

Administrative Report
July 24, 2026 to August 6, 2026

Engineering Department

1. Department Projects
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans//
2. Zoning Permits:
 - a. 1308 Queensbury Dr- fence
 - b. 609 N Mill St- shed
 - c. 2020 Golfview- room addition
3. Board of Zoning Appeals
 - a. Meeting scheduled August 20, 2026
4. Planning Commission
 - a. Working with a proposal for a conditional use in a business district
5. Code Enforcement
 - a. 4 grass notices
 - b. 3 junk/rubbish notices

*City is currently mowing 5 properties
6. Dumpster Permits
 - a. Letter sent to residence to obtain a permit
7. Sanitary Permits
 - a. n/a
8. 2026 Construction Update
 - a. Administrative Building Brick Repair
 - i. Wellmann Brothers is scheduled to conduct additional water testing and continue brick repairs in April, weather permitting.
 - ii. Wellmann Brothers met us on site 3-5-26. We determined our main goal was to investigate water leaking and are conducting water dye testing within our own departments before we move to more brick repair.
 - iii. **NO CHANGE**
 - b. Public Work Site
 - i. The Street Department is scheduled to begin work on the detention basin and associated structures at the 711 Hierholzer Street site. Weather permitting, completion is anticipated by the end of March.
 - ii. The Street Department has finished the storm work and set the detention and outfall structures. Weather permitting, they will continue excavating the detention basin area. D&M Fencing has also started the fencing project and anticipates completion by the 13th of the month.
 - iii. Public Works/Electric Site Fence Project is Complete. Public Works Continues to work on storm work and water detention basin.
 - iv. **Site Prep and detention basin is complete.**
 - c. Public Works Salt Storage
 - i. Planning and estimating are underway to determine the appropriate size and optimal location.

- ii. Board of Control has been approved on the Sourcewell Pricing for salt storage through Celina Tent. Requisition for P.O. has been put in.
- iii. We are currently waiting for the plans to be finalized before a construction timeline can be provided.
- iv. **Plans have been finalized and approved. The site pad has been prepared, and the concrete piers will be augured during the week of 8-10-26 in preparation for the rebar cages. Tent installation is scheduled for the week of 8-17-26, followed by the pouring of the interior concrete walls during the week of 8-24-26.**

Fire Department

- 1. Totals since July 23, 2026
 - a. Squad- 78
 - b. Fire- 12
 - c. Inspections- 18
 - d. Training Hours- 56
 - e. Primary squad runs for another branch- 0
 - i. Medic/EMT assists- 0
- 2. Totals for 2026
 - a. Squad- 1,169
 - b. Fire- 253
 - c. Inspections- 149
 - d. Training hours- 523.5
 - e. Primary squad runs for another branch- 3
 - i. Medic/EMT assists- 4

Police Department

- 1. Total Police Dept. Incidents YTD: 11,144

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	2	Injury Accident	3	Non-Injury Accident	9
Assist Another Agency	13	Alarm	1	Animal Compliant	4
Assault	2	Bad Check	2	Bank Detail	9
Barking Dog	1	Bond Sign Charges	17	Business Checks	359
Civil	5	Court	7	Debris in/on Roadway	1
Death Investigation	1	Disorderly Conduct Issues	8	Domestic Violence	2
Domestic Active	1	Domestic Dispute	2	Drugs	2
False Alarm	5	Fight	2	Follow Up	38
Found Property	12	Golf Cart Inspection	4	Menacing/Threats/Harassment	8
House Check	1	Investigate Liquor Permit	7	Juvenile Abuse	1
Log Information	1	Lost Property	6	Man with a Gun	1
Mental Subject Call	1	Miscellaneous	4	Missing Adult	1
Missing Juvenile	2	Motorist Assist	3	Noise Complaint	2
Open Door/Window	5	Parade/Event	2	Parking Enforcement	5
Public Information Request	21	Release from Impound	9	Returning Property	5
Special Detail	4	Stolen Vehicle	1	Suicide Threat	3
Suspicious Person	25	Suspicious Vehicle	6	Testing Alarms	1
Theft/Larceny	2	Special Traffic Detail	1	Traffic Stop	144

Training	2	Prisoner Transport	1	Unruly Juvenile	3
Vandalism	1	Vehicle Maintenance	6	Lock Out/Vehicle	15
Warrant/Paper Service	20	Welfare Check	6	TOTAL REPORTED	838

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Setup and painted soccer fields
4. Mow parks
5. Spray weeds in parks
6. Water flowers downtown
7. Removed trash cans from park areas

Public Works

1. Work on equipment
2. Shop work
3. Sweep streets
4. Salt storage building foundations
5. Digging out parking lot detention pond at Public Works Building
6. Spraying weeds around town
7. Moved rest of everything from old Public Works Building and cleaned up
8. Brush pickup

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. Fix storm pipes in streets

Customer Accounts/Meter Readers

1. Billed 2,346 customer bills
2. Sent out 245 delinquent notices
3. Shut off 51 customers
4. Sent out finals/refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting – 201 painted in 2026 so far
 - i. Painted (358 of 762) 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. Updated water GIS map

- i. SR703 Project
- e. Wawa Gas Station
 - i. Property is cleared for demo and construction
 - ii. 2" & 1" service lines were installed with SR 703 waterline replacement project
- f. Assisted Water Plant & Parks Dept. with mowing
- g. Started concrete work around water fittings in parks
- h. Removed sidewalk along Washinton St., will be planting grass
- i. Will be spraying weeds around water plant properties again
- j. Pressure test and bacteria test 12 in waterline relocate at high school
 - i. Assisted RCS with connection to system
- k. Distr. Building
 - i. Engineering quote received, add to 2027 budget
- l. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 - 1. Shinn Bros. - started June 8, 2026
 - a. Pizza Hut to City limits installed
 - i. Passed bacteria testing
 - ii. Services are being connected
 - b. County (City limits to Celina Street)
 - i. Continued boring of 12" mainline
- m. 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 07/28/2026 – 44.8 ug/l
 - ii. Raw Lake Water 08/04/2026 – 38.6 ug/l
 - iii. Raw Lake Water
 - 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 – results on ODNR website
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #1 completed, July 28th, 2026
 - ii. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2027 budget

- iii. Lime feed system
 - a. Pump #3 replacement on order – (2 weeks)
 - iv. Weekly, monthly and annual maintenance items completed
 - v. Annual Consumer Confidence Report (CCR)
 - 1. Update for 2025, completed and available on the city website
 - 3. Water Dept. Training
 - i. AWWA District meeting – October 2026?
 - ii. Monthly Water Dept. staff meeting completed
 - 1. August 5th completed water tower training @ meeting
 - iii. Technology Committee Meetings
 - 1. Next meeting scheduled for August 18th, 2026 (Dublin Rd. WTP)
 - 4. Bryson Pool Operations
 - i. Pool season 2026
 - 1. Big Pool
 - a. Full operation
 - b. Slide flow meter in operation
 - c. Slide pump motor controller wiring replaced
 - 2. Splash Pad
 - a. Full operation

Wastewater

1. Removed plug from South polymer pump
2. Added stone around Influent East fire hydrant
3. Prepped and painted Eaglebrooke propane tank
4. Greased grit & grease bridge, bar screen, grit classifier, grit blower, post aerators
5. Removed plug from influent sample pump and primed
6. Prepped and painted fire hydrants at lift stations
7. Serviced and cleaned carburetor on Coleman generator
8. Removed rags from Bruns LS check valve
9. Mowed
10. Remarked level indicators on Havemann calcium nitrate bulk tank
11. Received new Motorola handheld to replace inoperable unit; sent back to P&R
Communications due to incorrect frequency programming; received reprogrammed unit
12. Cleaned #1 check valve at Bruns LS, pulled #1 pump and removed plug
13. Adjusted air mixing on North polymer tank
14. Pumped out rainwater from sludge storage tanks
15. Renewed Kerry's Commercial Applicator license
16. Monthly meeting with Jones & Henry; controls meeting – showed electrical team
Bypass station controls, wasting equipment controls, and provided HUBER sludge dewatering drawings
17. Contacted Kurtis Williams to reschedule a visit to determine water pressure on backside
of backflow preventer in Influent building for Jones & Henry
18. Replaced suction/return tubing on Wagner airless paint sprayer

19. Calibrated RKI gas meters, replaced O2 sensor on unit #3
20. Troubleshoot Eaglebrooke LS fault, cleaned level probe
21. Emailed Jones & Henry group changes needed and ethernet locations
22. Sprayed weeds
23. Water Distribution tested water pressure on backside of backflow preventer in Influent building, sent to Jones & Henry

Electric Distribution

1. Set 17 poles
2. New Services
 - a. Underground 1
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 4
4. Street Lights
 - a. Repairs 3
 - b. Replaced 4
5. Underground Locates (OUPS) 105
6. Request or Miscellaneous Jobs
 - a. Panels and speakers up for Lake Fest
7. Trouble Calls
 - a. 8/3/2026- Replace transformer on Newcomb Road
8. Large Projects
 - a. Township Line Road pole extension
 - b. Replace poles at Wayne and Fountain
9. EV Charging Stations
 - a. Number of Sessions 26
 - b. Total Length of Sessions 94 hours 37 minutes

Income Tax – July 2026

	2024 Month-to-date	2025 Month-to-date	2026 Month-to-date	2024 Year-to-date	2025 Year-to-date	2026 Year-to-date	2026 vs 2025 Year change	2026vs 2025 Year percent
Business	15,826.00	19,123.00	4,799.63	752,981.56	688,724.11	580,709.81	(108,014.30)	(15.68)
Non-Resident Bus	3,103.44	906.76	1,682.00	102,935.91	285,146.94	123,206.26	(161,940.68)	(56.79)
Non-Resident	3,069.23	1,921.00	1,340.73	91,825.46	75,064.74	89,409.31	14,344.57	19.11
Resident	39,296.50	23,698.75	28,146.20	765,691.26	780,035.71	851,472.50	71,436.79	9.16
Non-Resident W/H	24,256.11	22,038.97	22,926.92	134,308.39	136,996.07	139,689.48	2,693.41	1.97
Withholding	477,767.42	460,284.77	469,856.44	3,248,623.73	3,377,812.90	3,416,676.32	38,863.42	1.15
Grand Total	563,318.70	527,973.25	528,751.92	5,096,366.31	5,343,780.47	5,201,163.68	(142,616.79)	(2.67)

	2023	2024	2025	2026
January	\$581,676.70	\$597,830.83	\$598,819.24	\$519,783.93
February	\$502,513.66	\$576,721.82	\$693,675.82	\$695,954.98
March	\$539,278.80	\$643,106.95	\$756,980.71	\$762,740.58
April	\$906,561.14	\$1,036,961.75	\$989,094.57	\$1,061,029.60
May	\$1,096,153.11	\$933,247.58	\$836,177.33	\$877,171.99
June	\$770,037.48	\$745,178.68	\$941,059.55	\$755,730.68
July	\$528,827.50	\$563,318.70	\$527,973.25	\$528,751.92
August	\$639,141.86	\$484,522.22	\$581,453.58	
September	\$594,813.17	\$821,913.63	\$882,362.89	
October	\$607,545.72	\$574,212.31	\$666,238.07	
November	\$512,720.44	\$493,267.50	\$637,482.45	
December	\$578,608.60	\$733,372.49	\$622,668.30	
Grand Total	\$7,587,878.18	\$8,203,654.46	\$8,733,985.76	