6. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 708 Echo St- police letter
 - c. Mackinaw St- Fire chief notified
 - d. E Fulton St-zoning issue/door hanger
7. Planning Commission:
 - a. Meeting scheduled for March 20th for an office expansion for Versa Pak
8. Board of Zoning Appeals:
 - a. Mar 6th for a variance conditional use for sf dwelling 1019 West Bank Road (contingent upon ODNR approval)
 - b. Also variance for side yard setback for 1104 E Livingston St
9. 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**
- c. Westview Park Restroom
 - i. This project has been advertised and has a bid opening of 3-20-25 at 11AM
- 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.
 - 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.**

- 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**
- f. Administration Building Brick Repair
 - i. **We are on the schedule for Spring of 2025 with Wellman Brothers. They intend to repair the east side of the building, as well as some corners to fulfill the allotted \$86,000**

Fire Department

- 1. Totals since January 24th, 2025:
 - a. Squad- 272
 - b. Fire- 25
 - c. Inspections- 5
 - d. Training Hours- 103
 - e. Primary squad runs & assists for other branches- 10
- 2. Totals for 2025:
 - a. Squad- 402
 - b. Fire- 52
 - c. Inspections- 6
 - d. Training Hours- 158
 - e. Primary squad runs & assists for other branches- 11
- 3. Other:
 - a. Civil Service list will be certified March 12th
 - b. Recruit Shaw and Engle began Fire School the first week of February
 - c. Firefighter Schoenleben successfully completed Firefighter 2 Certification
 - d. Firefighter Schott and Ewing will be attending Bowling Green State Fire School in May to obtain the Fire Safety Inspector Certification
 - e. Firefighter Koch will attend as well to obtain Fire Officer 1
 - f. Structure fire at 911 Hemlock

Police Department

- 1. On 3/4/2025 Celina Police conducted a traffic stop at about 10:08 PM in the north end of town. The officer developed reasonable suspicion of drug activity and called K-9 from Mercer County Sheriff Office. The K-9 alerted and a subsequent search revealed suspected meth in the vehicle. Both the driver and passenger were arrested on drug charges and a warrant. The female passenger initially gave false identifying information, however, officers were able to positively identify her and located a warrant for her arrest.
- 2. On 3/5/2025 Samuel Paul Jr., who Celina Police Department arrested on November 3rd, 2024 for attempted murder was sentenced to 10-12 ½ years in prison on a plea deal. He had shot his step daughter's husband as he left their shared residence on N. Sugar Street. The victim was walking away, unarmed, carrying his 4-year-old son. His survival is credited to quick reaction and response of Celina Police Department officers and Celina Fire Department Paramedics.

3. Total Police Dept. Incidents YTD: 2,813

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
Abandoned Vehicle	1	Injury Accident	2	Non Injury Accident	26
Assist Another Agency	31	Alarm	8	Animal Complaint	4
Assault	4	Bad Check	1	Bank Detail	18
Barking Dog	1	Bond Sign Charges	44	Burglary	1
Business Checks	612	Civil	6	Court	10
Debris in/on Roadway	2	Death Investigation	1	Disorderly Conduct Issues	7
Domestic Violence	4	Domestic Dispute	4	False Alarm	7
Fight	2	Fire	1	Follow Up	66
Found Property	3	Funeral Detail	2	Golf Cart Inspection	1
Menacing/Threats/Harassment	12	Internal Administrative Detail	1	Investigate Liquor Permit	8
Juvenile Abuse	1	Lost Property	2	Mental Subject Call	4
Miscellaneous	14	Motorist Assist	1	Noise Compliant	1
Open Door/Window	9	Overdose	3	Parking Enforcement	12
Public Information Request	61	Recover Stolen Property	1	Release from Impound	2
Returning Property	3	Sex Offense	1	Special Detail	14
Stolen Vehicle	2	Suicide Attempt	2	Suicide Threat	4
Suspicious Person	11	Suspicious Vehicle	8	Testing Alarms	4
Theft/Larceny	9	Special Traffic Detail	34	Traffic Stop	64
Training	1	Prisoner Transport	2	Trespassing Report	3
Unruly Juvenile	5	Utility Need	8	Vandalism	4
Vehicle Maintenance	11	Lock Out/Vehicle	4	Warrant /Paper Service	15
Welfare Check	6			TOTAL REPORTED	1,216

Parks and Recreation

1. Baseball & Softball registration opened on February 26th and is open until April 2nd
2. Rec Advisory Board was started up again and met with the Celina Dolphins on February 27th

Parks Maintenance

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

Public Works

1. Work on equipment
2. Shop work
3. Replaced Sanitary manhole and tied in new restroom at Bryson Park
4. Salted Streets on 2/6, 2/8, 2/13, 2/16, and 2/20 had to plow on 2/16
5. Built walls at CMU and finish work
6. Graded drives and topped with stone at cemetery
7. Seeded and strawed mound in frisbee golf course

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 2,891 customer billings
2. Sent out 275 delinquent bills
3. Shut off 27 customers
4. Sent out finals and refunds
5. 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, (April 2025, then bed)
 - ii. Knapheide Truck & Equip. – 2024 International Dump Body & Equip. (June 2025)
 - iii. RG Comm. – Truck Radio . (June 2025)
- e. Service truck, dump truck, & backhoe cleanup
- f. Planning 2025 Waterline Projects
 - i. Beaver St. (Mill St. to Sugar St.)
 - ii. Washington St. (Mill St. to Sugar St.)
 - iii. Blake St. (Mill St. to Sugar St.)
- g. Distr. Building
 - i. Engineering quote received, needs to go to Council for approval
- h. Planning 2026 Waterline Projects
 - i. 703 Water main
 1. Completed Engineering meeting with Access Eng. – waiting for quote
- i. Completing meter error code work orders
- j. Started City owned backflow testing (14 of 40 completed)
- k. 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 02/11/2025 – 0.6 ug/l
 - ii. Raw Lake Water 02/18/2025 – 1.9 ug/l
 - iii. Raw Lake Water 02/25/2025 – 1.9 ug/l
 - iv. Raw Lake Water 03/04/2025 – 1.8 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 #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 month
 - 2. #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
 - d. Work completed last week, fully operational
 - 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. Third Lime Pump Installation, completed & operational
 - ix. 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
 - a. Includes 2 compressors, 2 regulators, & an air dryer system
 - 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 – to install u-channel & threaded rods
 - a. Started February 25, 2025
 - 7. Xylem field rep. rescheduled for April 2025
 - i. Progress is weather dependent (grout / concrete pour)
 - ii. April – May 2025
3. Water Dept. Training
- i. 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
 - 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 started removal of concrete and prep for new foundations
 - 4. Waiting for engineers' drawings, then submit to Ohio Health for approval

Wastewater

1. Delivered Martz pump repair parts to Irish Electric
2. Replaced bearings in AD#3 Kaeser blower motor
3. Removed plug from influent sample pump and primed
4. Increased was WML rates due to high solids
5. Completed solids analysis on AD#4; transferred AD#4 to mixed tank and completed solids analysis on dewatered sludge
6. Attempted to replace broken check-valve spring at Martz LS but roll pins were seized up, sprayed with penetrant
7. Cleaned phosphorus treatment building, replaced pump tube in East pump; replaced pump tube again on East pump, replaced roller assembly
8. Replaced bad indicator bulbs controls lights
9. Worked on rebuilding of south G&G bypass channel slide gate operator
10. Worked on rebuilding of effluent channel slide gate operator
11. Sent applicable monthly reports to Jones & Henry
12. Submitted January eDMR and Minimum Staffing Level reports to OEPA
13. Completed rebuild on effluent slide gate operator and reinstalled
14. Temporary fixed low level raw wetwell alarm (bad float) by adding jumper wire; couldn't change float because flow regulator gate froze
15. Unplugged discharge line of raw sample pump and reprimed
16. Completed snow duties
17. Completed solids analysis on AD#1; transferred to sludge mixing tank
18. Worked on rebuild of North UV channel gate operator
19. Troubleshoot North screw press flow issue (found partially opened valve)
20. Worked on rebuild of valve operator for West Ox Ditch/South clarifier
21. Repaired leak on influent sampler discharge line
22. Removed plug from influent sample pump
23. Collected #6 of 7 biosolids fecal sample; collected #7 of 7 biosolids fecal sample and composite biosolids sample for 503 Regulations
24. Transferred AD#2 to sludge mixing tank, ran input/output solids and adjusted feed settings
25. Replaced low level float in screw pump channel and removed jumper wire
26. Topped off engine coolant in WWTP generator

Electric Distribution

1. Set 11 poles
2. New Services
 - a. Underground 6
3. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 2
4. Street Lights
 - a. Repairs 14
 - b. Replaced 22
5. Underground Locates (OUPS) 114
6. Substations

- a. Repair 69KV breaker at Summit substation
- 7. Tree Trimming
 - a. System wide as needed
- 8. Request or Miscellaneous Jobs
 - a. Assist with plowing snow
 - b. Assist County with tree trimming
- 9. Trouble Calls
 - a. 2/16/20025- Tri Star- State Route 703- riser pole hit in accident
 - b. 2/16/2025- Celina Mendon near Hasis- pole hit
 - c. 2/17/2025- State Route 49 near Carmel Church- pole hit
 - d. 2/21/2025- 911 Hemlock- fire
 - e. 2/23/2025- State Route 703 at Staeger- recloser control cabinet hit
- 10. Large Projects
 - a. Area of Stella and Market- upgrade feed
 - b. Area of Fayette and Zillah- upgrade feed
- 11. EV Charging Stations
 - a. Number of Sessions 20
 - b. Total Length of Sessions 54 hours 20 minutes

Income Tax – February 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	41,352.73	65,284.15	68,547.64	86,210.66	71,038.21	72,257.78	1,291.57	1.72
Non Resident Bus	7,304.54	13,969.43	30,984.58	11,524.86	14,691.43	32,491.58	17,800.15	121.16
Non-Resident	2,027.80	5,206.73	2,073.50	5,690.11	10,300.22	7,267.68	(3,032.54)	(29.44)
Resident	22,343.72	53,524.83	50,564.32	62,733.79	106,837.33	91,031.93	(15,805.40)	(14.79)
Non Resident W/H	12,746.57	15,644.96	21,853.59	26,973.64	42,178.09	45,246.39	3,068.30	7.27
Withholding	416,717.20	423,091.72	519,652.19	891,036.20	929,507.37	1,044,199.70	114,692.33	12.34
Grand Total	502,492.56	576,721.82	693,675.82	1,084,169.26	1,174,552.65	1,292,495.06	117,942.41	10.04

	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	\$693,675.82
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	