

**Administrative Report**  
**September 11, 2026 to September 24, 2026**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans//
2. Zoning Permits:
  - a. 226 Jewett-shed
  - b. 325 N Walnut St- fence
3. Board of Zoning Appeals
  - a. Meeting scheduled for Oct. 1, 2026 for an appeal for a detached garage size
4. Planning Commission
  - a. Tentatively scheduling a meeting for Oct. 22, 2026 for 2 site plan reviews
5. Code Enforcement
  - a. 4 grass notices
  - b. 3 junk/rubbish notices

\*City is currently mowing 7 properties (scheduled mowing pushed back due to significant rain)
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. **NO CHANGE**
  - b. 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.
- vii. **THIS PROJECT IS COMPLETE**

### **Fire Department**

- 1. Totals since September 10, 2026
  - a. Squad- 85
  - b. Fire- 12
  - c. Inspections- 32
  - d. Training Hours- 93
  - e. Primary Squad Runs for another Branch- 0
    - a. Medic/EMT assists- 0
- 2. Totals for 2026
  - a. Squad- 1,429
  - b. Fire- 300
  - c. Inspections- 216
  - d. Training Hours- 825.5
  - e. Primary Squad Runs for another Branch- 4
    - i. Medic/EMT assists- 4
- 3. Other
  - a. Corey Lutterbeck has a start date of October 7<sup>th</sup>. He is currently a Firefighter 2 and EMT. He is also currently enrolled in medic school.

### **Police Department**

- 1. On September 18<sup>th</sup> Patrolman Zac Nelson graduated from Basic K9 Handler School with his K9 partner Digo. They had attended a 6-week long training course at Von der haus Gill Police K9 Academy near Waynesfield. Digo came from Germany and is just over 1 year old German Shepard. They are dual purpose certified in narcotics and patrol work.
- 2. Total Police Dept. Incidents YTD: 13,982

| <b>Nature of Incident</b>   | <b>Total Incidents</b> | <b>Nature of Incident</b> | <b>Total Incidents</b> | <b>Nature of Incident</b> | <b>Total Incidents</b> |
|-----------------------------|------------------------|---------------------------|------------------------|---------------------------|------------------------|
| 911 Hang Up                 | 5                      | Injury Accident           | 3                      | Non-Injury Accident       | 29                     |
| Assist Another Agency       | 41                     | Alarm                     | 5                      | Animal Abuse/Neglect      | 2                      |
| Animal Bite                 | 2                      | Animal Complaint          | 9                      | Assault                   | 3                      |
| Bad Check                   | 11                     | Bank Detail               | 22                     | Barking Dog               | 2                      |
| Bond Sign Charges           | 34                     | Business Checks           | 1001                   | Child Custody Issues      | 2                      |
| Civil                       | 9                      | Court                     | 22                     | Debris in/on Roadway      | 6                      |
| Dispatch Other Agency       | 1                      | Death Investigation       | 1                      | Disorderly Conduct Issues | 25                     |
| Domestic Violence           | 7                      | Domestic Dispute          | 6                      | False Alarm               | 14                     |
| Fight                       | 1                      | Follow Up                 | 110                    | Forgery/Counterfeit       | 1                      |
| Found Property              | 23                     | Funeral Detail            | 3                      | Gold Cart Inspection      | 2                      |
| Menacing/Threats/Harassment | 14                     | House Check               | 3                      | Investigate Liquor Permit | 16                     |
| Juvenile Abuse              | 1                      | Lost Property             | 5                      | Mental Subject Call       | 4                      |
| Miscellaneous               | 25                     | Motorist Assist           | 5                      | Noise Complaint           | 7                      |

|                            |    |                         |    |                       |             |
|----------------------------|----|-------------------------|----|-----------------------|-------------|
| Nuisance Vehicle Complaint | 1  | Open Door/Window        | 7  | Parking Enforcement   | 14          |
| Public Information Request | 42 | Recover Stolen Property | 1  | Release from Impound  | 8           |
| Returning Property         | 18 | Special Detail          | 11 | Stolen Vehicle        | 1           |
| Suicide                    | 1  | Suicide Attempt         | 2  | Suicide Threat        | 6           |
| Suspicious Person          | 60 | Suspicious Vehicle      | 16 | Testing Alarms        | 1           |
| Theft/Larceny              | 13 | Special Traffic Detail  | 34 | Traffic Stop          | 213         |
| Training                   | 2  | Prisoner Transport      | 5  | Trespassing Report    | 10          |
| Unruly Juvenile            | 9  | Utility Need            | 8  | Vandalism             | 4           |
| Vehicle Maintenance        | 27 | Lock Out/Vehicle        | 30 | Warrant/Paper Service | 42          |
| Welfare Check              | 17 |                         |    | <b>TOTAL REORTED</b>  | <b>2085</b> |

### **Parks Maintenance**

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

### **Public Works**

1. Work on equipment
2. Shop work
3. Sweep streets
4. Poured approach for salt storage and backfilled
5. Poured sidewalks and streets signage on Wayne Street and Fountain Avenue from traffic light project
6. Flooding issues from storm

### **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. Fixed storm on Shimp Drive
6. Flood issues from storms

### **Customer Accounts/Meter Readers**

1. Billed 2,383 customer billings
2. Sent out 386 delinquent bills
3. Shut off 12 customers
4. Sent out finals/refunds
5. Meter Readers continue to read

### **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
- 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. Received used Gator from Street/Parks Dept.
  - i. Cleaning, maintenance, and repairs completed next week
  - ii. Using for weed spraying, hydrant flushing, and hydrant painting
- h. Continued sidewalk replacement at GAC Facility
- i. Continued concrete work around water fittings and light poles
- j. Continued asphalt patching from waterline repairs
- k. Completed GAC NE parking lot catch basin asphalt repairs
- l. Water services added
  - i. 1229 Shinn drive
- m. Waterline repairs
  - i. Lakeview Dr – replacing 500' of watermain next week
  - ii. E. Wayne St. (SR 197)
  - iii. E. Fayette St.
- n. Sugar Street Waterline Project – 2027
  - i. Completed first engineering meeting to start design
  - ii. Scheduled second meeting to continue design
- o. Distr. Building
  - i. Engineering quote received, add to 2027 budget
- p. 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 main line along SR703
        - ii. Continuing on Harbor Point Dr.
        - iii. Water services to be connected over the next few weeks

- q. 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 09/15/2026 – 39.5 ug/l
    - ii. Raw Lake Water 09/22/2026 – 27.5 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 – 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. Continued crack sealing and top coating GAC Parking areas
    - iv. Sand Filter #1
      - 1. Rebuild once #2 filter is completed and online
    - v. Sand Filter #2
      - 1. Gravel on order, 2 weeks out
      - 2. Sand received
    - vi. GAC Facility
      - 1. GAC Tank Addition (4) Project
        - a. Engineering to be added to 2027 budget
    - vii. Lime feed system
      - a. Pump #3 replacement on order – (any day)
    - viii. Weekly, monthly and annual maintenance items completed
    - ix. 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 17<sup>th</sup>, 2026 (Dublin Rd. WTP)
- ## 4. Bryson Pool Operations
- i. Pool season 2026
    - 1. Big Pool
      - a. Draining pool for winterization

- b. Slide pump motor controller wiring replaced
    - i. Motor control panel replacement on order
- 2. Splash Pad
  - a. Start winterization soon

### **Electric Distribution**

- 1. Set 4 poles
- 2. New Services
  - a. Underground 1
- 3. Service Replacement
  - a. Upgrade Underground 4
  - b. Upgrade Overhead 5
- 4. Street Lights
  - a. Repairs 8
  - b. Replaced 18
- 5. Underground Locates (OUPS) 87
- 6. Traffic Signals
  - a. Mian and Touvelle, in conflict, replace ped head
- 7. Request or Miscellaneous Jobs
  - a. Mercer County ESC demonstration at Fairgrounds
  - b. Move material from Touvelle Street to shop
- 8. Trouble Calls
  - a. 9/16/2026 Skeels Road, blown fuse and arrester, lightning
  - b. 9/17/20026- Township Line Road blown fuse, lighting
- 9. EV Charging Stations
  - a. Number of Sessions 26
  - b. Total Length of Sessions 97 hours 37 minutes