

Administrative Report
June 5, 2026 to June 18, 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. 2101 Eaglebrooke Pkwy-attached garage
 - b. 211 N Enterprise- shed
 - c. 1401 E Market St- signage
 - d. 1612 Settlers Ln- fence
3. Board of Zoning Appeals
 - a. NA
4. Planning Commission
 - a. Met on June 11, 2026
 - b. Approved lot split 1205 Canterbury
 - c. Approved request for Cooper Foods zoning change
5. Code Enforcement
 - a. 7 grass notices
 - b. 4 junk/rubbish notices

*City is currently mowing 6 properties
6. Dumpster Permits
 - a. 0 have been issued; one letter sent requesting a permit
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.

vii. This Project is complete.

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 June 4, 2026
 - a. Squad- 84
 - b. Fire- 27
 - c. Inspections- 5
 - d. Training Hours- 66.5
 - e. Primary squad runs for another branch- 1
 - i. Medic/EMT assists- 0
- 2. Totals for 2026
 - a. Squad- 890
 - b. Fire- 204
 - c. Inspections- 101
 - d. Training Hours- 391
 - e. Primary squad runs for another branch- 2
 - i. Medic/EMT assists- 3

3. Other

- a. Civil Service certified firefighter/paramedic list of candidates from the National Testing Network. Will begin interviewing candidates next week.

Police Department

1. With Summer in full swing, more people are out enjoying the warm weather. Please use extra caution while driving and stay alert for children playing near roadways, bicyclists, motorcycles, and golf carts traveling throughout our community.

As a golf-cart friendly community, we ask all motorists to share the road, slow down, and remain attentive-especially in neighborhoods, near parks, and around intersections.

A few extra seconds of caution can help prevent a tragedy. Drive safely, stay focused, and help keep everyone safe this Summer.

2. Total Police Dept. Incidents YTD: 8,191

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	5	Abandoned Vehicle	2	Injury Accident	3
Non-Injury Accident	49	Assist Another Agency	46	Alarm	12
Animal Abuse/Neglect	2	Animal Bite	2	Animal Complaint	14
Assault	2	Bad Check	9	Bank Detail	25
Bond Sign Charges	49	Burglary	1	Business Checks	952
Civil	15	Court	29	CPO Violation	1
Debris in/on Roadway	5	Death Investigation	2	Disorderly Conduct Issues	26
Domestic Violence	1	Domestic Dispute	8	Drugs	3
False Alarm	8	Fight	2	Follow Up	124
Found Property	18	Golf Cart Inspection	15	Menacing/Threats/Harassment	21
House Check	1	Investigate Liquor Permit	10	Juvenile Transport	1
Juvenile Abuse	5	Lost Property	8	Man with a Gun	1
Meeting	2	Mental Subject Call	9	Miscellaneous	14
Motorist Assist	3	Noise Complaint	6	Nuisance	2
Nuisance Junk Complaint	1	Open Door/Window	12	Parking Enforcement	10
Public Information Request	73	Release from Impound	11	Returning Property	24
Sex Offense	1	Special Detail	20	Special Trailer Use	1
Suicide Attempt	2	Suicide Threat	2	Suspicious Person	47
Suspicious Vehicle	26	Testing Alarms	8	Theft/Larceny	31
Theft of Bicycle	1	Special Traffic Detail	26	Traffic Stop	350
Training	4	Training Range/Firearms	2	Prisoner Transport	9
Trespassing Report	12	Unruly Juvenile	20	Utility Need	7
Vandalism	6	Vehicle Maintenance	9	Lock Out/Vehicle	22
Warrant/Paper Service	63	Welfare Check	24	TOTAL REPORTED	2,337

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. Asphalt patches around town
5. Digging out parking lot and detention pond at Public Works Building
6. Spraying weeds around town
7. Mowing properties around town
8. Set up for boat races
9. Brush pick-up from storms

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

Customer Accounts/Meter Readers

1. Billed 2,390 customer billings
2. Shut off 21 customers
3. Sent out delinquent bills
4. Sent out finals/refunds
5. Meter readers continue to read

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. SR703 Project
- e. Wawa Gas Station
 - i. Property is cleared for demo and construction
 - ii. 2" service line installed with SR 703 waterline replacement project
- f. Coordinate with paving contractors - grade for valve box lids
- g. Temporary meter for Cooper Farms (JES Food Bldg.)
- h. Grass seed main break / work areas from last fall / winter, continued
- i. Assisted Water Plant with tank cleanout
- j. Assisted Water Plant & Parks Dept. with mowing
- k. Distr. Building
 - i. Engineering quote received, add to 2028 budget

1. 2026 Waterline Projects
 - i. 703 Watermain Replacement
 1. Shinn Bros. - started June 8, 2026
 - a. Slow start as the bike path has concrete under asphalt
 2. Moose has a temporary water service
 3. City part: \$645,000
 4. County part: \$650,000 + \$145,000 if Alternate #1 is added
 - m. 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 06/09/2026 – 25.0 ug/l
 - ii. Raw Lake Water 06/16/2026 – 16.4 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 – results on ODNR website
 - b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #8, scheduled for July 2nd, 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. Pump #3 replacement on order – (6-8 weeks)
 2. Pump shaft seal failure – some parts under warranty
 - a. Rebuilt next week
 - 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. Pumped out East WML wasting tank to repair broken flight, noticed infiltration leakage in West WML hopper and West WML valve chamber so pumped down both tanks for inspection, sent pics and videos to Jones & Henry for assessment, repaired broken flight; continued pumping groundwater out
2. Transferred AD#1 to sludge mixing tank; completed solids analysis on AD#2 and both cakes from presses
3. Noticed two precast wall sections tipped over in East sludge bunker from weight of sludge, moved sludge off wall sections to pick and remove, removed sludge from space and set wall sections back in place; removed crushed pins
4. Removed vape cartridges from Kessler LS pumps: #3, #2
5. Mowed
6. Sprayed weeds; updated pesticide records
7. Completed pumping out infiltration in West hydraulic wasting tank hopper and valve chamber
8. Drilled holes in concrete patch on tanks West of current hydraulic wasting tanks to verify not solid concrete should Jones & Henry want to convert to new wasting tanks
9. Storm event: power outage East side, set up bypass pump at Walmart LS due to generator failure, called Buckeye Power for emergency repair (replaced control board); hosed down wet well in office building to clear transducer and replaced battery in Milltronics
10. Held WW staff meeting, signed off on semi-annual operating policy review
11. Emailed US EPA to see if DMRQA-Study 46 delayed or cancelled this year
12. Rescheduled BoJhun sample pickup due to projected storm/bypass event tonight
13. Scheduled Landmark to top off wwtp and generator diesel tanks due to projected storm event
14. Designed (and had Lefeld Welding quote material) structure to keep precast wall sections in sludge bunkers from tipping over

Electric Distribution

1. Set 15 poles
2. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 10
3. Street Lights
 - a. Repairs 3
 - b. Replaced 5
4. Underground Locates (OUPS) 94
5. Traffic Signals

- a. Replace controller-Havemann and 29
 - b. Traffic light foundations installed at Wayne and Fountain
- 6. Request or Miscellaneous Jobs
 - a. Work on pole bunkers at shop
- 7. Large Projects
 - a. Storm work- Havemann Road
- 8. EV Charging Stations
 - a. Number of Sessions 24
 - b. Total Length of Sessions 104 hours 30 minutes