

Administrative Report
August 21, 2026 to September 10, 2026

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans//
2. Zoning Permits:
 - a. 422 W Logan St-sign
 - b. 129 N Vine St- sign
 - c. 1022 Willow St- fence
 - d. 1308 Queensbury Dr- pool
 - e. 635 Hoying St- shed
 - f. 906 Briar Ln- pool
 - g. 230 Godfrey Ave- fence
 - h. 538 Willow St- shed
 - i. 609 Royal Ln- shed
3. Board of Zoning Appeals
 - a. N/A
4. Planning Commission
 - a. Working with a proposal for a conditional use in a business district and site plan review scheduled 9/17/26
5. Code Enforcement
 - a. 8 grass notices
 - b. 4 junk/rubbish notices

*City is currently mowing 7 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.**
 - b. 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. **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.
 - v. Structure has been erected by Celina Tent; interior concrete walls are still on schedule for the week of 8-24-26 followed by our street department pouring the floor to complete this project.
 - vi. **This Project is near completion, currently in our 7-day waiting period to place salt in the structure for concrete to cure, and will pour concrete apron in the front when able.**

Fire Department

- 1. Totals since August 20, 2026:
 - a. Squad- 115
 - b. Fire- 24
 - c. Inspections- 30
 - d. Training Hours- 142.5
 - e. Primary squad runs for another branch- 0
 - i. Medic/EMT assists- 0
- 2. Totals for 2026:
 - a. Squad- 1,344
 - b. Fire- 288
 - c. Inspections- 184
 - d. Training Hours- 732.5
 - e. Primary squad runs for another branch- 3
 - i. Medic/EMT assists- 4

Parks Maintenance

- 1. Dump trash from parks
- 2. Clean restrooms
- 3. Paint soccer and football fields
- 4. Mow parks
- 5. Spray weeds in parks

6. Work on ball fields
7. Remove maintenance items from park areas

Public Works

1. Work on equipment
2. Shop work
3. Sweep streets
4. Salt storage building floor poured
5. Finished digging out detention pond at Public Works Building
6. Spraying weeds around town
7. Roof put on new shelter houses at Bryson Park
8. Brush pick-up
9. Crack sealed Main Street

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
6. Sanitary Work Year to Date
 - a. 103 lines jetted for total of 33,593'
 - b. 123 MH's inspected
 - c. CCTV 37 lines for total of 7,239'
7. Storm Work Year to Date
 - a. 59 lines jetted for total of 14,607'
 - b. CCTV 35 lines for total of 4,969'
 - c. 26 MH's inspected
 - d. 16 MH's cleaned
 - e. 63 CB's inspected
 - f. 55 CB's cleaned

Customer Accounts/Meter Readers

1. Billed 2,343 customer billings
2. Shut off 23 customers
3. Sent out 184 delinquent notices
4. Sent out finals/refunds
5. Meter readers continue to read routes

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting – 245 painted in 2026 so far
 - 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
 - ii. Shinn Addition
- 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 and GAC NE parking lot catch basins
- j. Completed waterline repairs
 - i. Lakeview Dr (3)
 - ii. Devonshire Dr
 - iii. E. Fayette St
 - iv. E. Wayne St. (SR 197)
- k. Sugar Street Waterline Project – 2027
 - i. Completed engineering meeting to start design
 - ii.
- l. Completed spraying weeds around Water Dept. properties again
- m. Completed dump truck service
- n. Distr. Building
 - i. Engineering quote received, add to 2027 budget
- o. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 - 1. Shinn Bros. - started June 8, 2026
 - a. Pizza Hut to City limits installed
 - i. Services & side streets connected
 - ii. Seeding and asphalt needs completed
 - b. County (City limits to Celina Street)
 - i. Completed all boring areas, continued main line
- 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 08/25/2026 – 27.7 ug/l
 - ii. Raw Lake Water 09/01/2026 – 47.1 ug/l

- iii. Raw Lake Water 09/08/2026 – Not Completed Yet
 - 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 #3 scheduled for October 6, 2026
 - ii. Carbon Exchange for tank #5 scheduled for October 27, 2026
 - iii. Sand Filter #1
 - 1. Rebuild once #2 filter is completed and online
 - iv. Sand Filter #2
 - 1. Gravel on order, 2-4 weeks out
 - 2. Sand received
 - 3. Completed old sand cleanout with vac trailer
 - 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 on order – (2 weeks)
 - vii. Weekly, monthly and annual maintenance items completed
 - viii. 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
 - iii. 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. Draining pool for winterization
 - b.
 - c. Slide pump motor controller wiring replaced
 - i. Motor control panel replacement on order
 - 2. Splash Pad
 - a. Start winterization soon

Wastewater

1. Replaced UV lamps
2. Pulled pumps at Fairgrounds and Bruns (brought Bruns pump back to repair); cleaned up Bruns pump
3. Worked on replacement of screw pump float control wire, labeled, sealed conduits
4. Greased bridge, bar screen, grit classifier, grit blower, post aerators
5. Removed leaves and limbs from inside 4-H LS
6. Trimmed trees along 4-H drive
7. Mowed
8. Hosed grease out of Scotty's and Walmart Ls's
9. Republic Services picked up roll-off container, installed new liner
10. Sprayed weeds
11. Reinstalled baffle plate after Parshall flume
12. Removed impeller from Bruns chopper pump, disassembled volute, cleaned
13. Transferred AD#4 and completed To/From solids analysis
14. Troubleshoot SAFE-TLs running pumps at 4-H LS (no time on MultiSmart controller); cleaned SAFE-TL level probe
15. Completed confined-space entry to get measurements for replacement baffle wall needed on 42" pipe, cut new stainless baffle plate drilled holes; installed
16. Completed #1 SOUR tests on AD#2 for sludge regs (insufficient air, increased blower output), re-ran #1 SOUR tests; completed #2 SOUR tests on AD#2
17. Pulled #1 pump at Walmart LS (tripping breaker)
18. Adjusted reinstalled baffle plate for proper Final effluent sample pump operation
19. Cleaned level probe at Myers Rd LS (probe faults); replaced MultiSmart (primary) level probe at Myers Rd LS and SAFE-TL (backup) level probe at 4-H LS; replaced MultiSmart controller at Myers Rd LS and reinstalled original probe; checked MultiSmart faults on new controller, modified digital inputs and cleared current faults
20. CONCO Spray Solutions cleaned and lined grit channel
21. Scott and Erik attended Stirling training course for contact hours
22. Completed #3 SOUR test and #3 duplicate SOUR test on AD2 for sludge regs; completed #4 SOUR test
23. Leveled dirt on core sites

Electric Distribution

1. Set 11 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 5
 - b. Upgrade Overhead 3
4. Street Lights
 - a. Repairs 2
 - b. Replaced 3
 - c. Street Light Pole New/Replace
5. Underground Locates (OUPS) 124
6. Traffic Signals

- a. Replaced bad controller at Havemann and Irmscher 9/5/2026
- 7. Request or Miscellaneous Jobs
 - a. Remove old scoreboard at Montgomery Field
- 8. Trouble Calls
 - a. 8/22/2026- blown fuse, 600 block E. Market
 - b. 8/28/2026- bad primary underground, 2780 Mud Pike
 - c. 9/5/2026- bad traffic controller, Havemann and Irmscher
 - d. 9/6/2026- accident- pole hit, 8413 Rice Road
- 9. Large Projects
 - a. Traffic light completed at Wayne and Fountain
 - b. Replace poles- Frahm Pike and 49 area
- 10. EV Charging Stations
 - a. Number of Sessions 36
 - b. Total Length of Sessions 133 hours 8 minutes

Income Tax – August 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	19,313.73	22,844.14	30,761.35	772,295.29	711,568.25	611,471.16	(100,097.09)	(14.07)
Non-Resident Bus	645.32	6,928.83	2,650.82	103,581.23	292,075.77	125,857.08	(166,218.69)	(56.91)
Non-Resident	397.58	3,997.54	1,115.36	92,223.04	79,062.28	90,524.67	11,462.39	14.50
Resident	21,895.46	15,270.00	14,945.47	787,586.72	795,305.71	866,417.97	71,112.26	8.94
Non-Resident W/H	20,820.25	23,927.27	25,650.15	155,128.64	160,923.34	165,339.63	4,416.29	2.74
Withholding	421,449.88	508,485.80	563,912.72	3,670,073.61	3,886,298.70	3,980,589.04	94,290.34	2.43
Grand Total	484,522.22	581,453.58	639,035.87	5,580,888.53	5,925,234.05	5,840,199.55	(85,034.50)	(1.44)

	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	\$639,035.87
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	