

Administrative Report
May 8, 2026 to June 4, 2026

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//
2. Zoning Permits:
 - a. 815 E Wayne St- shed
 - b. 1107 Chicory Ct- fence
 - c. 2226 Eaglebrooke Cir-pool
 - d. 528 N Main St- garage addition
 - e. 529 N Buckeye St- fence
 - f. 718 Wilkins St- fence
 - g. 307 N Brandon St- room addition
 - h. 1401 Myers Rd- room addition
3. Board of Zoning Appeals
 - a. Met on May 28, 2026 and approved a variance for a duplex at 230 W Warren St.
4. Planning Commission
 - a. Met on May 21, 2026 and approved a site plan for Celina Apartment Group for Phase III of Fairview Place Apartments. Second item was tabled to insufficient paperwork.
5. Code Enforcement
 - a. 28 grass notices have been sent out
 - b. 14 junk/rubbish notices
 - c. *City is currently mowing 6 properties
6. Dumpster Permits
 - a. 2 have been issued
7. Sanitary Permits
 - a. 0 issued
8. 2026 Construction Update
 - a. 2026 Street Resurfacing
 - i. This project includes the planning and resurfacing of approximately 5,000 lineal feet of Havemann Road and Grand Lake Road. The project will be advertised on February 10 and February 17, with bid opening scheduled for February 26 at 11:00 a.m.
 - ii. The Shelly Company was the only bidder, submitting a bid in the amount of \$548,251.25. Access Engineering reviewed the bid packet and found no mathematical errors. After reviewing the documents, it is their recommendation that the bid be accepted and that the City enter into a contract with The Shelly Company.
 - iii. The Shelly Company plans to begin resurfacing in May and will let us know when our date is placed on the schedule.
 - iv. A Pre-Construction meeting has been scheduled for April 14th @ 10AM
 - v. Weather permitting, The Shelly Company anticipates beginning work in mid-June. For safety, milling and paving operations will take place during

nighttime hours, from 7:00 PM to 5:00 AM, to minimize impacts to traffic.

- vi. **The Shelly Company has finalized the project schedule. Weather permitting, milling operations are scheduled for June 10–13, with paving operations scheduled for June 14–18. Construction activities will generally occur during nighttime hours (7:00 PM–7:00 AM) to minimize impacts to traffic and businesses. Construction notices have been distributed to affected residents and businesses.**

b. 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**

c. Public Works 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. **NO CHANGE**

d. 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. **NO CHANGE**

Fire Department

- 1. Totals since May 21, 2026
 - a. Squad- 88
 - b. Fire- 33
 - c. Inspections- 20
 - d. Training Hours- 18.5
 - e. Primary squad runs for another branch- 0
 - i. Medic/EMT assists- 0
- 2. Totals for 2026
 - a. Squad- 806
 - b. Fire- 177

- c. Inspections- 96
- d. Training Hours- 324.5
- e. Primary squad runs for another branch- 1
 - i. Medic/EMT assists- 3

Parks Maintenance

- 1. Dump trash from parks
- 2. Clean restrooms
- 3. Prep baseball and softball fields
- 4. Mow Parks
- 5. Spray weeds in parks
- 6. Water flowers downtown

Public Works

- 1. Work on equipment
- 2. Shop work
- 3. Sweep streets
- 4. Finished front parking lot at Public Works building
- 5. Asphalt patches around town
- 6. Digging out parking lot and detention pond at Public Works building
- 7. Spraying weeds around town
- 8. Mowing properties around town
- 9. Dura patch alleys
- 10. 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 and alleys
- 6. Cleaned flooding area storm lines

Customer Accounts/Meter Readers

- 1. Billed 2,377 customer billings
- 2. Shut off 28 customers
- 3. Sent out delinquent bills
- 4. Sent out finals/refunds
- 5. Meter readers continue to read routes

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in next month
 - i. Painted (157 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.
- e. Wawa Gas Station
 - i. Property is cleared for demo and construction
 - ii. 2" service line installed with SR 703 waterline replacement project
- f. Water main repair on Echo St (626).
- g. Coordinate with contractors at school on grade for valve boxes
- h. Located and marked JES Food waterline for Cooper Farms
- i. Grass seed main break / work areas from last fall / winter, continued
- j. Assisted Street Dept. with concrete pour @ PWB
- k. Completed updates / repairs to 1999 Dump truck
- l. Assisted Water Plant with tank cleanout
- m. Assisted Water Plant & Parks Dept. with mowing
- n. Distr. Building
 - i. Engineering quote received, add to 2028 budget
- o. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 - 1. Shinn Bros. to start June 8, 2026
 - 2. Moose has a temporary water service
 - 3. City part: \$645,000
 - 4. County part: \$650,000 + \$145,000 if Alternate #1 is added
- p. 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 05/12/2026 – 24.6 ug/l
 - ii. Raw Lake Water 05/19/2026 – 33.9 ug/l
 - iii. Raw Lake Water 05/26/2026 – 39.3 ug/l
 - iv. Raw Lake Water 06/02/2026 - 61.8 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 season
- b. WTP Buildings, Grounds, & Operations:

- i. Carbon Exchange for tank #8, scheduled for July 7th, 2026
 - ii. Carbon Exchange for tank #6, completed April 28th, 2026
 - iii. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2028 budget
 - iv. Lime feed system
 - 1. Getting updated price quote for third pump
 - 2. Pump shaft seal failure – some parts under warranty – on order
 - v. Weekly, monthly and annual maintenance items completed
 - vi. Annual Consumer Confidence Report (CCR)
 - 1. Update for 2025, completed and available on the city website
- 3. Water Dept. Training
 - i. AWWA District meeting - TBA
 - ii. Monthly Water Dept. staff meeting completed – 04/08/2026
 - 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 on order
 - 2. Splash Pad
 - a. Full operation

Wastewater

- 1. Completed drawing for fabricating two stands for polymer totes to provide flooded suction for polymer pumps to avoid plugging issues
- 2. Contacted MS Process Corp. to inquire if Seepex parts quote was still valid since Pelton Env. has not; ordered parts from MS Process Corp.
- 3. Removed sludge from drain trench under grating in West bunker
- 4. Removed plug from influent sample pump and reprimed
- 5. Cleaned and repositioned level probe at Eaglebrooke due to fault
- 6. Mowed
- 7. Completed monthly reports; submitted applicable reports to Jones & Henry
- 8. Installed pull cords on both influent high-level floats for alarm testing; replaced float on incoming (North) side of float regulator
- 9. Recirculated West mixed sludge tank with North Seepex sludge pump at 60 HZ (0.88 ft depth) to evaluate flow capability
- 10. Filled holes along Beaver Creek
- 11. Updated firmware on Rec-Plex and Martz MultiSmart controllers; Scotty's
- 12. Pumped out rainwater in non-mixed sludge holding tanks with 4" mobile pump
- 13. Pumped out rainwater in front mixed sludge storage tank with AMT pump in basement

14. Pulled #3 pump at Kessler LS and removed vape cartridge
15. Updated firmware on Havemann and Walmart MultiSmart controllers, Eaglebrooke and Myers Rd
16. Transferred calcium nitrate to Walmart and Eaglebrooke LSs and cleaned shed floors
17. Removed plug from North polymer line, changed check valve, cleaned up check valve and reprimed pump
18. Switched over to East wasting tank due to broken valve operator on West tank; pumped out West valve area and completed confined space entry to repair operator (replaced broken bolt)
19. Held progress meeting with Jones & Henry, met with architectural team and reviewed office/lab floorplan and discussed building materials; gave mechanical team tour of wwtp for future upgrade needs
20. Assisted Sewer Maintenance crew with confined-space entry
21. Prepped and painted Eaglebrooke generator
22. Completed MultiSmart firmware upgrades at Kingwood, Bruns, Fairgrounds, Bypass (all completed now)
23. Discovered two concrete wall sections tipped over in East sludge bunker
24. Discovered sludge inflow below old draw off valve in West WML tank, pumped both down for inspection and pictures
25. Repaired broken flight in East WML thickening tank
26. Completed confined space entry to inspect where sludge entering valve chamber of West WML thickening tank

Electric Distribution

1. Set 12 poles
2. New Services
 - a. Underground 4
 - b. Overhead 1
3. Service Replacement
 - a. Upgrade Underground 3
 - b. Upgrade Overhead 6
4. Street Lights
 - a. Repairs 12
 - b. Replaced 6
5. Underground Locates (OUPS) 206
6. Traffic Signals
 - a. Install radar along Havemann for pre for resurfacing
7. Tree Trimming
 - a. Removed trees on Frahm Pike west of Hellwarth Road
8. Request or Miscellaneous Jobs
 - a. Put red tent up
 - b. Install lights for basketball court at Bryson Park
9. Trouble Calls
 - a. 5/9/2026- outage- Brew Nation, blown fuse
 - b. 5/17/2026- outage- Kemmler Orthopedic, bad transformer
 - c. 5/23/2026- repair transformer lug at Crown

- d. 5/31/2026- outage- 440 Touvelle, blown fuse
- e. 6/3/2026- outage- 3797 Fetters Road, bad transformer
- 10. Large Projects
 - a. Replace poles, Fetters Road
 - b. Directional bore at Fairgrounds, existing camping overhead to underground
- 11. EV Charging Stations
 - a. Number of Sessions 36
 - b. Total Length of Sessions 117 hours

Income Tax – May 2026

	2024	2025	2026	2024	2025	2026	2026 vs 2025	2026vs
	Month-to-date	Month-to-date	Month-to-date	Year-to-date	Year-to-date	Year-to-date	Year change	2025
								Year
								percent
Business	206,436.68	74,364.44	64,281.74	541,327.24	408,974.27	393,732.74	(15,241.53)	(3.73)
Non-Resident Bus	14,076.22	87,791.28	123,135.54	72,077.35	170,526.32	102,767.71	(67,758.61)	(39.73)
Non-Resident	46,503.61	20,240.31	21,412.53	84,911.02	68,868.83	81,635.58	12,766.75	18.54
Resident	196,305.89	136,656.74	93,472.22	681,750.36	704,841.72	770,655.19	65,813.47	9.34
Non-Resident W/H	23,272.52	24,423.72	23,005.38	95,430.67	97,725.23	99,644.89	(4,419.92)	1.96
Withholding	446,652.66	492,700.84	551,864.58	2,312,372.29	2,423,811.30	2,468,244.97	1,919.66	1.83
Grand Total	933,247.48	836,177.33	877,171.99	3,787,868.93	3,874,747.67	3,916,681.08	41,933.41	1.08

	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	
July	\$528,827.50	\$563,318.70	\$527,973.25	
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	