



2025 ANNUAL REPORT

**PUBLIC WORKS
DEPARTMENT**

Introduction

Under the umbrella of the Public Works Dept., are Streets, Parks, Cemetery, Pool, Traffic, with the recent addition of Water Distribution, Storm and Sewer Maintenance Depts. Our main office is located at 330 N Cory St., with Water Distribution and Sewer Maintenance working out of their own offices. We are responsible for a wide variety of operations throughout our beautiful City and take pride in all that we do.

Staffing

Superintendent: Dave Honse

Public Works Maintenance Supervisor: AJ Copus

Traffic Control Supervisor: Jake Kelley

Water Distribution Supervisor: Jeff Betts

Sewer Maintenance Supervisors: Mike Stillberger

There is a total of 66 employees, which is broken down as follows: Cemetery (3), Parks (12), Streets (22), Traffic (3), Sewer (13) & Water (13).

In 2025, we were able to execute a plan that consists of a joint labor pool, between the all of our departments, to streamline efficiency and workflow. With that collaboration, we were still able to maintain our day-to-day operations, with no lose in efficiency and new records were set. The crews were able to replace and install 3,000 feet of waterlines, 1,200 feet of storm sewer lines, paved 13 streets and laid 8,506 tons of asphalt on 7.5 miles of roadway.

Street Dept

The Streets department is responsible for the maintenance and repair of 198.07 “center” lane miles or 451.24 lane miles and 45 miles in alleyways. This is done through street sweeping, patching, resurfacing and repairing road cuts, gutter pans, curbs, sidewalks and manholes.

During a winter storm event, we strive to keep our streets free from drifts and as much ice and packed snow as practical, to allow for traffic movement on a safe driving surface. We start by doing the major arteries, fire stations, hospital, ambulance services, and city school areas first. Then moving to secondary roads, followed by residential areas. In 2025, we spent \$100,183 on road salt at \$54.41 a ton.

We also manage the Sign Shop, street sweeping, tree removal, Tree Committee, leaf pickup, Green Waste Site, American Flags along Main St and Trenton Ave., Downtown banners and Street Scape. We also have our own mechanics and weld shops, to help maintain our vehicles and equipment.

Sign Shop

Our Traffic Commission and Sign Shop follow the TCD (Traffic control devices) guidelines for determining when traffic signage is necessary, for sign placement and pavement marking. We

keep premade signs in stock to replace damaged or faded signs, and we also purchase blank sign faces to design some of our own signs. For example: our street signs are done in house, by cutting street names out of vinyl and affixing it to a green street sign blank.

We also have a Maintenance Program, where we fix or replace signs that have been vandalized, are missing or have become faded due to weather. Between this program and reports from the public, we replaced/repared 407 signs. The street painting program involves center lines, lane lines, edge lines, parking stalls, handicap stalls, stop bars, crosswalks, curbs, turn arrows, and directional wording such as “Only” and “School”. We add glass beads to the surfaces of the paint while it is still wet, to make the traffic lane lines more reflective at night. This is done as a one-unit operation.

Funding for traffic paint, thermoplastic material, glass beads, barricades, cones, signs and post, come out of both the Street and the SCM&R Highways budgets, which is funded by a percentage of money derived from motor vehicle registrations and the gasoline excise tax.

Green Waste Site

The Green Waste Site provides a place for city residents to dispose of green waste, such as yard clippings, leaves and fallen tree limbs. We recycle these items into mulch and compost, which is available for purchase by the public. This year we sold \$5,000 in mulch and \$4,000 in compost.

The site is open the first two weeks of January for Christmas tree disposal and to drop off any leaves that may have fallen after we closed for the season. The first Tuesday in April, the site opens for the summer and runs Tuesdays through Saturday (Excluding major Holidays) and usually closes the first Saturday in December.

Leaf pick-up

Our crews did curbside pick up starting the week of November 17th and ending Friday, December 5, 2025. Residents were asked to collect their leaves in biodegradable paper bags and place them curbside. We also collected limbs during this same time.

Street Sweeping

Regular street sweeping doesn't only keep our City looking nice, but is a cost-effective way of keeping debris, sediments, trash and vegetation from accumulating in our storm sewers and on our streets, which ultimately ends up in our storm drains. Our street sweepers collected 854 cubic yards of dirt.

Events

Our department helped with 75 events that required our help. Some required setup preparation, where before and after these events, we run our Street Sweeper through the area, deliver, erect and then remove barricades that are used in maintaining traffic, by blocking off roadways and parking lots. Where others just required temporary no parking signs.

This year the tree selected by our Mayor, was graciously donated by Brian Coffman. Our crews cut down the tree, moved it to Dorney Plaza, then decorated it with lots of lights, giant colorful ornaments and a star on top. An Ornament Decorating session was held at the Art

Walk, as part of The Findlay-Hancock County Community Foundation Fun-For-All. These ornaments were hung on the tree as well.

This year we held two Bulk Trash Days at the Manley Building.

Accomplishments - Streets

Concrete repaired / replaced:

- Paved 36 alleys (2 miles) of the 45 we have
- Replaced/repared 498 linear feet of curb
- Replaced 1,769 ft of sidewalks

Work done for other Depts./City

- Airport – prepared and paved Airport lots
- Zoning - property cleanups
- Computer Service - remodel project

Parks Department

The Parks Maintenance Department is responsible for the maintenance, repair and improvements of the (21) City owned parks, grounds, buildings/shelters and equipment including the Riverside Pool, the 24 ball fields including those at the Cube, the 26 soccer fields, 12 Pickle Ball courts, 1 Tennis Courts, volleyball courts and the Skate Park. We are also responsible for getting Shelter Houses ready for rental and cleaning after each use, trash removal of all the trash generated in the Parks and mowing all Parks, overpasses, unimproved City owned properties, annexed cul-de-sacs, and flood properties. They also do snow removal from sidewalks on overpasses, bridges, City- owned properties, bike paths and Downtown sidewalks on Main St. from the Blanchard River to Lincoln St. Starting the spring of 2026 we will implement a plan of operations for the Boat House and Boat Rentals at Riverside Park.

Key Activities & Accomplishments - Parks

- Hancock County Park Grant - \$15,000 grant was used to purchase material to extend the stage at Riverside Park Bandshell by 12 feet. Our crews did all the concrete and brick work.
- Riverside – Pickleball court were sealed and restriped.

City Pool

Our Parks Crew take care of the Pool maintenance, chemical mix, the City pays the YMCA to run the pool.

Key Activities & Accomplishments - Pool

- Painted the main pool
- Updated electric control panel

Traffic Signals Department

Maintenance responsibilities include:

- 102 – Signalized intersections
- 1 – Flashing crosswalk signal
- 6 -- 20 MPH school flashers
- 3 – Stop ahead flashing beacons
- 2 – Emergency vehicle exit signals
- 8 – RRFB Flashing beacon pedestrian crossings
- 149 – Downtown street lights
- 16 – Civil defense sirens

2025 Maintenance reports for service to date

- 277 - Requests for service
- 9 -Traffic signals reported in flash
- 24 - Callouts
- 17- Signal LED fixtures replaced
- 9 - Reports of vehicle detection problems
- 11 - Reports of pedestrian detection problems
- 6 - Reports of Opticom problems
- 2 - Reports of accidents involving traffic signals
- 21 - Miscellaneous reports of traffic signal malfunctions
- 15 - Street light fixtures worked on
- 330 – OUPS locates
- 16 - Civil defense sirens worked on

2025 Annual Maintenance

- 118 – Conflict monitors tested and certified
- 100 – Overhead and ground traffic signal inspections completed
- 20 – Flasher, beacons, crosswalks and emergency vehicle signal inspections completed

2025 Intersections improvements

New Traffic signals – includes poles, underground conduit, signals, wire, cabinet and equipment

- Tiffin & 237

- CR 212 & CR230
- CR 99 & Speedway
- CR 99 & I75 Diverging Diamond

Traffic signal equipment upgrade – includes signals, wire, cabinet and equipment

- 568 & 236
- Main & Fairlawn

2026 Plans

New Traffic signals – includes poles, underground conduit, signals, wire, cabinet and equipment

- Main St & Front
- Main St & Fire Station 1
- Main Cross St & S. West
- Sandusky & Western

Traffic signal equipment upgrade – includes signals, wire, cabinet and equipment

- Cooper Ped Crossing
- Main & Wallace
- Downtown Detection Upgrade from Front - Lima

Forestry

Our crews maintain all trees in the city right of ways, Parks, Cemeteries and on other city owned properties. This year 145 trees were removed, our department removes what we safely can (136), then contracted out the rest (9). Our team trimmed 47 trees, and we hired a contractor for an additional 72 trees to be trimmed.

Using funding from American Rescue Plan Act (ARPA), we planted a total of 90 trees of varying varieties, through a Request a Tree program.

Sewer Maintenance Dept

We have a total of 307 miles of sanitary sewers. The Department was able to clean and jet 31 miles, and they were able to camera 17 miles. As well as clean and jet 4.5 miles of storm sewers. From the cameras, the crews were able to identify and repair 58 issues and repaired 80 catch basins. (Please see Sewer Maintenance Dept Annual Report for additional information)

Water Distribution Department

Responded to 113 watermain breaks, flushed and maintained 2,651 hydrants of them 854 were painted. Water valves (4,500) need to be turned on a 5 yr. cycle, this year 1,250 were operated and turned. Backflows (3,570) also need to be verified on a 5 yr. cycle and 1,033 were done and 66 city owned ones were tested. These totals are required by the EPA. (Please see Water Distribution Dept Annual Report for additional information)

Cemetery

Maintenance responsibilities include:

- Perform cemetery work to include grave layouts, monument placements and burial operations.
- Perform office work to include grave sales, deed transfers, checking inquiries regarding grave availability and assisting funeral directors and memorial companies, as well as the public with lot location and information.
- Keep accounting of private trust funds and prepare information needed to perform specific care and maintenance of private trust funds.
- Perform development work to include grading, seeding, building landscape beds and road construction.
- Perform grounds maintenance duties to include trash removal, shrub trimming and removal, planting trees and removal of dead trees, snow removal, grading, seeding and lawn chemical application.
- Equipment, vehicle, tractor and trailer repairs and service.

Key Activities & Accomplishments

- Spring and Fall Cleanup
- Replaced 5 foundations & poured 120 linear feet in indigent section T
- Planted 15 trees
- Removed 10 trees
- Trimmed 20 trees

Cemetery Revenue on next page

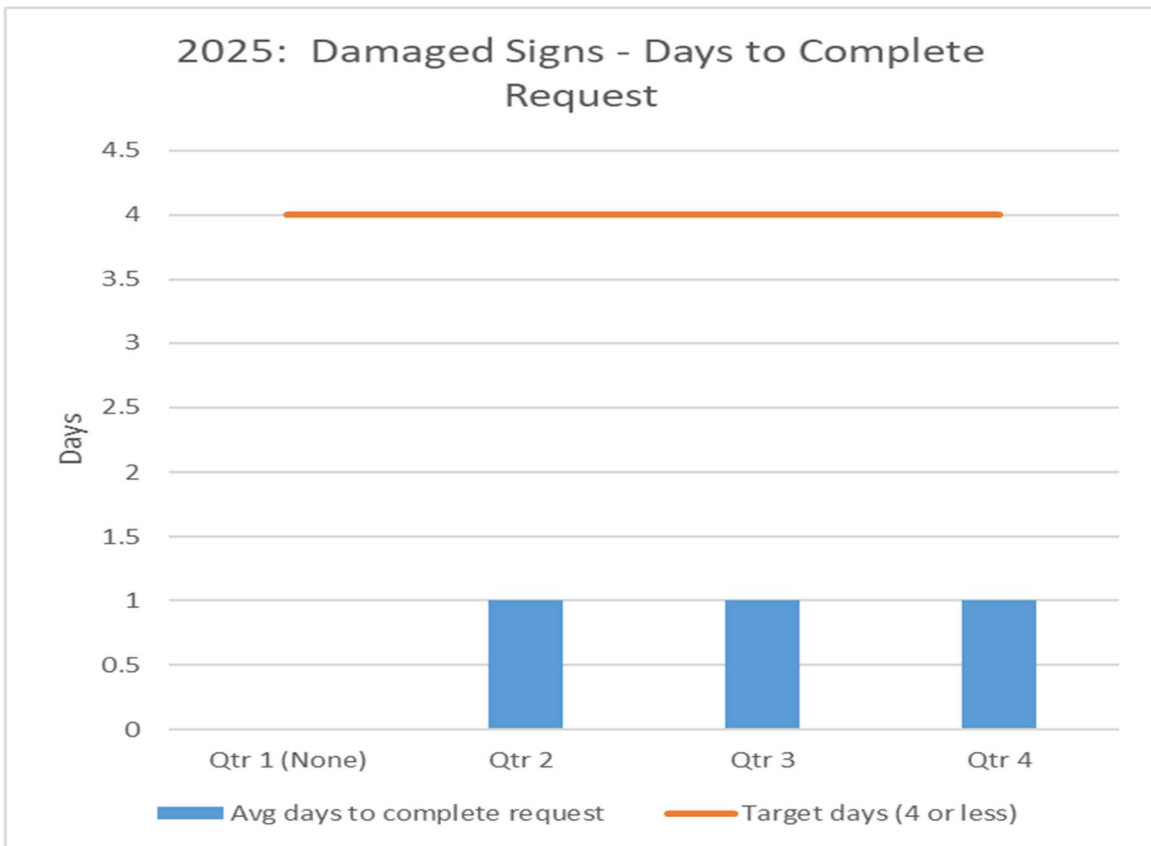
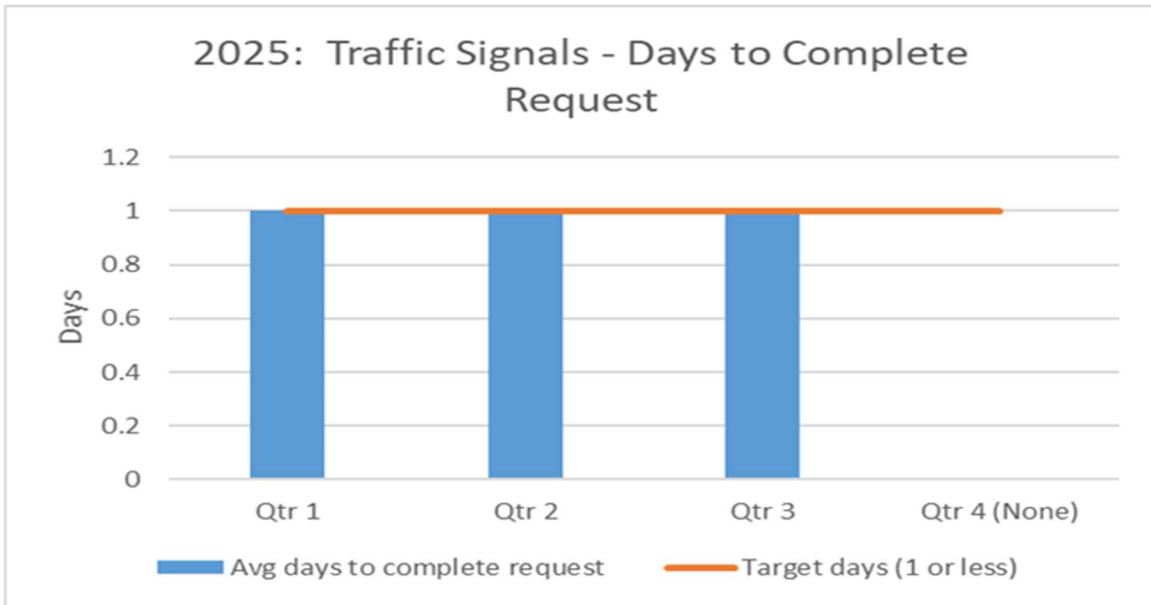
**MAPLE GROVE
CEMETERY 2025**

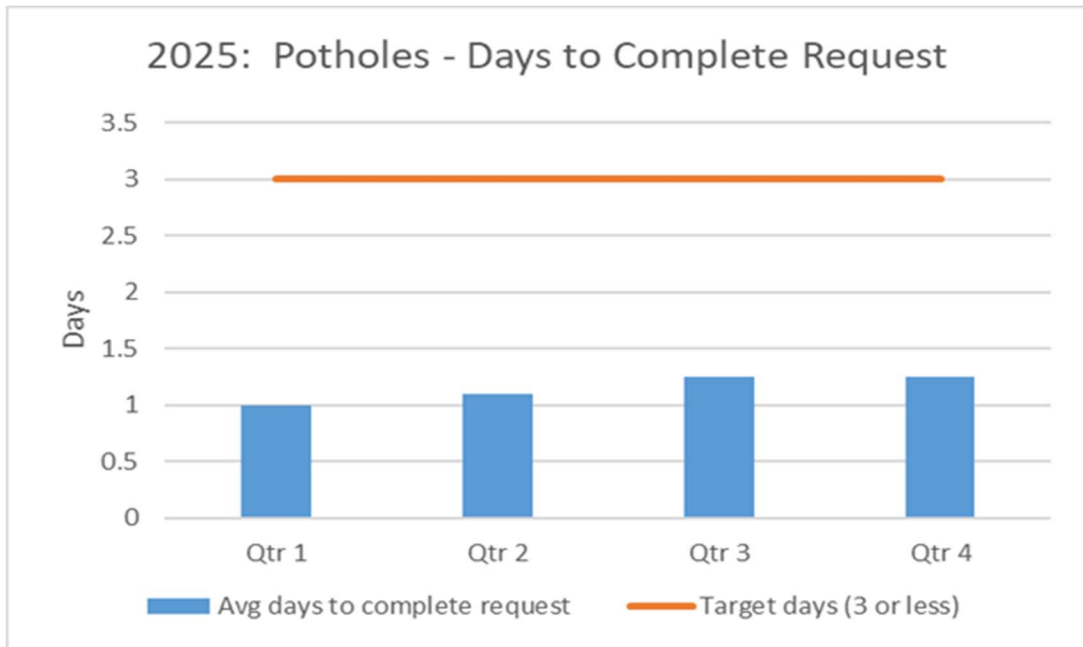
<u>DESCRIPTION OF SERVICE</u>	<u>2025</u>
Standard vault graves burial	71
Burial of cremations	62
Entombments (above ground)	0
Maple Grove Internments	133
St. Michael's Internments	<u>46</u>
TOTAL NUMBER OF INTERMENTS	179
Sold graves	119
Indigent cremations	15
Disinterment's	1
<u>REVENUE DESCRIPTIONS</u>	
Revenue from burials/disinter	\$69,200
Sale of cemetery lots	\$15,450
Miscellaneous Revenue	\$1,029

Public Works Objectives for 2026

- Utilize our \$20,000 Hancock Park Grant to replace the seating area with stamped colored concrete and install a handicap ramp to gain access to the stage of the Bandshell at Riverside Park
- Repaving the parking lot on the Kiddie Coral side as well as adding a basketball court
- Repave Bernard Basketball Court
- Repave Firestine Park Parking Lot
- Ongoing maintenance & upgrades: parks and ballfields, and pool
- Cemetery street and foundation improvements
- Continue paving alleys and resurface 15 Streets
- Expand output capabilities on camera crews, to identify combined sewers, and maintenance and prevention of our sewer systems. Plus, continue to collaborate with Engineering, to give them vital information, to design large sewer projects. Also continue to meet and exceed EPA standards.
- Continue with small water line replacement projects, do a leak survey throughout the city, update our GIS maps, continue backflow training, while meeting and exceed EPA requirements.

Key Performance Indicators (KPIs)





General Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Projection	2026 Budget	\$ Change 26 v 25 Budget	% Change 26 v 25 Budget
CEMETERY- PERSONNEL	\$424,791	\$428,691	\$394,671	\$370,811	\$395,478	\$807	0.2%
CEMETERY- OTHER	\$89,875	\$94,097	\$118,877	\$94,234	\$129,697	\$10,820	9.1%
PARKS- PERSONNEL	\$937,304	\$1,313,324	\$1,481,688	\$1,292,892	\$1,380,581	-\$101,107	-6.8%
PARKS- OTHER	\$195,514	\$215,364	\$389,116	\$304,330	\$365,954	-\$23,162	-6.0%
TOTAL	\$1,647,484	\$2,051,476	\$2,384,352	\$2,062,267	\$2,271,710	-\$112,642	-4.7%

Staff	2022	2023	2024	2025	2026
Traffic- FT	3	3	3	4	3
Traffic- PT Seasonal	0	0	0	0	0
Streets- FT	25	25	23	21	22
Streets- PT Seasonal	2	2	3	2	2
Cemetery- FT	3	3	3	3	3
Cemetery- PT Seasonal	12	11	12	8	8
Parks- FT	9	9	12	11	12
Parks- PT Seasonal	5	6	5	2	6

Restricted Fund – SCM&R and Hiways

SCM&R	2023 Actual	2024 Actual	2025 Budget	2025 Projection	2026 Budget	\$ Change 26 v 25 Budget	% Change 26 v 25 Budget
Streets- PERSONNEL	\$2,102,591	\$1,892,752	\$2,317,534	\$2,245,911	\$2,332,605	\$15,071	0.65%
Streets- OTHER	\$605,432	\$898,901	\$1,096,455	\$966,751	\$1,118,935	\$22,480	2.05%
Traffic- PERSONNEL	\$320,017	\$353,101	\$456,625	\$392,608	\$373,889	-\$82,736	-18.12%
Traffic- OTHER	\$131,536	\$118,859	\$141,913	\$115,218	\$143,476	\$1,563	1.10%
TOTAL	\$3,159,576	\$3,263,613	\$4,012,527	\$3,720,488	\$3,968,905	-\$43,622	-1.09%

HIWAYS	2023 Actual	2024 Actual	2025 Budget	2025 Projection	2026 Budget	\$ Change 26 v 25 Budget	% Change 26 v 25 Budget
HIWAYS- OTHER	\$168,264	\$188,653	\$194,300	\$173,245	\$279,600	\$85,300	43.90%
TOTAL	\$168,264	\$188,653	\$194,300	\$173,245	\$279,600	\$85,300	43.9%