

Administrative Report
January 23, 2026 to February 5, 2026

Administration

1. City Offices Closed- February 16, 2026- Presidents' Day

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects
2. 2026 Licenses Plumbers Registration
3. Move to the new facility
4. Updating all files to 2026
5. Zoning Permits:
6. Plumbing Permits/Inspections (0)
7. Dumpster Permits (0)
8. Dominion Gas Co. Street permits (0)
9. Code Enforcement:
 - a. Removal of signs in right-of-way
10. Planning Commission:
 - a. NA
11. Board of Zoning Appeals:
 - a. One pending
12. 2026 Construction Update:
 - a. 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
 - iii. A pre-construction meeting was held on 4-24. Grand Lake Building Co. plans to start this project as soon as possible, anticipating the week of May 5th. This project has a final completion date of 11-30-25.
 - iv. Footer is complete and plumbing has passed inspection. We continue to approve submittals; this project is moving along as planned.
 - v. Walls are complete and interior is prepped for concrete floor. City Electric department has completed their bore for new service.
 - vi. Grand Lake building has exterior and interior walls complete; the floor was poured and roof framed in the last week. Progress continues as we work towards a completion date of 11-30-25.
 - vii. Exterior concrete has been poured.
 - viii. Interior walls have been painted.
 - ix. Exterior roof and down spouts have been complete. The contractor is still working on installing doors. Plumbers have moved in and began working on installing fixtures and running water lines. This project is on schedule.

- x. Exterior is near completion as the doors are being painted this week. Interior fixtures and installed and the restroom partitions to be installed the week of 10-13. This project is on schedule for the 11-30 completion date.
- xi. Progress Continues, City crews have connected sanitary lateral and the water service will be installed 10-27. Interior of restrooms is near completion and this project is still on schedule.
- xii. Interior has not changed much; misc. hardware and handicap rails are being installed as well as door handles. Exterior grading has been completed and the fence has been removed. This project is anticipated to be complete in 2 weeks.
- xiii. No Change – Punch list items like door operations, leaking plumbing seals, and hvac components are in the process of being completed. With change orders and material issues their deadline has also been extended for the best interest of the City; instead of installing an inferior product in lieu of what was specified.
- xiv. Grand Lake Building Co. is finishing the punch list of misc. items before the restroom can be opened to the public. The backordered material has been delivered and installed this week by the plumbers; we are near completion and certificate of occupancy.
- xv. No Change, Misc. plumbing parts need attention due to faulty parts from manufacturer; we instructed the contractor to replace when able as we are in no hurry to open this restroom due to weather/time of year.
- xvi. **Grand Lake Building Co. has a couple items that need painted in the spring, but this Project is complete and will open in 1-2 weeks' weather depending.**
- b. 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.
- c. Administrative Building Brick Repair
 - i. Wellmann Brothers is scheduled to conduct additional water testing and continue brick repairs in April, weather permitting.
- d. 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.
- e. Public Works Salt Storage
 - i. Planning and estimating are underway to determine the appropriate size and optimal location.

Fire Department

- 1. Totals since January 22, 2026
 - a. Squad- 78
 - b. Fire- 26
 - c. Inspections- 2

- d. Training Hours- 21
- e. Primary squad runs and assists for another branches- 0
- 2. Totals for 2026
 - a. Squad- 194
 - b. Fire- 46
 - c. Inspections- 13
 - d. Training Hours- 71
 - e. Primary squad runs and assists for another branches- 0
- 3. Other
 - a. Part time Firefighter Feister started EMT-B class
 - b. Mason Ayers will start the Fire Academy on Monday, 2/9/2026
 - c. We are currently in the slow process of switching all our reporting and records from Emergency Reporting software to Emergency Networking

Police Department

1. On January 30, 2026, a male suspect believed to be responsible for spray-painting "CREM" and similar graffiti on multiple area properties was arrested.

Patrolman Zac Nelson recognized a vehicle captured on surveillance video at Lakeshore Park during a recent vandalism incident involving the Lions Club restroom. After developing probable cause, he conducted a traffic stop and positively identified the suspect from video footage, leading to the arrest.

The suspect later pleaded guilty and received a suspended sentence from an acting judge.

2. Total Police Dept. Incidents YTD: 1,336

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	2	Non-Injury Accident	14	Assist Another Agency	16
Alarm	13	Animal Complaint	3	Bad Check	3
Bank Detail	9	Bond Sign Charges	13	Burglary	1
Business Checks	117	Civil	1	Court	7
CPO Violation	1	Death Investigation	1	Disorderly Conduct Issues	2
Domestic Violence	1	Domestic Active	1	Drugs	1
False Alarm	5	Fire	2	Follow Up	34
Menacing/Threats/Harassment	4	Investigate Liquor	4	Juvenile Transport	1
Lost Property	1	Mental Subject Call	2	Miscellaneous	10
Motorist Assist	4	Nuisance	2	Open Door/Window	1
Parking Enforcement	14	Public Information Request	31	Returning Property	2
Special Detail	5	Stolen Vehicle	1	Suicide Attempt	1
Suicide Threat	1	Suspicious Person	5	Suspicious Vehicle	4
Testing Alarms	1	Theft/Larceny	8	Special Traffic Detail	5
Traffic Stop	71	Trespassing Report	2	Unruly Juvenile	1
Utility Need	1	Vandalism	1	Vehicle Maintenance	1
Lock Out/Vehicle	2	Warrant/Paper Service	10	Welfare Check	12
				TOTAL REPORTED	455

Parks and Recreation

1. Registration for baseball and softball will open February 11th with the deadline being March 29th
2. Rec Advisory Board have a meeting scheduled for February 17th

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. Service all engines
4. Salted streets on 1/29/2026 and 2/2/2026 plowed on 1/25/2026 and 1/26/2026
5. Moving to new Public Works Building

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. Moving to new building

Customer Accounts/Meter Readers

1. Billed out 2,899 customer billings
2. Sent out 246 delinquent billings
3. No shut offs during this time period due to extreme cold- landlords were notified- will shut off once temperatures rise
4. Sent out finals/refunds
5. Meter readers continue to read

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting to continue in Spring of 2026
 - 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. 1999 Dump Truck rust repairs and painting completed
- e. Added lights to service truck
- f. Repair waterline in GAC Basement
- g. Continued removal of old water meters from inside homes along Mill St. waterline project

- h. Pleasantview waterline replacement project
 - i. Pave and seed in Spring 2026
- i. Distr. Building
 - i. Engineering quote received, add to 2028 budget
- j. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 - 1. Engineering continued by Access Engineering, 2026 project
 - 2. Located services for engineering
 - 3. Should go out to bid soon, waiting on easements
- 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 01/27/2026 – 2.4 ug/l
 - ii. Raw Lake Water 02/03/2026 – <0.24 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 on the lake
 - 1. Completed for the season
 - b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #2, completed January 27th, 2026
 - ii. Carbon Exchange for tank #4, scheduled for April 7th, 2026
 - iii. GAC Facility
 - 1. GAC Tank Addition (4) Project
 - a. Engineering to be added to 2028 budget
 - iv. Replacement lime pump #3
 - 1. Getting updated price quote
 - v. Replacement sand filter backwash water flow meter
 - 1. Flow meter installed, calibration completed, factory defect repaired
 - vi. Water Tower SCADA
 - 1. Panels completed and received
 - 2. Electric repaired fiber loop (Dec 2025)
 - 3. Working to get data back to WTP from towers, equipment ordered
 - vii. Weekly, monthly and annual maintenance items completed
 - viii. OEPA Sanitary Survey of WTP completed February 5th, 2026
- ## 3. Water Dept. Training
- i. AWWA District meeting - TBA

- ii. Technology Committee Meetings
 - 1. Next meeting scheduled for February 17th, 2026 (Microsoft Teams)
- 4. Bryson Pool Operations
 - i. Pool season 2025
 - 1. Winterization completed
 - 2. Splash pad has been winterized, ordered parts for repairs
 - 3. Requested price quotes for four 3-way valves and 2 swing check valves
 - a. Added to 2026 budget

Wastewater

1. Prepped for snow weekend snow storm; Snow duties 1/25-1/28
2. Worked on F-250 tool inventory and started purchasing needed tools
3. Republic Services picked up 20-yd Special Waste roll-off
4. Removed plug from South polymer system & North system
5. Received analytical results for Biosolids Special Waste recertification; emailed analysis results, completed recertification form, and Special Waste Disposal Services Agreement to Republic Services; received 3-year recertification notice
6. Troubleshoot inoperable WWTP generator, found blown control fuses from bad voltage transformer
7. Replaced bad heater in Martz LS vfd cabinet; reset Martz control circuit breaker
8. Contacted Conco Spray Solutions (2nd time) for quote to repair grit channel
9. Republic Services picked up special waste roll-off container and disposed at Cherokee Run landfill
10. Discovered used oil in grit & grease and screenings dumpsters
11. Requested quote to service both HUBER screw presses (pull shafts, replace wipers/bearings/seals etc.)
12. Completed snow removal in collection system 1/30
13. Operated grease bridge/skimmer manually several times to remove oil accumulation
14. Installed two more concrete wall sections in West sludge bunker and pinned
15. Cut more pins for concrete wall sections in sludge bunkers
16. Discovered frozen valve on #1 sludge feed line; was able to thaw out using flowing sludge while working valve
17. Wastewater Dept. completed hearing tests
18. Cleared MultiSmart Application failure fault at 4-H LS
19. Replaced Stenner pump tube at Havemann LS
20. Blew out polymer line for precautionary operations
21. Fabricated and installed indoor pull chain on grease skimmer beach door
22. Replaced polymer check valve in South unit and cleaned plugged unit for spare use
23. Repositioned concrete wall sections in West sludge bunker and pinned; ordered six additional 5'X10' wall sections; received wall sections
24. Held staff meeting to discuss February biosolids testing procedures and requirements
25. Worked on #1 WML pump faulting out
26. Received spare Seepex sludge and polymer pumps; Replaced North Seepex sludge pump with new spare and took old pump to shop to rebuild

27. Removed plug from influent sample pump

Electric Distribution

1. Set 7 poles
2. New Services
 - a. Underground 1
3. Street Lights
 - a. Repairs 6
 - b. New Installs 1
 - c. Replaced 3
 - d. Pole New/Replace 1
4. Underground Locates (OUPS) 26
5. Traffic Signals
 - a. Conflict monitor testing completed
6. Substations
 - a. Battery testing and oil samples taken at all substations
7. Request or Miscellaneous Jobs
 - a. Assist Public Works plowing snow
8. Trouble Calls
 - a. 1/24/2026- E. Livingston- their problem
9. Large Projects
 - a. Working on system mapping
10. EV Charging Stations
 - a. Number of Sessions 13
 - b. Total Length of Sessions 50 hours 37 minutes

Income Tax – January 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	5,754.06	3,710.14	15,523.61	5,754.06	3,710.14	15,523.61		
Non-Resident Bus	722.00	1,507.00	(73,366.97)	722.00	1,507.00	(73,366.97)		
Non-Resident	5,093.49	5,194.18	5,230.00	5,093.49	5,194.18	5,230.00		
Resident	53,312.50	40,467.61	53,545.97	53,312.50	40,467.61	53,545.97		
Non-Resident W/H	26,533.13	23,392.80	22,161.56	26,533.13	23,392.80	22,161.56		
Withholding	506,415.65	524,547.51	496,689.76	506,415.65	524,547.51	496,689.76		
Grand Total	597,830.83	598,819.24	519,783.93	597,830.83	598,819.24	519,783.93		

	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	
March	\$539,278.80	\$643,106.95	\$756,980.71	
April	\$906,561.14	\$1,036,961.75	\$989,094.57	
May	\$1,096,153.11	\$933,247.58	\$836,177.33	
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	