

Administrative Report
September 25, 2026 to October 8, 2026

Administration

1. Leaf pickup begins 10/19/2026
Leaf Pickup Schedule
 - a. Tuesday: Leaves will be picked up from Main Street west and from Market Street north.
 - b. Wednesday: Leaves will be picked up from Main Street west and from Market Street south.
 - c. Thursday: Leaves will be picked up from Main Street east and from Wayne Street south.
 - d. Friday: Leaves will be picked up from Main Street east and from Wayne Street north.
2. Trick or Treat Sunday, October 25th 4pm-6pm

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans//
2. Zoning Permits:
 - a. 1118 Fleck Ave.- new house
 - b. 921 Murlin Ave.- garage
 - c. 423 Echo St.- shed
 - d. 1502 Queensbury Dr. 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. Scheduling a meeting for Oct. 22, 2026 for 2 site plan reviews, a conditional use and an easement vacate
5. Code Enforcement
 - a. 3 grass notices
 - b. 2 junk/rubbish notices

*City is currently mowing 7 properties (scheduled mowing pushed back due to significant rain)
6. Dumpster Permits
 - a. 0
7. Sanitary Permits
 - a. 1
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. Westview Playground (paid for by Bryson Trust)
 - i. Parts have arrived
 - ii. Will be installed later in November

Fire Department

- 1. Totals since September 24th
 - a. Squad- 72
 - b. Fire- 22
 - c. Inspections- 19
 - d. Training Hours- 71.5
 - e. Primary squad runs for another branch- 0
 - i. Medic/EMT assists- 0
- 2. Total for 2026
 - a. Squad- 1,501
 - b. Fire- 322
 - c. Inspections- 216
 - d. Training Hours- 897
 - e. Primary squad runs for another branch- 4
 - i. Medic/EMT assists- 4
- 3. Other
 - a. Fully staffed
 - b. Assistant Fire Chief promotional exam- October 31st

Police Department

- 1. On 10/1/2026, his second day back on the road after graduating the K9 academy, Officer Zac Nelson conducted a traffic stop on Grand Lake Road in the 400 block for a window tint violation. Officer Nelson observed criminal indicators and deployed his K9 partner Digo. Digo indicated the presence of narcotics in the vehicle. A subsequent search of the vehicle found approximately one gram of methamphetamine. The case is still pending further positive identification from a BCI lab. The report will then be sent to the prosecutor for felony charges.
- 2. Several shoplifting incidents are being investigated from a few of the city's large retailers.
- 3. The Police Department handled a couple injury accidents.
- 4. Officer Connor Burr did sustain an injury to his knee during self defense training. He is waiting to have an MRI completed.
- 5. Total Police Dept. Incidents YTD: 14,704

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	1	Injury Accident	4	Non-Injury Accident	7
Assist Another Accident	5	Alarm	3	Animal Abuse/Neglect	1
Animal Compliant	1	Assault	2	Bad Check	4

Bank Detail	10	Bond Sign Charges	13	Business Checks	393
Civil	3	Court	8	Debris in/on Roadway	1
Disorderly Conduct Issues	8	Domestic Violence	3	Domestic Dispute	2
Drugs	2	False Alarm	6	Fire	4
Follow Up	29	Found Property	5	Funeral Detail	3
Menacing/Threats/Harassment	10	Investigate Liquor Permit	8	K9 Call	7
Lost Property	1	Mental Subject Call	4	Miscellaneous	7
Motorist Assist	3	Noise Compliant	3	Nuisance Vehicle Compliant	1
Open Door/Window	1	Parade/Event	1	Parking Enforcement	1
Public Information Request	9	Release from Impound	4	Returning Property	2
Sex Offense	2	Special Detail	4	Suicide Threat	2
Suspicious Person	21	Suspicious Vehicle	7	Theft/Larceny	7
Theft of Bicycle	1	Special Traffic Detail	10	Traffic Stop	81
Training	1	Prisoner Transport	3	Trespassing Report	6
Utility Need	2	Vandalism	1	Vehicle Maintenance	2
Lock Out/Vehicle	9	Warrant/Paper Service	11	Warrant Service	1
Welfare Check	7			TOTAL REPORTED:	758

Parks and Recreation

1. Soccer season's championship games are scheduled to conclude on 10/13/2026
2. Football regular season concluded on 10/10/2026. Playoff placement is still to be determined.

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. Sprayed weeds around town
5. Mowed city areas
6. Asphalt patches
7. 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. Replaced catch basin at Meyer and Clover
6. Replaced casting at Holly and Clover

Customer Accounts/Meter Readers

1. Billed 2,346 customer billings
2. Sent out 219 delinquent notices
3. Sent out finals/refunds
4. Meter readers continue to read
5. Brent Forstoefel retired October 8th

Water Treatment Plant

1. Water Distribution

- a. Fire Hydrant painting – 245 painted in 2026
 - 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. Lakeview Waterline Replacement
- 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
 - 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. Water services added
- l. Waterline repairs
 - i. Lakeview Dr – replaced 500' of watermain & services
- m. Sugar Street Waterline Project – 2027
 - i. Completed second engineering meeting to continue design work
- 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 main line installation
 - ii. Water services to be connected over the next few weeks
 - 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 09/29/2026 – 40.5 ug/l
 - ii. Raw Lake Water 10/06/2026 – 36.9 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 Completed
 - 1. Issue with old carbon, virgin used at a higher price
 - ii. Carbon Exchange for tank #5 scheduled for October 28, 2026
 - 1. Virgin will be used for the next 7 exchanges
 - iii. Completed 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 – (any day)
 - 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 received
 - 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 attended in Fremont, OH
 - ii. 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. Winterization for basket house next week
 - b. Slide & tea cup pump motor controller replacement
 - i. Motor control panels on order
 2. Splash Pad
 - a. Winterization completed

Wastewater

1. Rovisys/Elizabeth made site visit to repair Bypass Overview graphics in SCADA
2. Worked on effluent sample baffle plate modification
3. Worked on rebuilding 2nd original Bruns pump with new hydraulic kit; completed rebuild
4. Mowed
5. Transferred AD#1 and completed to/from solids analysis
6. Notified contract laboratories of the DMR-QA Study 46 requirements
7. Notified DMR-QA State coordinator confirmation of address
8. Brandon submitted OEPA Class I application
9. Submitted 21 SSO 5-day Notification Reports from the 9/16-9/17 rain events
10. Monthly meeting with Jones & Henry
11. Emailed Hunter/Jones & Henry wasting pump specifications
12. Erik completing contact hour training courses
13. Sprayed weeds
14. Assistant Superintendent position opening closed, received two applicants
15. Completed confined-space entry to grout around flow crossover pipes in bypass wet well
16. Troubleshoot Havemann SCADA not working, powered down converter and MicroLogix (didn't help), called Aaron/Electric to have Brian look into it
17. Pushed sludge back in East bunker
18. Worked valves in bypass station and gates in screening room
19. Erik worked on training courses for contact hours
20. Replaced two bad pole lights
21. Interviewed applicant for the WW Assistant Superintendent position
22. Opened all three electric vaults in drive outside fence and took pictures, sent to Jones & Henry
23. Emailed Jones & Henry informing that all gates and actuators to remain in the fine-screenings room must be replaced in the project; also requested confirmation that the Secondary splitter box design can accommodate future clarifiers and if not to design alternate design

Electric Distribution

1. Set 6 poles
2. New Services
 - a. Underground 1
 - b. Overhead 1
3. Service Replacement
 - a. Upgrade Underground 19
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 6
 - b. Replaced 6
5. Underground Locates (OUPS) 109
6. Traffic Signals
 - a. Troubleshoot- Main and Touvelle
7. Substations
 - a. Meeting for relay project, bid opening is 10/21/2026
8. Request or Miscellaneous Jobs
 - a. Replace poles at 4H Camp
9. Trouble Calls
 - a. 9/30/2026- bad URD 539 Frahm Pike
 - b. 10/3/2026- accident- pole hit at US 127 and Schunk
10. Large Projects
 - a. Move lines, Frahm Pike and SR 49
 - b. Wheatlands- line extension
11. EV Charging Stations
 - a. Number of Sessions- 17
 - b. Total Length of Sessions 75 hours 57 minutes

Income Tax – September 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	263,718.91	271,757.83	129,688.12	1,036,014.20	983,326.08	741,159.28	(242,166.80)	(24.63)
Non-Resident Bus	9,530.81	8,291.91	4,765.05	113,112.04	300,367.68	130,622.13	(169,745.55)	(56.51)
Non-Resident	2,707.00	7,580.12	5,030.10	94,930.04	86,642.40	95,554.77	8,912.37	10.29
Resident	36,618.36	46,269.23	38,253.63	824,205.08	841,574.94	904,671.60	63,096.66	7.50
Non-Resident W/H	14,650.35	16,886.38	13,473.45	169,778.99	177,809.72	178,813.08	1,003.36	0.56
Withholding	494,688.20	531,577.42	455,948.01	4,164,761.81	4,417,876.12	4,436,537.05	18,660.93	0.42
Grand Total	821,913.63	882,362.89	647,158.36	6,402,802.16	6,807,596.94	6,487,357.91	(320,239.03)	(4.70)

	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	\$647,158.36
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	