

Administrative Report
October 9, 2026 to October 22, 2026

Engineering Department

1. Department Projects
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans
2. Zoning Permits
 - a. 512 E Fulton St- fence
 - b. 615 E Wayne St- fence
 - c. 1913 Meadowview Dr- new house
 - d. 1522 Westbury Dr- shed
3. Board of Zoning Appeals
 - a. Meeting scheduled for Oct. 1, 2026 for an appeal for a detached garage size and was approved
4. Planning Commission
 - a. Scheduling a meeting for Oct. 22, 2026 for 2 site plan reviews, a conditional use and an easement vacate
5. Code Enforcement
 - a. 4 grass notices
 - b. 1 junk/rubbish notices

*City is currently mowing 6 properties
6. Dumpster Permits
 - a. 1
7. Sanitary Permits
 - a. 0
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. Water Testing Scheduled for 8-21-26
 - iv. We have found windows on the east and west sides (sloped glass) leak, getting prices from contractors for replacement.
 - v. **Celina Glass was on site to look at windows 10-22-26. They are going to review and get a plan for replacement.**
 - b. Westview Park Playground (paid for by Bryson Trust)
 - i. Parts have arrived, will be installed late November.
 - ii. **NO CHANGE**

Fire Department

1. Total since October 8, 2026
 - a. Squad- 63
 - b. Fire- 13

- c. Inspections- 11
 - d. Training Hours- 56.75
 - e. Primary squad runs for another branch- 1
 - i. Medic/EMT assists- 0
- 2. Totals for 2026
 - a. Squad- 1,564
 - b. Fire- 335
 - c. Inspections- 227
 - d. Training Hours- 953.75
 - e. Primary squad runs for another branch- 5
 - i. Medic/EMT assists- 4
- 3. Other
 - a. Assistant Chief test is October 31st
 - b. Command vehicle delivered. Will be put into service once license plates arrive
 - c. Two working structure fires
 - i. Garage Fire- 515 N. Walnut
 - ii. House Fire- 8338 US Route 33

Police Department

1. On 10/10/2026 just shortly after midnight, on ongoing investigation of drug trafficking led by the Grand Lake Drug Task Force came to a head when a traffic stop was conducted near the intersection of US 127 and SR 274. The investigation led to the discovery of approximately 85 grams of methamphetamine. The occupants of the car were arrested and incarcerated. They were identified as brothers; Dustin and Cory Gross. We have one full-time detective assigned to the task force and a second detective helps out, when possible, such as that night.
2. Total Police Dept. Incidents YTD: 15,341

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Non-Injury Accident	10	Assist Another Agency	9
Animal Complaint	4	Bad Check	7	Bank Detail	7
Bond Sign Charges	11	Burning Complaint	1	Business Checks	283
Civil	1	Court	6	Debris in/on Roadway	3
Disorderly Conduct Issues	6	Domestic Violence	1	Domestic Dispute	4
Drugs	2	False Alarm	7	Fire	1
Follow Up	23	Found Property	2	Menacing/Threats/Harassment	4
Investigate Liquor Permit	8	Juvenile Abuse	1	K-9 Call	5
Miscellaneous	4	Motorist Assists	1	Noise Complaint	1
Nuisance Junk Complaint	3	Nuisance Vehicle Complaint	1	Nuisance Weed Complaint	3
Open Door/Window	3	Parking Enforcement	7	Public Information Request	1
Release from Impound	2	Returning Property	3	Special Detail	1
Suicide Attempt	1	Suicide Threat	1	Suspicious Person	9
Suspicious Vehicle	3	Theft/Larceny	10	Special Traffic Detail	6
Traffic Stop	61	Training Range/Firearms	1	Prisoner Transport	1
Trespassing Report	1	Unruly Juvenile	9	Vehicle Maintenance	1
Lock Out/Vehicle	9	Warrant/Paper Service	9	Warrant Service	1
Welfare Check	5			TOTAL REPORTED	565

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Paint soccer and football fields
4. Mow parks
5. Work on ball diamonds
6. Remove maintenance items from park areas

Public Works

1. Work on equipment
2. Shop work
3. Sweep streets
4. Sprayed weeds around town
5. Leaf pickup
6. Poured concrete under new shelter houses at Bryson Park

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. Started dye testing downspouts for cross connections
6. Found 2 buried manholes and brought to grade in Eaglebrooke

Customer Accounts/Meter Readers

1. Billed 2,383 customer billings
2. Shut off 16 customers
3. Sent out finals/refunds
4. Sent out 450 delinquent letters
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting – 245 painted in 2026
 - i. Painted (402 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. Continued sidewalk replacement at GAC Facility
- h. Continued concrete work around water fittings and light poles
- i. Continued asphalt patching from waterline repairs
- j. Water services added
- k. Waterline repairs
- l. Sugar Street Waterline Project – 2027
 - i. Completed second engineering meeting to continue design work
 - ii. Project estimate received
- m. Distr. Building
 - i. Engineering quote received, add to 2027 budget
- n. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 - 1. Shinn Bros. - started June 8, 2026
 - a. County (City limits to Celina Street)
 - i. Water service connections are continuing
- 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 10/13/2026 – 36.9 ug/l
 - ii. Raw Lake Water 10/20/2026 – 48.4 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 – completed for 2026
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #3 Completed
 - 1. Issue with old carbon, virgin used at a higher price
 - ii. Carbon Exchange for tank #5 scheduled for October 28, 2026
 - 1. Virgin will be used for the next 7 exchanges
 - iii. Sand Filter #1
 - 1. Rebuild once #2 filter is completed and online
 - iv. Sand Filter #2
 - 1. Gravel – install next Wednesday
 - 2. Sand – install after stone
 - v. GAC Facility

1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2027 budget
- vi. Lime feed system
 - a. Pump #3 replacement received
- vii. Weekly, monthly and annual maintenance items completed
- viii. Wash Water Pump Station
 1. Pump controller replaced
- ix. UV System
 1. 6 bulbs replaced, 18 on order
 2. 2 glass wipers replaced / repaired
- x. Annual Consumer Confidence Report (CCR)
 1. Update for 2025, completed and available on the city website
3. Water Dept. Training
 - i. AWWA District meeting attended in Fremont, OH
 - ii. Technology Committee Meetings
 1. Next meeting scheduled for November 17th, 2026 (Dublin Rd. WTP)
4. Bryson Pool Operations
 - i. Pool season 2026
 1. Big Pool
 - a. Winterization for basket house completed
 - b. Slide & tea cup pump motor controller replacement
 - i. Motor control panels on order
 2. Splash Pad
 - a. Winterization completed

Wastewater

1. Communicated with Nick Schmitmeyer and discussed biosolids application schedule
2. Contacted Buschur Custom Farm Services to inform tentative hauling dates
3. Mowed
4. Erik completed online training course for contact hours
5. Removed standard bucket from CASE loader and installed roll-out bucket for biosolids loading next week; switched out buckets on CAT loader and Brandon practiced on both loaders to be comfortable loading next week
6. Completed Fall Maintenance on Pelsue winches
7. Exercised valves and gates around post aeration/uv area, inspected conditions of gates for Jones & Henry
8. Sprayed spiders
9. Completed September operating and flow reports, emailed to Jones & Henry
10. Reviewed mechanical screen room drawings from Jones & Henry, made comments and sent back

11. Informed Jones & Henry that all slide gates/actuators and stop plates at Secondary that remain after the project completion need to be replaced due to wear, deterioration, and sealing
12. Removed leaves inside 4-H LS fence
13. Placed Biosolids application signs and traffic cones (for setbacks) at both application sites
14. Sent Emmitt/Buschur Farms google maps and pins for biosolids application sites
15. Submitted follow-up report to Preliminary Compliance Review to OEPA
16. Greased g&g bridge, bar screen, classifier, grit blowers, post aerators
17. Set biosolids application site signs and traffic cones for isolation setbacks at application sites; moved precast concrete barriers in West bunker; Buschur Farm Services hauled 22 loads of biosolids to NS63, Schmitmeyer applied/incorporated; 7 additional loads hauled to NS63 and applied/incorporated; remaining 20 loads hauled to NS53 and applied/incorporated
18. Alpha Liberty serviced lab scale, took weight set to recertify
19. Worked on Eaton compressor rebuilds kits and South compressor repair
20. Completed solids testing on biosolids hauled to application sites
21. Cleaned up West bunker from biosolids hauling event; East bunker
22. Public Works swept street from wwtp to St.Rt.127 and inside plant from gate to gate from biosolids hauling event