

**Village of Ada Regular Council Meeting Agenda
January 6, 2026, 6:30p.m.
Municipal Building, Council Chambers
115 W. Buckeye Ave, Ada, Ohio**

Call To Order: Mayor Dave Retterer

Pledge of Allegiance

Roll Call

Additions or changes to the agenda.

Approval of Agenda

Approval of Minutes: Regular Council Meeting of December 16, 2025

Claims Registers:

2026-1A	\$39,599.06	
2026-1B	\$64,036.14	Payroll 12.19.25
2026-1C	\$62,498.61	Payroll 1.02.26
2026-1D	\$	To be distributed

Open Floor to Public:

Mayor's Comments:

Resolutions:

Ordinances:

Old Business:

New Business:

Committee Reports:

Safety,

Personnel,

Streets, Ms. Mason:

Finance, Ms. Coressel:

Buildings and Grounds, Mr. Campbell:

Utilities: Mr. Beck:

Fiscal Officer's Report: Patty Navin:

Police Chief's Report: Alec Cooper:

Zoning Inspector's Report:

- 4th quarter Zoning Report.
- 2025 Zoning Activity report

Code Enforcement Officers Report: None

Village Administrator's Report: Amanda Sears

Legal Counsel's Report: Jane Napier

Executive Session (if needed) per ORC: _____ **Time in:** _____ **Time Out:** _____

Any Other Village Business:

Adjournment

2026 Upcoming Meetings and Events:

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Location</u>
Jan. 1, 2026	New Year's Day Holiday	Village Offices Closed	
Jan. 6, 2026	Regular Council Meeting	6:30 pm	Municipal Building
Jan. 19, 2026	Ada-Liberty Ambulance Dist.	5:30 pm	530 N. Gilbert St., Ada, OH
Jan. 18, 2026	Tree Commission Meeting	9:00 am	Municipal Building
Jan. 20, 2026	Regular Council Meeting	6:30 pm	Municipal Building
Jan. 21, 2026	Ada Community Impro. Corp.	12:00 pm	Ada Depot
Feb. 3, 2026	Regular Council Meeting	6:30 pm	Municipal Building
Feb. 16, 2026	Ada-Liberty Ambulance Dist.	5:30 pm	530 N. Gilbert St., Ada, OH
Feb. 17, 2026	Regular Council Meeting	6:30 pm	Municipal Building
Feb. 20, 2026	Tree Commission	9:00 am	Municipal Building

**Village Of Ada Council Organizational Meeting
January 6, 2026, 6:00 pm
Village Hall Council Chambers**

6:00 pm Administration of Oaths of Office by Jane Napier

Organizational Meeting Agenda:

Call To Order

Roll Call:

Approval to designated Christmas Eve, Thursday, December 24, 2026 as a Village

Holiday: Recess for Organizational Discussion:

Item:	As designated in 2025:	As designated in 2026:
Adoption of Rules	Roberts Rules of Order	_____
Election of Council President	Bob Simmons	_____
Location of Regular Council Meetings	Council Chambers	_____
Date of Regular Council Meetings	1 st and 3 rd Tuesdays, monthly	_____
Time of Regular Council Meetings	6:30 pm	_____
Committee of the Whole	Committee of the Whole	_____
Location of Committee Meetings	Council Chambers	_____
Appointment of Parliamentarian of Council	Jane Napier	_____

Selection of Committee chairs and members:

Finance (last year: Sheila Coressel)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Streets (last year: Linda Mason)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Buildings & Grounds (last year: Jason Campbell)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Safety (last year: Jeff Oestreich)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Personnel (last year: Bob Simmons)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Utilities (last year: Sean Beck)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Economic Development (last year: Bob Simmons)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Selection of Council appointed Representatives:

Ambulance Board (last year: Sheila Coressel)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Planning Commission Representative (last year: Jeff Oestreich)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Negotiation Committee Enterprise Zone Representative (last year: Bob Simmons)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Enterprise Review Committee Representative (last year: Bob Simmons)

Sean Beck _____ Jason Campbell _____ Sheila Coressel _____
Linda Mason _____ Lucas Rowe _____ Xander Wells _____

Adjournment:

1st: _____ 2nd: _____ Vote: Yes _____ No _____ Time: _____

**Village of Ada Regular Council Meeting Minutes
December 16, 2025 6:30 pm
Village Hall – Council Chambers
115 W Buckeye Ave, Ada, OH**

CALL TO ORDER: Mayor Dave Retterer called the meeting to order at 6:30 pm. All recited the Pledge of Allegiance. Mayor Retterer was present.

ROLL CALL: Council members Mr. Beck, Mr. Campbell, Ms. Coressel, Ms. Mason, Mr. Oestreich and Mr. Simmons were present on roll call.

OTHER VILLAGE OFFICIALS PRESENT: Village Administrator Amanda Sears, Fiscal Officer Patty Navin, and Police Chief Alec Cooper.

OTHERS PRESENT: Lucas Rowe, Xander Wells, Alec Keller-Ada Icon, Joel McCullough-Kenton Times, and State Representative Jim Hoops.

APPROVAL OF AGENDA:

Motion to add an executive session under 121.22.(g)(1) terms of employment at the end of the meeting with action to be taken.

1st: Mr. Oestreich 2nd: Mr. Simmons

Discussion: None

Roll Call: Six ayes, with Mr. Campbell, Ms. Coressel, Ms. Mason, Mr. Oestreich, Mr. Simmons, and Mr. Beck voting aye. Motion carried.

Motion to approve amended agenda to include 2025-24E in the amount of \$34,181.19 and the above approved executive session.

1st: Ms. Coressel 2nd: Ms. Mason

Discussion: None

Roll Call: Six ayes, with Ms. Coressel, Ms. Mason, Mr. Oestreich, Mr. Simmons, Mr. Beck, and Mr. Campbell voting aye. Motion carried.

APPROVAL OF MINUTES from Regular Council meeting on December 2, 2025.

1st: Ms. Mason 2nd: Mr. Beck

Discussion: None.

Roll Call: Six ayes, with Ms. Mason, Mr. Oestreich, Mr. Simmons, Mr. Beck, Mr. Campbell, and Ms. Coressel voting aye. Motion carried.

CLAIMS REGISTER:

2025-24A in the amount of \$511,208.92 was presented for approval.

1st: Ms. Coressel 2nd: Mr. Beck

Discussion: None

Roll Call: Six ayes, with Mr. Oestreich, Mr. Simmons, Mr. Beck, Mr. Campbell, Ms. Coressel, and Ms. Mason voting aye. Motion carried.

2025-24B in the amount of \$62,786.40 was presented for approval.

1st: Mr. Simmons 2nd: Mr. Oestreich

Discussion: None

Roll Call: Six ayes, with Mr. Simmons, Mr. Beck, Mr. Campbell, Ms. Coressel, Ms. Mason, and Mr. Oestreich voting aye. Motion carried.

**Village of Ada Regular Council Meeting Minutes
December 16, 2025 6:30 pm
Village Hall – Council Chambers
115 W Buckeye Ave, Ada, OH**

ORDINANCES:

Ordinance #50-2025 An Ordinance Amending Ordinance 37-2024 Annual Appropriation Ordinance of the Village of Ada, Ohio, and Declaring an Emergency. Motion on the Emergency.

1st: Ms. Coressel 2nd: Mr. Campbell

Discussion: None

Roll Call: Six ayes, with Mr. Campbell, Ms. Coressel, Ms. Mason, Mr. Oestreich, Mr. Simmons, and Mr. Beck voting aye. Motion carried.

Motion to Suspend the Rules and Pass on 1st reading Ordinance 50-2025

1st: Ms. Coressel 2nd: Mr. Simmons

Discussion: None

Roll Call: Six ayes, with Mr. Beck, Mr. Campbell, Ms. Coressel, Ms. Mason, Mr. Oestreich, and Mr. Simmons voting aye. Motion carried.

OLD BUSINESS Mr. Simmons reported that he had additional conversations with Jennifer Ulmer of the Hardin County Historical Museum, and they are willing to take the items from the Depot after the first of the year. Mr. Simmons reflected on his years of service in the Village of Ada and the accomplishments made over the years.

NEW BUSINESS: Ms. Sears, Ms. Navin, and Chief Cooper presented plaques to Mr. Oestreich and Mr. Simmons and thanked them for their service to the Village of Ada.

COMMITTEE REPORTS:

SAFETY: No meeting, no report. Executive session at the end of the regular meeting.

PERSONNEL: Mr. Simmons reported that minutes from December 2, 2025 personnel committee meeting have been filed.

STREETS: Ms. Mason: No meeting, no report.

FINANCE: Ms. Coressel: Finance Committee meeting minutes from November 18, 2025 have been filed. Ms. Coressel referred to the Policy for Proper use of the Village's tax-exempt certificate and reimbursement of sales tax as required by the Ohio State Auditor.

Motion to approve the policy.

1st: Ms. Coressel 2nd: Mr. Oestreich

Discussion: None

Roll Call: Six ayes, with Ms. Coressel, Ms. Mason, Mr. Oestreich, Mr. Simmons, Mr. Beck, and Mr. Campbell voting aye. Motion carried.

BUILDINGS & GROUNDS: Mr. Campbell: No meeting. Included in Council packets is a proposal for concrete deck repair for the pool due to cracks and expansion joint caulk deterioration from Foamworks Concrete Leveling in the amount of \$52,554.75.

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Motion to approve the proposal with work to be completed in the spring.

1st: Mr. Campbell 2nd: Mr. Simmons

Discussion: Ms. Sears will confirm if documentation of items the Village is responsible for is required.

Roll Call: Six ayes, with Ms. Mason, Mr. Oestreich, Mr. Simmons, Mr. Beck, Mr. Campbell, and Ms. Coressel voting aye.

UTILITIES: No meeting, no report.

FISCAL OFFICER’S REPORT: Ms. Navin noted that the December income tax receipts report was included in the Council packets. .

POLICE CHIEF’S REPORT:

- Chief Cooper reported that since last meeting the department has responded to 82 calls, including 11 incidents, and 1 vehicle accident.
- Chief Cooper noted that the Federal Signal sirens were installed but a power line was cut. They are working with AEP to get it fixed as it has affected the streetlights.

ZONING INSPECTOR’S REPORT: None

CODE ENFORCEMENT OFFICER’S REPORT: None

VILLAGE ADMINISTRATOR’S REPORT:

- No report.

LEGAL COUNSEL: None

EXECUTIVE SESSION: Per Section 121.22(g)(1) – terms of employment. Council adjourned into executive session at 7:16 pm and reconvened into open session at 7:29 pm.

ANY OTHER VILLAGE BUSINESS:

Motion to authorize Chief Cooper to offer contingent offers of hire to two individuals who are currently in police training.

1st: Mr. Oestreich 2nd: Mr. Simmons

Discussion: None

Roll Call: Six ayes, with Mr. Oestreich, Mr. Simmons, Mr. Beck, Mr. Campbell, Ms. Coressel, and Ms. Mason voting aye. Motion carried.

**Village of Ada Regular Council Meeting Minutes
December 16, 2025 6:30 pm
Village Hall – Council Chambers
115 W Buckeye Ave, Ada, OH**

ADJOURNMENT:

1st: Ms. Mason 2nd: Mr. Beck

Discussion: None

Roll Call: Six ayes, with Mr. Simmons, Mr. Beck, Mr. Campbell, Ms. Coressel, Ms. Mason, and Mr. Oestreich voting aye. Motion carried.

Time: 7:32 p.m.

Date Passed: _____

Attest: _____
Fiscal Officer

Mayor



Ada OH

CLAIMS REGISTER 12.30.25

Packet: APPKT01474 - 12.30.25 Patyables

Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
Vendor: ADOBE, INC					
ADOBE, INC	DFT0001160	Acrobat Pro - 2 Licenses	LICENSE/FEES/CERTIFICATIO...	101-11-71-5-3339	36.44
Vendor ADOBE, INC Total:					36.44
Vendor: ALLEN COUNTY AWARDS, LLC					
ALLEN COUNTY AWARDS, LLC	60653	2 Plaques	EMPLOYEE RELATIONS	101-11-71-5-4525	70.00
Vendor ALLEN COUNTY AWARDS, LLC Total:					70.00
Vendor: AMAZON.COM SALES, INC					
AMAZON.COM SALES, INC	DFT0001161	Toilet Bowl Cleaner	JANITORIAL SUPPLIES	101-17-73-5-4417	46.76
AMAZON.COM SALES, INC	DFT0001161	Swifter Wet-Jet; Toilet Bowl C..	JANITORIAL SUPPLIES	101-17-73-5-4417	88.69
Vendor AMAZON.COM SALES, INC Total:					135.45
Vendor: AMERICAN HERITAGE LIFE INS CO					
AMERICAN HERITAGE LIFE IN...	DFT0001169	Elective Insurance	Payroll Health Ins Liabilities	101-00-00-2-2023	25.93
AMERICAN HERITAGE LIFE IN...	DFT0001169	Elective Insurance	Payroll Health Ins Liabilities	201-00-00-2-2023	56.00
AMERICAN HERITAGE LIFE IN...	DFT0001169	Elective Insurance	Payroll Health Ins Liabilities	501-00-00-2-2023	1.59
AMERICAN HERITAGE LIFE IN...	DFT0001169	Elective Insurance	Payroll Health Ins Liabilities	101-00-00-2-2023	25.93
AMERICAN HERITAGE LIFE IN...	DFT0001169	Elective Insurance	Payroll Health Ins Liabilities	201-00-00-2-2023	53.91
AMERICAN HERITAGE LIFE IN...	DFT0001169	Elective Insurance	Payroll Health Ins Liabilities	501-00-00-2-2023	3.68
Vendor AMERICAN HERITAGE LIFE INS CO Total:					167.04
Vendor: CHAMBERS, MICHELE L					
CHAMBERS, MICHELE L	60654	Janitorial Services - December	JANITORIAL SERVICES	101-17-73-5-3325	350.00
Vendor CHAMBERS, MICHELE L Total:					350.00
Vendor: FP MAILING SOLUTIONS					
FP MAILING SOLUTIONS	60655	Postage Machine Rental 12.2...	RENT/LEASE	101-12-71-5-3340	162.00
Vendor FP MAILING SOLUTIONS Total:					162.00
Vendor: GoDADDY.COM LLC					
GoDADDY.COM LLC	DFT0001162	.org Domain Renewal	LICENSE/FEES/CERTIFICATIO...	101-11-71-5-3339	46.38
Vendor GoDADDY.COM LLC Total:					46.38
Vendor: GOOGLE LLC					
GOOGLE LLC	DFT0001163	41 accounts November 2025	LICENSE/FEES/CERTIFICATIO...	101-11-71-5-3339	344.40
Vendor GOOGLE LLC Total:					344.40
Vendor: GRAINGER INC					
GRAINGER INC	60656	Heat Gun	OPERATING SUPPLIES	501-81-53-5-4415	102.00
GRAINGER INC	60656	Portable Electric Heater	OPERATING SUPPLIES	530-85-54-5-4415	87.17
Vendor GRAINGER INC Total:					189.17
Vendor: HARBOR FREIGHT TOOLS USA, INC					
HARBOR FREIGHT TOOLS USA..	DFT0001164	Wrenches, Tool Totes, HandT...	OPERATING SUPPLIES	201-31-62-5-4415	811.25
Vendor HARBOR FREIGHT TOOLS USA, INC Total:					811.25
Vendor: HOFFMAN ANALYTIC SERVICES, INC					
HOFFMAN ANALYTIC SERVIC...	60657	Lab Analyses - November 20...	LAB SERVICES	530-85-54-5-3328	2,156.00
Vendor HOFFMAN ANALYTIC SERVICES, INC Total:					2,156.00
Vendor: JACKSON, KYLE					
JACKSON, KYLE	60658	Fields - Findaly Water Wast...	TRAINING & CONFERENCES	501-81-53-5-6670	390.00
JACKSON, KYLE	60658	Hefner - Water & Wastewate...	TRAINING & CONFERENCES	530-85-54-5-6670	390.00
Vendor JACKSON, KYLE Total:					780.00
Vendor: JONES & HENRY ENGINEERS LTD					
JONES & HENRY ENGINEERS ...	60659	Engineering Service for WSR...	ENGINEERING - PROF SERV	501-81-53-5-3322	792.98
JONES & HENRY ENGINEERS ...	60659	WTP Improvements	ENGINEERING - PROF SERV	510-81-53-5-3322	970.18
Vendor JONES & HENRY ENGINEERS LTD Total:					1,763.16

CLAIMS REGISTER 12.30.25

Packet: APPKT01474 - 12.30.25 Patyables

Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
Vendor: KOEHLER, JEFFREY L.					
KOEHLER, JEFFREY L.	60660	Weld New Plate for Pintle HI...	EQUIPMENT REPAIR & MAIN...	201-31-62-5-2210	60.00
Vendor KOEHLER, JEFFREY L. Total:					60.00
Vendor: LAURIA, KENNETH P					
LAURIA, KENNETH P	60661	Tech - Prof Servoces	TECH - PROF SERV	101-11-71-5-3310	484.38
LAURIA, KENNETH P	60661	Tech - Prof Servoces	TECH - PROF SERV	101-12-71-5-3310	484.38
LAURIA, KENNETH P	60661	Tech - Prof Servoces	TECH - PROF SERV	201-31-62-5-3310	484.38
LAURIA, KENNETH P	60661	Tech - Prof Servoces	TECH - PROF SERV	501-81-53-5-3310	484.36
LAURIA, KENNETH P	60661	Tech - Prof Servoces	TECH - PROF SERV	530-85-54-5-3310	812.50
LAURIA, KENNETH P	60661	Blue Iris Scuscriptions	LICENSE/FEES/CERTIFICATIO...	101-11-71-5-3339	199.90
Vendor LAURIA, KENNETH P Total:					2,949.90
Vendor: LOWE'S HOME IMPROVEMENT					
LOWE'S HOME IMPROVEME...	DFT0001165	Refrigerator	SMALL EQUIPMENT	530-85-54-5-4435	788.00
Vendor LOWE'S HOME IMPROVEMENT Total:					788.00
Vendor: MARBEE INC					
MARBEE INC	60662	Printing - #9 Window Envelo...	PRINTING	101-12-71-5-3350	340.00
Vendor MARBEE INC Total:					340.00
Vendor: MASI LABORATORIES					
MASI LABORATORIES	60663	3 - Total Coliform testing	LAB SERVICES	501-81-53-5-3328	103.90
Vendor MASI LABORATORIES Total:					103.90
Vendor: MICROSOFT					
MICROSOFT	DFT0001166	Microsoft Addl 1 TB storage	OTHER PROF SERVICES	101-21-11-5-3330	9.99
MICROSOFT	DFT0001166	Microsoft 360	OTHER PROF SERVICES	101-21-11-5-3330	139.41
Vendor MICROSOFT Total:					149.40
Vendor: MILLER'S TEXTILES					
MILLER'S TEXTILES	60664	municipal building mat main...	BUILDING REPAIR & MAINTEN...	101-17-73-5-2215	161.50
Vendor MILLER'S TEXTILES Total:					161.50
Vendor: PETTY CASH - Patty Navin, Fiscal Officer					
PETTY CASH - Patty Navin, Fis...	60665	Office - tablecloths	OFFICE SUPPLIES	101-11-71-5-4410	14.48
PETTY CASH - Patty Navin, Fis...	60665	Training - Lunches PW	TRAVEL & LODGING	201-31-62-5-6660	35.75
Vendor PETTY CASH - Patty Navin, Fiscal Officer Total:					50.23
Vendor: PETTY CASH-SAFETY					
PETTY CASH-SAFETY	60666	Peterman - Basic Threat & R...	TRAVEL & LODGING	101-21-11-5-6660	11.41
PETTY CASH-SAFETY	60666	Eichman - Leadership Trainin...	TRAVEL & LODGING	101-21-11-5-6660	12.68
PETTY CASH-SAFETY	60666	Wasp spray; eggs for school	OPERATING SUPPLIES	101-21-11-5-4415	17.84
PETTY CASH-SAFETY	60666	Peterman - Training - lunch	TRAVEL & LODGING	101-21-11-5-6660	13.23
Vendor PETTY CASH-SAFETY Total:					55.16
Vendor: RUMPKE					
RUMPKE	60667	December Service	OTHER PROF SERVICES	570-87-56-5-3330	25,139.10
Vendor RUMPKE Total:					25,139.10
Vendor: SPECK SALES, INC					
SPECK SALES, INC	60668	4 Firestone Firehawk Pursuit ...	VEHICLE REPAIR & MAINTEN...	101-21-11-5-2220	483.56
Vendor SPECK SALES, INC Total:					483.56
Vendor: STAPLES BUSINESS ADVANTAGE					
STAPLES BUSINESS ADVANT...	60669	Banker Boxes	OFFICE SUPPLIES	101-12-71-5-4410	67.28
Vendor STAPLES BUSINESS ADVANTAGE Total:					67.28
Vendor: TRACTOR SUPPLY COMPANY					
TRACTOR SUPPLY COMPANY	DFT0001167	Portable Gen Set Diesel Fuel ...	OPERATING SUPPLIES	530-85-54-5-4415	18.99
Vendor TRACTOR SUPPLY COMPANY Total:					18.99
Vendor: U S POSTAL SERVICE					
U S POSTAL SERVICE	DFT0001159	Postage December billing	POSTAGE & SHIPPING	501-81-53-5-4411	492.47
U S POSTAL SERVICE	DFT0001159	Postage December billing	POSTAGE & SHIPPING	530-85-54-5-4411	492.47
Vendor U S POSTAL SERVICE Total:					984.94

CLAIMS REGISTER 12.30.25

Packet: APPKT01474 - 12.30.25 Payables

Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
Vendor: UBIQUITI INC					
UBIQUITI INC	DFT0001168	USIP Cloud Hosting pro - 2	LICENSE/FEES/CERTIFICATIO...	101-11-71-5-3339	58.00
				Vendor UBIQUITI INC Total:	58.00
Vendor: WESTSIDE MACHINE & FAB LLC					
WESTSIDE MACHINE & FAB L...	60670	3 Techtop clarifier motors	OPERATING SUPPLIES	530-85-54-5-4415	1,020.00
				Vendor WESTSIDE MACHINE & FAB LLC Total:	1,020.00
Vendor: WILSON TIRE COMPANY					
WILSON TIRE COMPANY	60671	New Tire - Leaf Vacuum	EQUIPMENT REPAIR & MAIN...	201-31-62-5-2210	157.81
				Vendor WILSON TIRE COMPANY Total:	157.81
Grand Total:					39,599.06

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	3,694.57
201 - STREET FUND	1,659.10
501 - WATER FUND	2,370.98
510 - WATER CAPITAL IMPROVEMENT FUND	970.18
530 - SEWER FUND	5,765.13
570 - REFUSE FUND	25,139.10
Grand Total:	39,599.06

Account Summary

Account Number	Account Name	Expense Amount
101-00-00-2-2023	Payroll Health Ins Liabilit...	51.86
101-11-71-5-3310	TECH - PROF SERV	484.38
101-11-71-5-3339	LICENSE/FEES/CERTIFIC...	685.12
101-11-71-5-4410	OFFICE SUPPLIES	14.48
101-11-71-5-4525	EMPLOYEE RELATIONS	70.00
101-12-71-5-3310	TECH - PROF SERV	484.38
101-12-71-5-3340	RENT/LEASE	162.00
101-12-71-5-3350	PRINTING	340.00
101-12-71-5-4410	OFFICE SUPPLIES	67.28
101-17-73-5-2215	BUILDING REPAIR & MA...	161.50
101-17-73-5-3325	JANITORIAL SERVICES	350.00
101-17-73-5-4417	JANITORIAL SUPPLIES	135.45
101-21-11-5-2220	VEHICLE REPAIR & MAIN...	483.56
101-21-11-5-3330	OTHER PROF SERVICES	149.40
101-21-11-5-4415	OPERATING SUPPLIES	17.84
101-21-11-5-6660	TRAVEL & LODGING	37.32
201-00-00-2-2023	Payroll Health Ins Liabilit...	109.91
201-31-62-5-2210	EQUIPMENT REPAIR & ...	217.81
201-31-62-5-3310	TECH - PROF SERV	484.38
201-31-62-5-4415	OPERATING SUPPLIES	811.25
201-31-62-5-6660	TRAVEL & LODGING	35.75
501-00-00-2-2023	Payroll Health Ins Liabilit...	5.27
501-81-53-5-3310	TECH - PROF SERV	484.36
501-81-53-5-3322	ENGINEERING - PROF SE...	792.98
501-81-53-5-3328	LAB SERVICES	103.90
501-81-53-5-4411	POSTAGE & SHIPPING	492.47
501-81-53-5-4415	OPERATING SUPPLIES	102.00
501-81-53-5-6670	TRAINING & CONFEREN...	390.00
510-81-53-5-3322	ENGINEERING - PROF SE...	970.18
530-85-54-5-3310	TECH - PROF SERV	812.50
530-85-54-5-3328	LAB SERVICES	2,156.00
530-85-54-5-4411	POSTAGE & SHIPPING	492.47
530-85-54-5-4415	OPERATING SUPPLIES	1,126.16
530-85-54-5-4435	SMALL EQUIPMENT	788.00
530-85-54-5-6670	TRAINING & CONFEREN...	390.00
570-87-56-5-3330	OTHER PROF SERVICES	25,139.10
Grand Total:		39,599.06

Project Account Summary

Project Account Key	Expense Amount
None	39,599.06
Grand Total:	39,599.06

Claims Register 2026-1B

Detail Register

Payroll Summary



Ada OH

Packet: PYPKT00695 - PPE 12.13.25 MLC
Payroll Set: 01 - ADA

Pay Period: 11/30/2025 - 12/13/2025

Males Paid: 21
Females Paid: 11
Unknown Paid: 0
Total Employees: 32

Total Direct Deposits: 35,850.02
Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
COUNCIL	0.00	2,187.32
HSA	0.00	260.00
LONGEVITY	0.00	350.00
OT	23.38	887.35
PD DETECTIVE PAY	0.00	21.30
PD FIELD TRAINING OF	0.00	28.07
PD FIREARMS INST	0.00	19.29
PD HOLIDAY	2.00	58.61
PD OT	9.60	376.99
PD PERSONAL	30.00	826.53
PD PROPERTY ROOM MGR	0.00	7.46
PD REG PAY	513.20	14,833.14
PD SICK	32.80	910.91
PD TAC OFFICER PAY	0.00	25.00
PD VACATION	64.00	1,826.94
PERSONAL	5.00	116.08
REGULAR PAY	1,032.04	27,708.08
SICK	50.75	1,659.06
SUPPLEMENT	0.00	565.50
VACATION	69.00	1,824.90
ZONING SUPPLEMENT	0.00	160.00
Total:	1,831.77	54,652.53

BENEFITS

Pay Code	Units	Pay Amount
TAX FRINGE	0.00	2,870.00
Total:	0.00	2,870.00

TAXES

Code	Subject To	Employee	Employer
ADA CITY TAX	54,288.06	895.74	0.00
FEDERAL W/H	49,159.09	4,502.99	0.00
MEDICARE	54,288.06	787.22	787.22
OH STATE WH	49,159.09	1,203.90	0.00
SD ADA	17,253.96	258.80	0.00
SD BLUFFTON	8,322.89	41.62	0.00
SD CORY RAWSON	8,842.45	154.75	0.00
SD DELPHOS	1,919.86	9.60	0.00
SD KENTON	1,737.67	17.38	0.00
SD MCCOMB	2,547.33	38.21	0.00
SS	768.66	47.67	47.67
Unemployment	55,075.21	0.00	0.00
Total:		7,957.88	834.89

Earnings: \$54,652.53
OPERS: \$ 4,856.54
OP&F: \$ 3,692.18
Medicare: \$ 787.22
SS: \$ 47.67
TOTAL: \$64,036.14

DEDUCTIONS

Code	Subject To	Employee	Employer
DEF COMP	0.00	1,660.00	0.00
DEF COMP ROTH	0.00	15.00	0.00
DENTAL	0.00	462.76	0.00
HSA	0.00	260.00	0.00
INS. ELEC.	0.00	83.52	0.00
LIFE INS.	0.00	0.00	118.80
MEDICAL	0.00	2,147.14	12,167.22
OPERS	34,689.63	3,468.97	0.00
OPERS ER	34,689.63	0.00	4,856.54
POL PEN ER	18,934.24	0.00	3,692.18
POL PENSION	18,934.24	2,319.43	0.00
UNION DUES FOP	0.00	93.24	0.00
UNION DUES OPBA	0.00	230.00	0.00
VISION	0.00	104.57	0.00
Total:		10,844.63	20,834.74

RECAP 01 - ADA

Earnings: 54,652.53 Benefits: 2,870.00 Deductions: 10,844.63 Taxes: 7,957.88 Net Pay: 35,850.02

Claims Register 2026-1C

Detail Register

Payroll Summary



Ada OH

Packet: PYPKT00701 - PPE 12.27.25 MLC
Payroll Set: 01 - ADA

Pay Period: 12/14/2025 - 12/27/2025

Total Direct Deposits: 36,228.43
Total Check Amounts: 0.00

Males Paid: 15
Females Paid: 8
Unknown Paid: 0
Total Employees: 23

EARNINGS

Pay Code	Units	Pay Amount
HOLIDAY	104.00	2,918.43
HSA	0.00	260.00
LONGEVITY	0.00	200.00
OT	36.70	1,393.03
PD DETECTIVE PAY	0.00	32.35
PD FIELD TRAINING OF	0.00	3.50
PD FIREARMS INST	0.00	14.00
PD HOLIDAY	108.00	3,120.86
PD HOLIDAY WRKD	30.00	1,230.23
PD OT	11.30	443.68
PD PERSONAL	11.00	319.84
PD PROPERTY ROOM MGR	0.00	11.32
PD REG PAY	431.00	12,180.58
PD TAC OFFICER PAY	0.00	25.00
PD VACATION	116.00	3,719.16
PERSONAL	26.00	676.74
REGULAR PAY	785.83	21,418.97
SICK	37.00	838.57
SUPPLEMENT	0.00	65.38
VACATION	164.00	4,287.04
ZONING SUPPLEMENT	0.00	160.00
Total:	1,860.83	53,318.68

TAXES

Code	Subject To	Employee	Employer
ADA CITY TAX	50,084.21	826.40	0.00
FEDERAL W/H	45,738.38	4,021.61	0.00
MEDICARE	50,084.21	726.19	726.19
OH STATE WH	45,738.38	1,125.62	0.00
SD ADA	14,136.78	212.06	0.00
SD BLUFFTON	8,001.27	40.01	0.00
SD CORY RAWSON	8,971.22	157.00	0.00
SD DELPHOS	1,851.56	9.26	0.00
SD KENTON	1,568.66	15.69	0.00
SD MCCOMB	2,504.96	37.57	0.00
Unemployment	53,058.68	0.00	0.00
Total:		7,171.41	726.19

Earnings: \$53,318.68
OPERS: \$ 4,474.14
OP&F: \$ 3,979.60
Medicare: \$ 726.19
Total: \$62,498.61

DEDUCTIONS

Code	Subject To	Employee	Employer
DEF COMP	0.00	1,150.00	0.00
DEF COMP ROTH	0.00	15.00	0.00
DENTAL	0.00	462.76	0.00
HSA	0.00	260.00	0.00
INS. ELEC.	0.00	83.52	0.00
MEDICAL	0.00	2,147.14	12,167.22
OPERS	31,958.16	3,195.83	0.00
OPERS ER	31,958.16	0.00	4,474.14
POL PEN ER	20,408.21	0.00	3,979.60
POL PENSION	20,408.21	2,500.02	0.00
VISION	0.00	104.57	0.00
Total:		9,918.84	20,620.96

RECAP 01 - ADA

Earnings: 53,318.68 Benefits: 0.00 Deductions: 9,918.84 Taxes: 7,171.41 Net Pay: 36,228.43

2025- 4 QTR Zoning Activity Report

Date	First Name	Last Name	Address	Phone	Notes	Fees Paid	Deposit Paid	Total Time Worked
10.1.25	Sara	Pinks	927 S Main St		Called regarding parking plans			0.08
10.2.25	Jamie	Hall	115 N Park Dr		Questions regarding permit to build new concession stand			0.17
10.6.2025					Contractor called asking if permits were required for solar panels			0.25
10.6.25	Kathruyn	Molnar Verdier	517 E Highland		Called and emailed regarding a rooftop solar panel installation. She inquired about any regulations and permitting that may be required. She asked that I supply this information via email as well			0.25
10.6.25					Complaint regarding temporary storage container, resident wouldn't give me their name but gave me the address of where the container is and there is an open permit for this.			0.17
10.10.25					Patrolled Village checking on open permits, slow progress on a few projects and no progress on several others			0.75
10.16.25	Abigail	Johnson			called and emailed regarding zoning requirements for cell towers			0.17
10.14-10.15					Village adopted Property Main. Code from International property maintenance code but has not followed in updating since 2000. Working on updating current property maintenance code for submission to Council. Met with Clayton to discuss what I was doing and let him know we would need to go over changes before submitting to Council.			17.75
10.7.25	Lillian	Fritch			General questions regarding demolitions and permitting			0.25
10.20.25	Bob	Kipker			Complaint regarding fence extension at old rite aid location. Permit was issued and approved based off plans submitted. I went out and looked at the extension and the fence is within the approved parameters.			0.25
10.20.25	Kami	Toland			Questions about starting a business and wanted to know if we regulated zoning outside of Ada and if not who she needed to contact			0.17
10.21.25	Tanner	Craig			Bob Kipker logged a complaint with tanner regarding the fence at Rite Aid, discussion on matter held with tanner			0.25
10.21.25	Marc	Staley			Called to information Marc of complaint regarding fence			0.25
10.21.25					Talked with Amanda and Clayton regarding outdated property maintenance code, and Ordinance, also discussed a few other issues/topics			0.75
10.21.25	Jason	Minich			Came in to talk about permanent storage for Keiths Hardware, I told him I would like to look into a few things and I would get back with him			1.17
10.22.25	JR	Mason			Called regarding Bob Kipker's complaints. Sent him what I sent Bob also pictures and videos of the fence			0.25
10.23.25	Samantha	Victors Roofing			Inquired about permit			0.08
10.23.25	Britton	Devier	709 S. Main St		Had questions regarding the alley directly behind his home			0.25
10.23.25	Leah	Cupp			Emailed regarding expired permit	\$ 25.00		0.08
10.24.25	Jason	Minich	106 S Johnson		Processing permit application for Conditional Use.. Preparing meeting for BOZA , letters and mailings to go out	\$ 25.00		1.75
10.27.25	Susan	Franco			Calling about a property she purchased wanted to know what the rules were with storage containers in the rear of the property			0.08
10.27.25	Robby	Allen			Answered emails regarding bob kipkers complaint with the fence at the old rite aid building			0.25
10.27.25	Tanner	Craig			Bob Kipker			0.25
10.27.25	Jr	Mason			Bob Kipker			0.25
10.27.25	Leticia	Costello	Brightspeed		Questions regarding permitting, attachments to power poles, underground utilities questions, ROW permits and utility easement work.			0.50
10.28.25	Hannah	Steinke	314 S. Simon, 302-308 E. Lehr		Questions regarding zoning details on this property.			2.5
10.29.25	Hannah	Steinke	314 S. Simon, 302-308 E. Lehr		Called with general questions ,asked me to write a letter in regards to my findings on these properties			0.5
					TOTAL HOURS FOR OCTOBER			29.42
11.4.2025	Fred	Rowe			Question regarding permitting of dumpster to be placed on Village Right of Way			0.08

11.4.2025				Checked all open permits for progress and completion. Can close out Permit# 2443, 2437, 2422, 2403, 2442 and 2371. Progress made on the following permits, 2436, 2439, 2438, 2427 and 2409. No progress made on permits 2441, 2433, 2432, 2431, 2419, and 2369.				1.50
11.5.25				Conversations with several people including ONU regarding the fence complaint at the old Rite Aid location				1.25
11.5.25	Sara	Pinks		Answer email questions				0.17
11.10.25	Colton	Hall		Answer email questions				0.17
11.11.25				Answer emails from website regarding permitting questions and took phone call from Verizon rep. regarding adding a tower in Village limits				0.5
11.11.25	Karen	Graham		Assisted with permit application for fence and went over the process				0.33
11.12.25	Colton	Hall		Came in to go over permit application and plans for his project	\$	25.00		0.5
11.18.25	Karen	Graham		Processed permit application, emailed permit and gave general information regarding her permit	\$	25.00		0.17
11.20.25	Colton	Hall		Reviewing plans before going to the property, emailed Colton with a few questions				1.5
11.21.25	Colton	Hall	218 W Highland	Met Colton, his dad and his neighbor at the property to discuss the plans for the garage replacement. The neighbor just had his property surveyed and it's showing Colton has an encroachment on to his property currently and with adding the new garage it could possibly encroach as well. We discussed plans, took measurements and checked the auditors site which does not currently show an encroachment. I will talk to Jane and get back with Colton and the neighbor.				1.42
11.21.25				Checked all open permits for progress and completion. Can close out Permit#s 2422, 2427, and 2441. All other permits are moving along with one permit that has had no progress since permit was issued.				0.50
11.24.25				Consulted with Jane regarding two properties with zoning applications				0.52
11.24.25	Mr. Hall			Came in to discuss the permit situation with his son's garage. I spoke to Jane this morning and I passed that information along to him				0.5
11.24.25	Dan	Meeks		Came in with concerns about a fence that be getting installed next to his property				0.75
11.24.25				Reached out to Jane with several questions regarding our Fence/Wall Ordinance.				0.25
11.25.25				Prepared for Boza meeting				0.75
11.26.25				Reached out to Larry Dearth regarding tiny home parked on s johnson				0.17
				TOTAL HOURS FOR NOVEMBER				11.03
12.3.25	Ruth	Laame		Called regarding 218 W. Highland				0.5
12.5.25	Gary	Hall		Talked to Colton's dad regarding the garage build and neighbor issue				0.25
	Gary	Hall		Talked to Colton's dad regarding the garage build and neighbor issue again				0.25
12.5.25	Ada Park	Board	401 N Park Dr.	Issued permit for new concession building	\$	29.44	\$ 1,000.00	0.17
12.18.25	Kali Hastings	Global Zoning	502 Eric Wobler Drive	Records request submitted. Very lengthy request took some time to research and provide response				3.75
12.22.25	Patty	Griffin	320 W North St.	Processing permit application for outbuilding	\$	25.00		0.75
12.22.25	Mike	Short	710 S Main St.	Possible purchaser for this property had questions about adding a garage				0.25
12.23.25	Patricia	Badertscher	301 E Montford	Inquiring about putting a house back on this property and wanted to know if they could do a duplex.				0.25
				TOTAL HOURS FOR DECEMBER				6.17
					\$	154.44	\$ 1,000.00	

Open Permits as of 12.29.2025

Permit #	Permit Date	Owner Name	Parcel Address	Job Cost	Description	Total Fees	Total Payments	Deposit
2369	4/25/2024	Jordan Pope	621 N JOHNSON	5000	Sidewalk	\$ 25.00	\$ 25.00	
2383	7/16/2024	Andrew Cano	715 W LIMA AVE	500	DRIVEWAY EXTENSION	\$ 25.00	\$ 25.00	
2448	12/23/2025	Griffin PATRICIA A	320 W NORTH AVE	6000	Building	\$ 25.00	\$ 25.00	
2447	12/4/2025	BOARD OF PARK COMMISSIONERS	401 N PARK DR	588910	Concession Stand	\$ 29.44	\$ 29.44	1,000.00
2445	11/21/2025	Colton Hall	218 W HIGHLAND AVE	40000	Garage	\$ 25.00	\$ 25.00	
2444	11/18/2025	Karen Graham	317 WILLEKE AVE	1800	Chain link fence	\$ 25.00	\$ 25.00	
2440	11/17/2025	SARA & CORY PINKS	927 S MAIN ST	5000	Residential Parking	\$ 25.00	\$ 25.00	
2439	9/2/2025	SARA & CORY PINKS	927 S MAIN ST	450000	New Construction-Duplex	\$ 42.20	\$ 42.20	1,000.00
2438	8/27/2025	SARA & CORY PINKS	927 S MAIN ST	5000	Fence	\$ 25.00	\$ 25.00	
2436	8/20/2025	L. Robert Agin	1110 BEECH ST	4000	Roof Addition Over Existing Patio	\$ 25.00	\$ 25.00	
2433	8/15/2025	TIM & CARRIE WOODRUFF	414 OAK ST	55000	ADDITION TO GARAGE	\$ 25.00	\$ 25.00	
2432	8/15/2025	TIM & CARRIE WOODRUFF	414 OAK ST	75000	GARAGE	\$ 25.00	\$ 25.00	
2431	8/15/2025	TIM & CARRIE WOODRUFF	414 OAK ST	35000	DRIVEWAY EXTENSION	\$ 25.00	\$ 25.00	
2419	5/9/2025	ZANE KING	503 PLEASANT VIEW DR	5000	PRIVACY FENCE	\$ 25.00	\$ 25.00	
2409	3/25/2025	ROWE LUCAS JONATHAN	415 N WEST ST	40000	Residential Addition	\$ 25.00	\$ 25.00	
2396	11/3/2025	Leah Cupp	420 N. Main St.	50000	General Construction: Repair Porch & Concrete Driveway	\$ 25.00	\$ 25.00	

Re-issued after expiration

Re-issued after expiration

Ada Zoning

2025 End of Year Report

Overview

In 2025 there were 37 Zoning Permits issued, down from 56 in 2024. The estimated value of these permits was \$1,384,740.00, down from \$2,981,912.00 in 2024. One multi-family home in the process of being built accounting for \$450,000.00 and a new concession stand being built at the Ada War Memorial Park accounted for \$588,910.00 of the total valuation. There were 3 structures demolished. There were 2 new garage builds, 1 garage addition, 1 residential addition, 4 storage sheds, 8 fences, and 2 driveway extension permits issued.

We had a conditional use permit application from Keith's Hardware to add additional storage in the rear of the business utilizing cargo shipping containers. The Board of Zoning appeals approved this permit on November 25, 2025 with stipulations.

Along with permits issued, inspections and re-inspections, I routinely field phone calls and guide individuals, businesses, and builders with information on code issues, setbacks, and other requirements. This year we had inquiries on home additions, cell tower regulations, vacant properties and what could possibly be built on those properties and building new multi-family housing.

This year has been a busy year answering various zoning questions and fielding complaints for Code Enforcement when Clayton is out of the office.

If you have any questions, please do not hesitate to ask.

Respectfully,

Michele Chambers
Zoning Inspector

Permits Issued in 2025

Permit Date	Permit #	Parcel Address	Permit Type	Description	Job Cost
12/4/2025	2447	401 N PARK DR.	Concession Stand	Concession Stand	\$ 588,910.00
11/26/2025	2446	106 S JOHNSON ST.	Conditional Use	Cube Shipping Containers for Inventory Storage	\$ 23,000.00
11/18/2025	2444	317 WILLEKE AVE.	Fence	Chain link fence	\$ 1,800.00
9/29/2025	2443	700 N MAIN ST.	Storage Shed	Storage Shed	\$ 4,500.00
9/24/2025	2442	610 S MAIN ST.	Fence	Fence Extension and repair of existing fence	\$ 3,500.00
9/22/2025	2441	805 E NORTH AVE.	Signage	New Signage Side of Building & Front Entrance	\$ 13,480.00
11/17/2025	2440	927 S MAIN ST.	Parking Lot - Residential	Residential Parking	\$ 5,000.00
9/2/2025	2439	927 S MAIN ST.	Duplex	New Construction-Duplex	\$ 450,000.00
8/27/2025	2438	927 S MAIN ST.	Fence	Fence	\$ 5,000.00
8/26/2025	2437	411 W MONTFORD.	Deck	Replacing Current Deck	\$ 1,500.00
8/20/2025	2436	1110 BEECH ST.	Roof Addition	Roof Addition Over Existing Patio	\$ 4,000.00
8/18/2025	2435	720 S UNION ST.	Fence	Fence	\$ 450.00
8/15/2025	2434	927 S MAIN ST.	Demolition	Demolition	\$ 6,500.00
8/15/2025	2433	414 OAK ST.	Garage	Addition to Garage	\$ 55,000.00
8/15/2025	2432	414 OAK ST.	Garage	Garage	\$ 75,000.00
8/15/2025	2431	414 OAK ST.	Driveway	Driveway Extension	\$ 35,000.00
7/7/2025	2430	205 TURNER	Temporary storage container	Temporary storage container	\$ -
7/7/2025	2429	400 HAYS AVE.	Storage Shed	Storage Shed	\$ 7,100.00
6/25/2025	2428	424 S JOHNSON ST.	Sidewalk	Sidewalk Replacement	\$ 4,500.00
6/24/2025	2427	211 E NORTH ST.	Roof Addition	roof over back deck	\$ 1,000.00
6/20/2025	2426	333 W TURNER AVE.	Fence	Fence	\$ 1,500.00
6/13/2025	2425	315 LIBERTY AVE.	Sidewalk	Sidewalk/Porch Replacement	\$ 1,000.00
6/13/2025	2424	203 E NORTH ST.	Fence	Privacy Fence	\$ 5,000.00
5/29/2025	2423	458 HAYS AVE.	Temporary storage container	Temporary storage container	\$ -
5/12/2025	2422	503 PLEASANTVIEW DR.	Driveway	Driveway Extension	\$ 3,000.00
5/9/2025	2420	305 S PARK DR.	Temporary storage container	Temporary storage container	\$ -
5/9/2025	2419	503 PLEASANTVIEW DR.	Fence	Privacy Fence	\$ 5,000.00
5/2/2025	2417	707 S UNION ST.	Demolition	Residential Demolition	\$ 12,500.00
5/2/2025	2416	615 S MAIN ST.	Demolition	Residential Demolition	\$ 12,500.00
5/2/2025	2414	523 E LEHR AVE. #5	Storage Shed	Storage Shed	\$ 500.00
4/15/2025	2413	325 GRANDVIEW BLVD.	Storage Shed	Storage Shed	\$ 6,000.00
4/15/2025	2412	211 E NORTH ST.	Fence	Replacing 3ft Fence w/ 6ft Fence	\$ 1,500.00
3/25/2025	2411	125 E LINCOLN AVE.	Gazebo	Gazebo	\$ 6,000.00
3/25/2025	2409	415 N WEST ST.	Residential Addition	Residential Addition	\$ 40,000.00
3/4/2025	2408	434 E LIMA AVE.	Temporary Storage Container	Temporary Storage Container	\$ -
11/3/2025	2396	420 N. MAIN ST.	Porch	Repair Porch	\$ 5,000.00
TOTAL VALUE OF PERMITS ISSUED IN 2025					\$ 1,384,740.00

2025- Zoning Activity Report

Date	First Name	Last Name	Address	Phone	Notes	Fees Paid	Deposit Paid	Total Time Worked
12.27.24	John	Sousley	416 E University	419-348-1389	Mr. Sousley called to let me know the shed is in place and to give me the cost of the project. He will paint the shed at a later date with weather permitting.			0.17
1.6.25	Don	Hazlett	126 W. North St	419-304-1299	Had questions regarding zoning and code violations for this property			0.50
1.6.25	Mya	Mosher	120 E Buckeye	508-687-9555	Had questions regarding ordinances for signs in the commercial district			0.25
1.31.25	Tom Miller	ADA EMS			Meet with Tom, and Linda regarding the new building. Provided background on permit application and permit process.			2.50
					TOTAL HOURS FOR JANUARY			3.42
2.5.225	Tom Miller	ADA EMS			Tom called and had questions adding an enclosed walkway from their old building to their new building. Also had some questions about the plans that were originally submitted to the Village by Charles Construction			0.37
2.5.2025					Met with Jamie to discuss the additional permit needed for EMS. I wanted to ensure we were both on the same page with what would need to be done.			0.33
2.6.2025	Tom Miller	ADA EMS			Emailed Tom to let him know the steps he needs to take in order to add the enclosed walkway from the old EMS building to the new EMS building			0.08
2.11.25					Patrolled the Village with Clayton. Checked on open permits for Sousley, and shed is completed. Will close out permit as complete. Checked on garage build progress for 1009 Southernview. I have some concerns as to whether or not they are keeping the shed that was there. They originally told me the shed would not stay. Building hasn't progressed much but there are earth movers on site. Checked garage build at 400 W. Monford. Progress appears to be moving forward. Closing out driveway permit. 621 N. Johnson work doesn't appear to be progressing forward things look to be the same as they were on my previous visit. Forward progress being made at 120 E. Buckeye.			2.25
2.11.25					Worked on cleaning up the zoning files			1.75
2.18.25					Met with Bob, Alec, Clayton and Jason in regards to a Landlord Directory Program, and a Transient Merchant Ordinance, application and license.			2.50
2.18.25					Patrolled the Village with Clayton. Visited 126 N. Avenue where we document numerous Code Violations, Also visited 112s. Johnson St., 125 S. Main St., N Simon and Buckeye unnumbered piece of land, 226 E Buckeye and 120 & 122 Buckeye in regards to code violations. Did a drive by past several of my open permits however work has not progressed at those sites.			1.50
2.18.25	Steven	Williams	315 S. Johnson & 124 E Lehr		Mr. Williams called in to let me know he is having issues with contractors who were supposed to start working on both properties and didn't He hired someone else and they will start as soon as the weather breaks. I let him know he has until Aug. 2025 to fix his code violations			0.25
2.25.25	Pat	Parteleno			Pat called in inquiring about a moving storage box that is located on Hays. She wanted to know if there was an ordinance regulating storage boxes. She also wanted to log a complaint in regards to this container which has been at this property for several months. There is no permit application on file. I will visit the location on Wednesday this week			0.25
2.26.25					Follow up meeting regarding Landlord directory and Transient Merchant Ordinance			1.50
2.26.25	Shane & Brandy	Tilton	458 Hays	740-610-0424	Attempted to make contact with homeowner regarding moving storage container parked in driveway. This container has been in the driveway for a period of at least 6 months. I had 4 complaints. There was someone home however they did not answer the door. I left my card and a copy of Ordinance 1137.22 explaining the requirements to have a storage container on their property.			0.25

2.26.25	Dale	Vandemark	434 E Lima	419-673-6019	While visiting the Hays address I also noticed another moving storage container located at this residence. I made contact with the contractor who gave me the number for the owner. I spoke with the owner and explained they are currently in violation of Ordinance 1137.22 and what he needs to do in order to be complaint. He explained that he is in Florida and apparently doesn't have his computer and the only place I could send the permit application was his phone but he did not have an email address. He informed me he would in Ada on Monday and could come up to the office to take care of the permit and application fee. I told him I would need to have this cleared up by the end of the business day Monday. He then said he wouldn't be able to come up until Tuesday. I told him he needs to take care of this by Tuesday at 4:30pm. and if he didn't he would receive an official violation and would be subject to fines.	\$ 25.00		0.17
2.27.25	Shane	Tilton	458 Hays	740-610-0424	Mr. Hilton called to discuss the storage container on his property. He said he was unaware that we required a permit to have the storage container. He also said he was not aware that his neighbors were upset about it and had he known he would of removed it. He asked if he could just move it to the side of his house. I told him no it would be preferrable to keep it in the driveway but he needed a permit and could only have the container there for a period of 90 days in 1 calendar year. He said the container place said they would be to pick it up tomorrow or Monday. I told him if it's not picked up by Monday he needs to let me know and he would be required to get the permit if it was going to stay there past Monday. I told him as it stands now he is not in compliance with the Ordinance and I could issue a violation and fine but I was willing to work with him if the matter could be resolved in a timely fashion.			0.12
2.27.25	Josh	Bever	428 N Main St	567-217-1533	Called per Chief Coopers email would like to add parking to his rental property and had several questions. I advised him I would like to looking into his questions a little further and I would return his call			0.50
					TOTAL HOURS FOR FEBRUARY			11.82
3.3.25	Josh	Bever	428 N Main St	567-217-1533				0.50
3.3.25	Dustin	Hasch	309 E Lehr	419-513-1227	Inquired about adding a garage. Explained the permitting process, also explained setbacks and the garage can't exceed 35% of the backyard. He also inquired about a possible old alley that may or may not have been vacated behind his property.			0.50
3.4.25	Dustin	Hasch	309 E Lehr	419-513-1227	Talked with Jamie and Jane regarding unimproved alley behind house as well as vacated alley on the side of the house. Dustin and Amanda called several times with general questions on the vacated and unimproved alley way. Per Jane the unimproved alley is open and if they chose to drive on it they can it's at their own risk. They could always use the old vacated alley area to drive however it would need to be brought up to code. It was brought up that neighbors use the old vacated alley to get to their garage and it's not concrete or asphalt. Also said the other two neighbors put stone in the back unimproved alley and wanted to know if they could			1.25
3.4.25	Dale	Vandemark	434 E Lima		Came in to get clarification on needing a permit for the temporary storage contained on his property and to get permit.			0.25
3.7.25	Resident				Resident had general question about putting a shed up			0.17
3.11.25	Phil	Epley	723 N Main		Answered Phil's questions regarding adding an accessory building			0.50
3.11.25	Resident				Resident had general questions about getting a permit for a fence			0.08
3.3.25 to 3.11.25					Worked on cleaning up the zoning files as I had free time. All files have now been organized and filed properly			3.50
3.12.25	Lucas & Kiley	Rowe	415 West St.		Received online application for permit for residential home addition. Corresponded via email to relay the cost of the permit, the requirements of having building plans etc.			0.25
3.13.25	Lucas & Kiley	Rowe	415 West St.		Received construction plans and additional information from Mr. Rowe. His wife came in to pay the \$25.00 permit fee. I advised Mr. Rowe that I would visit his property next week to do my initial inspection. If everything is good to go I will email his permit			0.08

3.17.25	Resident				Resident called in to inquiring about permitting for a fence.			0.17
3.18.25	Resident				Inquired about possibly extending driveway and what the requirements were for permitting			0.17
3.19.250	Christina	Dean	125 E. Lincoln		Sent email inquiring about a permit for a gazebo and landscaping work in her yard. Had additional correspondence regarding permitting and processing of permit. 3.20.25-Christina reached out again with her permit application and a couple of other questions			0.25
3.20.25	Resident				Stopped up to the office to see what requirements are for getting a permit for a fence. Also inquired about any ordinances regarding chickens			0.17
3.24.25	Eleanor	Laubis	333 Turner Ave		Inquiring about moving an existing fence, also had a few questions regarding chickens in the Village of Ada			0.17
3.24.25	Terry	Maris	412 E Lima Ave.		Wanted to know if there was an ordinance against chickens or any rules. His wife wants to raise chickens he does not			0.08
3.25.25	Keith & Laura	Nichelson	221 E University	419-230-2628	Inquiring about a permit for temporary placement of a shed			0.17
3.25.25	Lucas & Kiley	Rowe	415 West St.		Visited the property, took measurements of the area where the new addition is going. Took pictures calculated the sq. footage to ensure they would have enough backyard area for the new addition and that it wouldn't be over the 35% threshold of the backyard. issued permit	\$ 25.00		0.5
3.25.25	Christina	Dean	125 E. Lincoln		Visited the property, took pictures of where the gazebo will go. Took measurements and issued permit	\$ 25.00		0.25
3.27.25	Keith & Laura	Nichelson	221 E University	419-230-2628	Visited property and checked the placement of where the resident wants to locate a shed. At this time I can't approve the permit as they are a corner lot in Residential District 1. the resident needs to have a 30ft set back from their property line to where the shed is going to go. Currently where they want to place the shed is approximately 15ft. from the property line. I called an spoke with Laura and she informed me the shed is only going to be temporary. I informed her that I didn't think there was anything I could do to approve the permit even for a temporary placement but I would confer with Jamie Hall on my denying the permit. Spoke with Jamie and he agreed that the permit application to be denied as the placement of the shed does not adhere to the Ordinance. I called and left a message and Mr. Nichelson called the next day very upset that I was denying the request. He said Mr. Harnishfeger would of approved it and continued on asking me who created the ordinance and who says that he can't put his shed where he wants to put it. Wanted to know what would happen if he put the shed there anyway and I told him he would incur a violation and subject to fines for everyday he was not in compliance. I did explain to him and Laura that they can put the shed on their property but I would have to put in 30ft. from the property line and a6ft from any other structure on the property. etc.			1.00
					TOTAL HOURS FOR MARCH			10.01
4.1.25	Ruby	Hilton	416 W. Montford		Called regarding wanting to put a trailer on one of her 3 parcels. Unfortunately her realtor said she could put a trailer on the land when she purchased it. I advised her that she could not as the Village does not allow new trailers to be put in the residential districts, however trailers that were already in the village were grandfathered in and can stay. Did some measurements on her property advised her of the requirements for her district.			0.75
4.4.25	Resident				inquiring about getting a permit for fence			
4.4.25	Resident				inquiring about a plot of land in the village, referred to Hardin Co. Auditors			
4.7.25	Resident				Inquiring about a permit for a driveway extension			

4.8.25	Resident				Resident wanted to stay anonymous and wanted to log a complaint regarding the number of residents living at 1009 Southernview, concerned regarding the number of vehicles that are parking on the street. Resident through there was a rule about how many people with different last names could live in one home. I informed her of Ordinance 955.02 regarding "residence or family". had more discussion that she asked I not log in my report.			0.75
4.8.25	Resident				Resident wanted to stay anonymous and wanted to log a complaint regarding the new accessory building going in at 1009 southernview. Is concerned about water running on to their property as there are no gutters or downspouts on the building yet. I advised the resident I would reach out to the home owner and request a timeline on when gutters and downspouts could be expected to be installed and that I would monitor the situation. I emailed the resident and requested a timeline and also let her know that it's important to maintain the water with all the heavy rains we have had.			1.00
4.9.25	Junior	Mason			Came in to get application for shed permit			0.17
4.9.25	Resident				resident asking about putting up a fence			0.17
4.10.25	Chris	Andreson			Questions about fence permit			0.17
4.10.25	Jeanne	Perrine	920 Orders Street		questions regarding installing swimming pool			0.25
4.10.25	Tom Miller	ADA EMS			Called regarding the walkway addition and would like me to come on site Tuesday			0.17
4.10.25	Nancy	Stuart	222 N. Main St.		Had questions on what the building was zoned for and several other questions.			0.33
4.15.25					Spent the day checking on open zoning permits visited several properties for code violations with Clayton. Met with Tom Miller from Ada EMS regarding walkway. Met with Andrea Campoli regarding gutters and downspouts. Her project is coming along nicely. Storm drainage is in and looks great. She is in full compliance of all ordinances which her neighbors seemed to question.			8.25
4.15.25	Chris & Sarah	Anderson	211 E North St		Visited property and issued permit for fence replacement	\$ 25.00		0.17
4.15.25	Linda	Mason	325 Grandview Blvd		Visited property and issued permit for shed	\$ 25.00		0.17
4.17.25	Kathy	Sybert		419-235-2570	Note to call Ms. Sybert. LM on v-mail			0.08
4.17.25	Resident				Stopped up to the office to see about getting a permit for a privacy fence and driveway extension			0.25
4.28.25	Zane	King	503 Pleasantview		Had questions regarding two possible permits he will be submitting			0.25
4.28.25	Darren & Stephanie	Seyer	569 N. Johnson		Questions on permits for shed, fence and garage extension			0.17
4.28.25	Jason	Broge	720 Union		Emailed Jason regarding his permit is soon expiring. He asked for a 30 day extension as the weather has not allowed him to finish the project. I granted the 30 day extension			0.17
4.29.25	Darla	Crown-Hart	338 W. Highland		Had questions on demoing home and rebuilding			0.25
4.29.25	Larry	Dearth	Buckeye and Simon		Questions about storage containers in Village limits and code enforcement violations that were issued against his property			0.25
					TOTAL HOURS FOR APRIL			13.77
5.1.25	ONU	Tyler Cornwell	Demolition Permits- 707 Union and 615S. Main St		Questions on application and deposits- approved both permits	\$ 50.00	\$ 1,000.00	0.5
5.2.25					Checked complaint at 305 S. Park, Also checked shed application for 523 E. Lehr Ave # 5. Patrolled with Clayton for Code Violations. Issued permits for ONU and processed Violation for 305 S. Park S.			3.5
5.2.25	Jason	Campbell	523 E Lehr Ave #5		Visited property and issued permit for shed	\$ 25.00		0.17
5.2.25	Carol	Curtis			Questions regarding propane tank			0.5
5.2.25	Tracy	Halker			Called to follow up on demolition at 821 S. Gilbert			0.17
5.2.25	Tom	Lehman			Called me back to talk about the issue with the storage container.			0.17
5.7.25	Jim	Neiswander			Report of two addresses that have not been mowed			0.25

5.7.25	Anonymous				Wanted to report property issues with 535 N. Main St. I informed caller that there are open code violations regarding this address and we are aware of the same things they reported to me			0.25
5.9.25					Patrolled the Village with Clayton for violations			2.5
5.9.25	Zane	King			Processed permit for driveway extension and fence. I had a few questions regarding the driveway so I spent some time with Jamie going over a few things.	\$ 50.00		0.5
5.9.25	Tom	Lehman			Issued permit for temporary storage container after visiting his property due to a complaint regarding the storage container	\$ 25.00		0.17
5.12.25	Tom	Simmons			Report of properties that have tall grass			0.25
5.13.25	Jordan	Pope			Had questions regarding specific requirements for his driveway and sidewalk			0.75
5.14.25	Justin	Pope			Questions about adding stone to the front of his house, had questions on what his options were for adding additional parking. Also wanted to know if he were to rebuild the home what was he allowed to do with the new build... etc.			0.75
5.16.25	Cheyenne	Winegardner			Questions regarding a fence permit			0.08
5.16.25	Unknown		222 N Main St		Unknown caller who is possibly interested in purchasing this property had several questions			0.25
5.21.25	Resident				Didn't want to give their name, but they registered a complaint about grass not being mowed on Gilbert at two separate addresses			0.08
5.21.25	Aremco		542 N Main St		Called regarding property violations and wanted to know if we could recommend any contractors for various work that needs to be completed. Also wanted to check to see when the latest date is that they can have these issues corrected			0.5
5.27.25	Stephen	Benner	128 W North		Calling inquiring about property lines, fence installation and requirements			0.17
5.28.25	Anonymous				Wanted to report several properties with high grass. I checked the addresses and they were already issued a violation. I informed the caller that we are monitoring those properties and they have been issued violations			0.25
5.28.25	Aremco		542 N Main St		You can disregard the phone call from Brandon from Aremco regarding 542 N. Main St. I spoke with him regarding the violations. He plans on checking in with me once a week. I also explained to him about the grass violation and they are working to get quotes for someone to mow the lawn weekly. He has several contractors promising quotes for repair of the other violations but haven't been successful in anyone actually submitting a quote. They sent out an internal investigation to view the property and take pictures and they can see exactly what you were talking about in your violation letters.			0.25
5.28.25	Shane	Tilton	458 Hays		Received application for temp. storage container, emailed regarding size as it was not listed on application. Mr. Tilton replied back and the container is larger than the ordinance allows. I explained this and Mr. Tilton said he would call and order an 8x16 container to be in compliance in order to get her permit approved.	\$ 25.00		0.25
5.28.25	Kyle	Hibbard	424 Liberty		Had questions regarding tearing down existing home and building a triplex, This property only has 7,500sq ft. and in this district there would need to be at least 15,000 sqft in order to build a triplex			0.5
5.28.25	Deb		315 Grandview Blvd		Questions on if permits were required for various projects. Also had questions regarding storm sewer that I referred to Jamie			0.25

5.30.25	Brandon	AREMCO	524 N Main Street		Calling back regarding the ongoing violations at this property. In informed him of the additional violations for grass. He was unaware. He did someone from his firm go by and take pictures of the entire property and survey the work that needs done. He also reached out to several contractors non of which who have called him back yet. He just wanted to touch base and let me know he will get the grass situation take care of ASAP. He also asked for contractor references as he is not having any luck and he is located in Texas.			0.75
5.30.25					Reached out to several permit holders whose permits are expiring soon			0.75
					TOTAL HOURS FOR MAY			14.51
6.2.25	Jordan	Pope	621 N Johnson St		Called with a couple of questions regarding the concrete work that Amburgey did by his home.			0.25
6.2.25	Jordan	Pope	621 N Johnson St		Called back asking additional questions regarding the pouring of the concrete for the sidewalks and driveways. I will need to check into specifics a little bit more for him and I will also need to take a look at the construction standards and Ordinance language.			0.5
6.2.25	Jordan	Pope	210 E Franklin Ave		Wanted to make us aware that he is trying to bring his mom's property up to code and to fix the violations that were issued as far back as 2023. He's worried about getting the work done as he is still working on his own home. His father has cancer and is unable to do any of the work himself. I noted Iworq and I will speak to Clayton regarding this.			0.25
6.4.25	Aremco	Brandon	542 N Main		Weekly follow up. They finally have one quote on property repair, waiting on possibly more quotes before they can move forward			0.25
6.4.25	Sunrise Appraisal	Linda	512 N Liberty		Wanted to know what all could be done with this property in the R-2 district.			0.17
6.5.25	Linda	Mason	325 Grandview		Shed is completed, did final inspection and closed out Permit			0.17
6.5.25	Jason	Campbell	523 E. Lehr Ave.# 5		Shed is completed, did final inspection and closed out Permit			0.17
6.5.25	Jason	Broge	720 S. Union		Garage is completed, did final inspection and closed out Permit			0.17
6.5.25	Christopher	Anderson	211 E. North St		Replacement fence has been completed. Did final inspection and closed out Permit			0.17
6.5.25					Patrolled Village with Clayton, checking previous grass and code violations			5.00
6.5.25	Austin	Tage	224 E University		Called with questions on his property and ordinance			0.50
6.6.25	Dale	Vandemark	434 E Lima Ave		Verified Temp. Storage container has been removed			
6.9.25	Elean	Laubis	333 Tuner Ave		Received permit application for fence. Called Ms. Laubis as application is missing several important details. She will get back with me after she gets quotes			0.17
6.10.25	Zachary	Winegardner	203 E. North Ave		Came in to apply for a fence permit.			0.17
6.10.25	Carter	Conley			wanted to know what he needed to do to set a permit for a stone driveway, informed him that he would need to put in a concrete or asphalt driveway as we don't allow stone			0.25
6.12.25	UNKNOWN				Had questions about various vacant lots in Ada and what would be allowed to be built on those lots if someone purchased them			0.25
6.12.25	Eleanor	Laubis	333 Turner Ave		Called to let me know that she is still trying to find a contractor and to hold off on processing her permit			0.25
6.13.25			23733 Twp Rd 52		Received call from property owner/care taker. Received a notice house is condemned and needs torn down. They thought the letter came from the Village. It actually came from Hancock County as this is not within the Village limits. Assisted caller with getting to the right agency to address the letter.			0.17
6.13.25	Tracy	Rayl			Received complaint that they were doing construction on the front of their home without a permit. Went to property and I can see where they are putting in a front porch and concrete sidewalk to driveway. No permit on file, called and spoke to wife			0.17
6.13.25	Zachary	Winegardner			Went on site to check placement of fence, took pictures and issued permit			0.5

6.13.25	Tracy	Rayl			Came in office to talk about getting permit			0.25
6.16.25	Charlotte	Gooden	424 Liberty		Inquiring about this property. Wanted to know what her options were if she were to demo the current home that's there now. Wanted to know about the permits that would be required. Etc.			0.75
6.17.25	Penny	Keller-Clark	424 Liberty		Had some questions for her friend Charlotte			0.50
6.20.25	Eleanor	Laubis	333 Turner Ave		Visited property, checked for privacy fence placing. All is according to plan approved and issued permit			0.25
6.20.25					Complaints regarding Ada Smoke and Vape			0.55
6.20.25	Chris	Anderson	211 E North St.		Came up to pick up permit application			0.08
6.24.25	Mike	Milks	424 S. Johnson		Street department reported concrete work going on here. Called owner Mr. Milks spoke to him two separate times and explained what would be needed in order for him to continue the work that has been started			0.75
6.24.25	Deb	Curlis			Questions regarding a deck permit, also wanted to discuss some concerns regarding weeds at a property located downtown			0.80
6.24.25			440 N Edwards		Unimproved alley			0.17
6.24.25	Mason	James	542 N. Main St		Realtor inquiring about 542 N Main St. Wanted to know if there are any restrictions on selling the property because of current outstanding Code and Property Violations. Asked for copies of code violation letters, and any information I could provide. Complied info and emailed them to him.			0.42
6.24.25	John	Saltzman			updating me on code violations he's working on			0.42
6.24.25	Chris	Anderson	211 E North St.		Processed permit for deck roof addition			0.17
6.24.25	Yessica	Arriaga	129 S. Main St		questions on handicapped parking. Referred her to the American's with Disabilities ACT for her questions			0.08
					TOTAL HOURS FOR JUNE			14.72
7.1.25	Alon Cohen		542N Main St		Requests for open code violations for this property and balance of back water bill			0.42
7.1.25	Sonja	Heistand	400 Hays Ave		Dropping of permit application and had some questions			0.42
7.7.25					Patrolled Village with Clayton, checking previous grass and code violations, Pre-inspection for a shed permit			1.25
7.7.25	Sonja	Heistand	400 Hays Ave		Approved permit for shed			0.25
7.7.25	Brian	Clum	205 Turner		Noticed there was a storage container in the driveway but there has been no permit issued for this. Called Brian and he will come up and get a permit			0.17
7.7.25			414 Oak St.		Resident came up to get information on getting a permit for a garage build			0.17
7.7.25					Spoke with Jane regarding two issues			0.42
7.8.25	Saad	Monzer	Regal Beagle		Inquiring about adding a storage unit. Informed Mr. Monzer he would need a permit and we only allow storage units for 90 days in every 12 month period so it can't be there permanently.			0.17
7.8.25	Sarah	Pinks	927 S. Main St		Interested in purchasing this property and she had questions about what she can build here			0.50
7.10.25	Julie	Gross	345 W. Montford		Had questions regarding removing the trailer on the property, could she replace with another trailer. If not could she put two homes on the same plot of land. She also wanted specifications on size, floor space etc. if she were to build a home where the trailer is currently at			0.50
7.11.25	Ruby	Hilton	416 W. Montford		Inquiring about putting a pool in			0.25
7.14.25	Elenaor	Laubis	333 Turner		Ran into a couple of issues when installing fence. Spoke with her and spoke with Mayor Retterer regarding an issue where two sections of ground were higher than the rest of the yard making the fence sit up about 10inches higher than the rest. If she were to change the yard it could potentially cause flooding for her neighbor. After speaking with the Mayor and viewing the two sections we have ok'd the additional 10inches due to the ground being higher in that section. Noted the lworq system in case this comes into question in the future			0.50

7.14.25	Travis	Evans			questions on shed permit			0.33
7.15.25			726 S. Gilbert		Potential buyer for this address had questions regarding zoning.			0.25
		Gossman			general questions on how to apply for a permit			0.17
7.16.25	Sonja	Heistand			questions regarding shed installation			0.10
7.28.25	Sara	Pinks	927 S. Main St		Additional questions regarding building a multiple family dwelling on this property			0.25
7.28.25	Amanda & Dustin	Hash			Questions about adding a greenhouse to their property			0.25
7.28.25	Tom	Simmons	518 S. Simon St		Contractors will be putting in a pool and they wanted to know of any specific requirements, they also asked for information on this property and for copies of Ordinance language			0.42
7.28.25					Returned calls from complaints or questions regarding zoning that were left while I was on vacation			0.75
7.29.25	Sara	Pinks	927 S. Main St		Emailed her plans and additional questions to me			0.50
7.29.25	Mark Staley	ONU			Emailed regarding his plans for installing additional access with gravel lot			0.75
7.29.25	Catherine	Daniels	927 S. Main St		Concerns regarding property survey at this address and what she was told years ago. Also has concerns that the new owner will shut off access to her home.. Advised her to talk to the new owner and compare her survey to the new owners survey to verify lot lines etc.			0.50
7.30.25					Visited several properties and checked progress of of open permits. Had a permit application for a garage, visited the property and nothing was staked out or painted. Spoke to home owner they will get that done and call me. Closed out two open permits. Called two residents as work appears to be completed but I was not notified. Waiting on responses to see if I can close out those permits			1.75
7.31.25	Sara	Pinks	927 S. Main St		Sara subitted plans for the triplex she would like to build. Asked me to review them to see if they are good to proceed to the next step			0.50
					TOTAL HOURS FOR JULY			12.04
8.4.25	Hailey	Long-Green	516 E Lehr		Questions on getting a permit for a an in home dog grooming business			0.17
8.8.25	Tim & Carrie	Woodruff	414 Oak St.		Viewing plans for a garage addition to the existing garage and an additional garage at the rear of the property and driveway. Only had application for garages, needed to have an app. for driveway which he submitted today. I have concerns about setbacks for the driveway and addition. I asked Mr. Woodruff to get everything staked out accordingly and I would come out Friday to review			0.5
8.4.25	Deb	Curlis			Called to let me know they will be starting their deck project			0.12
8.5.25	Amber	Simon			Emailed regarding inground pool and requirements			0.10
8.5.25	Colton	Hall	218 W. Highland		calling regarding building a garage in place of an existing garage. Currently has open violations on garage now. Doing some research and will call him back			0.42
8.6.25	Colton	Hall	218 W. Highland		Called and sent over a sketch of what he would like to do, waiting on Clayton to get back with me regarding previous violations			0.5
8.6.25	Chris	Short	927 S. Main St		Concerns regarding property survey at this address and his house next door			0.5
8.6.25	Sara	Pinks	927 S. Main St		Further discussion regarding her plans for a triplex, she can only do a duplex, had to do some research and find additional information out for her and the surrounding neighbors.			1.5
8.7.25	Mark	Staley			questioning if he can put a stone parking lot in. advised it would need to be concrete or asphalt			0.17
8.7.25	Coulson Contracting		315 S. Simon		Contractors came in to see about getting a permit for this property to build a home. I have several concerns regarding lot size being large enough to put a home on. I also have other concerns I passed along to the contractors. They also inquired about several other properties here in town and what they could possibly do with those properties			1.00
8.7.25	Shane	Tilton	458 Hays		Called to let me know his temporary storage container has been removed. Also inquired about how long he would have to wait before he could get another one. He will have to wait 1 year from 5.25.25			0.17

8.8.25	Eleanor	Laubis	333 Turner Ave		Called to let me know the fence has been completed.. Went to property and inspected and closed out permit.			0.25
8.8.25	Shane	Tilton	458 Hays		Called to inquire about putting a shed in his side yard			0.17
8.12.25	Alon	Cohen	542 N Main St		2nd request for a list of property violations and copy of past due bill			0.25
8.12.25	Legal Counsel				Discussed initiative presented for Agenda. Can't be addressed through Council will have to go to Board of Zoning			0.68
8.13.25	Sara	Pinks	927 S Main St		Emails, Pulling old permits and doing research			3.00
8.14.25	Chris	Short	931 S. Main St		Met with Mr. Short at his property regarding concerns of stakes being in his yard from owner at 927 S. Main who is planning on putting a fence up			0.42
8.15.25	Sherry	Agin	1110 Beech St		Questions regarding adding a roof to patio and possibly adding a detached garage			0.17
8.15.25	Sara	Pinks	927 S. Main St		Process Demo permit application and issue permit			0.17
8.18.25	Yessica	Yarbarra			Questions about inside building code, referred her to Hardin Co.			0.08
8.18.25					Researching two addresses with questions regarding proper permitting			2.50
8.18.25					Patrolled village checked on progress of various open permits, met with new owners of 542 M. Main St. to address open code violations			2.00
8.18.25	Jason	Broge	720 S Union		Processed permit application for the completion of a fence, issued permit and emailed Mr. Broge			0.17
8.19.25	Austin	Tafe	768 N Main St.		Questions regarding this parcel			0.25
8.19.25	Sara	Pinks	927 S. Main St.		Answer email questions			0.17
8.19.25	Legal Counsel				Questions regarding past permitting, grandfathering in prior to Ordinances being inacted. Questions regarding steps to take for something that was not permitted properly. Informing legal Counsel of an upcoming Permit that will be denied and the action homeowner will take.			0.4
8.19.25					Worked on researched 4 separate properties and prior permits dating back to the 1980's			7.5
8.19.25	Robert	Agin	1110 Beech St		Processed permit application for roof addition over existing patio, issued permit and emailed Mr. Agin			0.17
8.20.25	Colton & Gary	Hall	218 W Highland		Spoke to Son and Dad regarding a garage build. Supplied measurements and general information so they are aware of the ordinances for accessory buildings			0.42
8.20.25					Spoke to Jane regarding a pending permit. Created denial letter			0.25
8.20.25	Sara	Pinks	927 S Main St		Email correspondence			0.17
	Dan	Meeks			Various complaints regarding yorktown properties			0.08
8.25.25	Sara	Pinks	927 S Main St		Received new plans for duplex.... Looking over plans and it appears there will be a total of 6 bedrooms in each unit. Per code you can't have more than 5 non blood related relatives. Meeting set to meet her at the property tomorrow			2.75
8.26.25	Sara	Pinks	927 S Main St		Meet at property and discussed plans for the new build, fence and parking area			0.75
8.26.25					Patrolled Village with Clayton to check open violations and progress on open permits			0.75
8.26.25	Nancy	Neuenschwand	411 W. Montford		Processed permit application to replace existing deck			0.17
8.28.25	Sara	Pinks	927 S Main St		Issued permit for fence, email correspondence with Ms. Pinks regarding new duplex plans and what all is still needed.			0.50
					TOTAL HOURS FOR AUGUST			29.34
9.2.2025	Sara	Pinks	927 S Main St		Reviewed newly submitted plans for construction, email correspondence with Ms. Pinks regarding the new plans. Still need measurements for the parking lot and a few other details I provided in the mail to her.			1.75
9.3.25					Monthly report to Data Construction Monitor, deposit reconciliation, and fee reports. Ran open permit report, will need to email regarding expired permits and will need to check progress on several open permits			1.5
9.3.25	Rick	D'Arca	309 S Johnson		Questions regarding demolition of trailer			0.08
9.3.25	Sara	Pinks	927 S Main St		Paid additional permit fees and compliance bond. Issued permit for construction and sent information on pre-pour and post pour inspections			0.25

9.5.25				Checked Open permits for 1116 Beech, 1125 Blue Stem, 400 Hays, 400 W. Montford, 415 N. West St., 411 W. Montford, 503 Pleasantview, 420 N. Main Street, closed out 3 open permits, processed refund paperwork. Emailed residents who had permits expiring soon. Spoke with Andrew Cano regarding his expired permit.			1.5
9.9.25	Andrew	Cano		Email correspondence regarding reapplying for expired permit. Came in and paid and I reissued permit			0.17
9.9.25	Sara	Pinks	927 S Main St	Email correspondence regarding setback and pre-construction inspection			0.08
9.9.25	Tom	Lehman		Called to let me know it will be the end of the week before the people can pick up his storage container. I told him that would be fine, but since his extension I gave him is expiring this week he would need to keep me updated if it's not picked up by the end of the week.			0.17
9.9.25	Maria	Santon	1222 Co RD 65	Called to inquire about permit for building a garage. Explained to her that zoning requirements of the Village do not apply to her because she is outside the Village. She asked that I email this to her in writing			0.25
9.10.25	Sara	Pinks	927 S Main St	Pre-pour inspection and photos			0.25
9.16.25	Carol	Curtis	70 N Main St	Two phone calls regarding a permit for shed. Discussed setback requirements and placement			0.25
9.16.25	Kap	Signs		Called with questions regarding permits for signage			0.17
9.16.25	Sara	Pinks	927 S Main St	Emails, Pulling old permits and doing research			0.17
9.18.25				Checked progress on open permits at: 621 N Johnson, 811 S. Johnson, 1009 Southernview, 707 S. Union, 615 S. Main Street, 503 Pleasantview, 211 E North, 424 S. Johnson, 414 Oak St, 720 S. Union. Closed out several permits for work being completed			1.58
9.18.25	Steve's	Electric	Arkansas	Wanted to know if they would need permitting for Dollar General. Referred them to Hardin County.			0.08
9.18.25	Carol	Curtis	927 S Main St	Called back inquiring about how she would apply for a variance.. Explained she would have to apply for permit and be denied and then she can apply for a variance			0.43
9.18.25	Sara	Pinks	927 S Main St	Wall forms are in, went out for inspection all looks good they can proceed with the pouring			0.25
9.19.25	Alex	Latina	550 Strayer Drive	AT&T employee inquiring if a permit is necessary to change out equipment at their tower			0.08
9.22.25	Becky			Email inquiry through website regarding Zoning Ordinance, Maps, and requirements			0.25
9.22.25	Christina	Dean		Email inquiry regarding at home internet business			0.08
9.22.25	Tom	Miller	ADA EMS	Returning his call			0.08
9.22.25	Ada	Technologies	805 E North St	Processed permit applications for two new signs			0.25
9.23.25			415 N Main	Complaints regarding the landlord, structural issues inside the home... etc.. Referred him to hardin county			0.27
9.24.25	Joe	AllStar Plumbing		Inquiring about plumbing permits			0.08
9.24.25	ONU		610 S Main St	Process permit application for fence extension at old Rite Aid facility.. Email correspondence with Marc Staley			0.25
9.26.25				Checked open permits for progress, closed two open permits			0.50
9.26.25	Carol	Curtis	700 N Main St	Visited property and showed Ms. Curtis the setback requirements that needs to be met to put a shed in the rear of her property			0.42
9.26.25	Carol	Curtis	700 N Main St	Visited property to view placement and check setbacks after resident put out stakes.			0.25
9.30.25	Amanda	Morrison	538 N Main St	Inquiring about permit for change of use, requirements etc.			0.45
				TOTAL HOURS FOR SEPTEMBER			11.89
10.1.25	Sara	Pinks	927 S Main St	Called regarding parking plans			0.08
10.2.25	Jamie	Hall	115 N Park Dr	Questions regarding permit to build new concession stand			0.17
10.6.2025				Contractor called asking if permits were required for solar panels			0.25

10.6.25	Kathruyn	Molnar Verdier	517 E Highland	Called and emailed regarding a rooftop solar panel installation. She inquired about any regulations and permitting that may be required. She asked that I supply this information via email as well			0.25
10.6.25				Complaint regarding temporary storage container, resident wouldn't give me their name but gave me the address of where the container is and there is an open permit for this.			0.17
10.10.25				Patrolled Village checking on open permits, slow progress on a few projects and no progress on several others			0.75
10.16.25	Abigail	Johnson		called and emailed regarding zoning requirements for cell towers			0.17
10.14-10.15				Village adopted Property Main. Code from International property maintenance code but has not followed in updating since 2000. Working on updating current property maintenance code for submission to Council. Met with Clayton to discuss what I was doing and let him know we would need to go over changes before submitting to Council.			17.75
10.7.25	Lillian	Fritch		General questions regarding demolitions and permitting			0.25
10.20.25	Bob	Kipker		Complaint regarding fence extension at old rite aid location. Permit was issued and approved based off plans submitted. I went out and looked at the extension and the fence is within the approved parameters.			0.25
10.20.25	Kami	Toland		Questions about starting a business and wanted to know if we regulated zoning outside of Ada and if not who she needed to contact			0.17
10.21.25	Tanner	Craig		Bob Kipker logged a complaint with tanner regarding the fence at Rite Aid, discussion on matter held with tanner			0.25
10.21.25	Marc	Staley		Called to information Marc of complaint regarding fence			0.25
10.21.25				Talked with Amanda and Clayton regarding outdated property maintenance code, and Ordinance, also discussed a few other issues/topics			0.75
10.21.25	Jason	Minich		Came in to talk about permanent storage for Keiths Hardware, I told him I would like to look into a few things and I would get back with him			1.17
10.22.25	JR	Mason		Called regarding Bob Kipker's complaints. Sent him what I sent Bob also pictures and videos of the fence			0.25
10.23.25	Samantha	Victors Roofing		Inquired about permit			0.08
10.23.25	Britton	Devier	709 S. Main St	Had questions regarding the alley directly behind his home			0.25
10.23.25	Leah	Cupp		Emailed regarding expired permit			0.08
10.24.25	Jason	Minich	106 S Johnson	Processing permit application for Conditional Use.. Preparing meeting for BOZA , letters and mailings to go out			1.75
10.27.25	Susan	Franco		Calling about a property she purchased wanted to know what the rules were with storage containers in the rear of the property			0.08
10.27.25	Robby	Allen		Answered emails regarding bob kipkers complaint with the fence at the old rite aid building			0.25
10.27.25	Tanner	Craig		Bob Kipker			0.25
10.27.25	Jr	Mason		Bob Kipker			0.25
10.27.25	Leticia	Costello	Brightspeed	Questions regarding permitting, attachments to power poles, underground utilities questions, ROW permits and utility easement work.			0.50
10.28.25	Hannah	Steinke	314 S. Simon, 302-308 E. Lehr	Questions regarding zoning details on this property.			2.5
10.29.25	Hannah	Steinke	314 S. Simon, 302-308 E. Lehr	Called with general questions ,asked me to write a letter in regards to my findings on these properties			0.5
				TOTAL HOURS FOR OCTOBER			29.42
11.4.2025	Fred	Rowe		Question regarding permitting of dumpster to be placed on Village Right of Way			0.08
11.4.2025				Checked all open permits for progress and completion. Can close out Permit# 2443, 2437, 2422, 2403, 2442 and 2371. Progress made on the following permits,2436, 2439, 2438, 2427 and 2409. No progress made on permits 2441, 2433, 2432, 2431, 2419, and 2369.			1.50
11.5.25				Conversations with several people including ONU regarding the fence complaint at the old Rite Aid location			1.25
11.5.25	Sara	Pinks		Answer email questions			0.17
11.10.25	Colton	Hall		Answer email questions			0.17

11.11.25					Answer emails from website regarding permitting questions and took phone call from Verizon rep. regarding adding a tower in Village limits			0.5
11.11.25	Karen	Graham			Assisted with permit application for fence and went over the process			0.33
11.12.25	Colton	Hall			Came in to go over permit application and plans for his project			0.5
11.18.25	Karen	Graham			Processed permit application, emailed permit and gave general information regarding her permit			0.17
11.20.25	Colton	Hall			Reviewing plans before going to the property, emailed Colton with a few questions			1.5
11.21.25	Colton	Hall	218 W Highland		Met Colton, his dad and his neighbor at the property to discuss the plans for the garage replacement. The neighbor just had his property surveyed and it's showing Colton has an encroachment on to his property currently and with adding the new garage it could possibly encroach as well. We discussed plans, took measurements and checked the auditors site which does not currently show an encroachment. I will talk to Jane and get back with Colton and the neighbor.			1.42
11.21.25					Checked all open permits for progress and completion. Can close out Permit#'s 2422, 2427, and 2441. All other permits are moving along with one permit that has had no progress since permit was issued.			0.50
11.24.25					Consulted with Jane regarding two properties with zoning applications			0.52
11.24.25	Mr. Hall				Came in to discuss the permit situation with his son's garage. I spoke to Jane this morning and I passed that information along to him			0.5
11.24.25	Dan	Meeks			Came in with concerns about a fence that be getting installed next to his property			0.75
11.24.25					Reached out to Jane with several questions regarding our Fence/Wall Ordinance.			0.25
11.25.25					Prepared for Boza meeting			0.75
11.26.25					Reached out to Larry Dearth regarding tiny home parked on s johnson			0.17
					TOTAL HOURS FOR NOVEMBER			11.03
12.3.25	Ruth	Laame			Called regarding 218 W. Highland			0.5
12.5.25	Gary	Hall			Talked to Colton's dad regarding the garage build and neighbor issue			0.25
	Gary	Hall			Talked to Colton's dad regarding the garage build and neighbor issue again			0.25
12.5.25	Ada Park	Board	401 N Park Dr.		Issued permit for new concession building			0.17
12.18.25	Kali Hastings	Global Zoning	502 Eric Wobler Drive		Records request submitted. Very lengthy request took some time to research and provide response			3.75
12.22.25	Patty	Griffin	320 W North St.		Processing permit application for outbuilding			0.75
12.22.25	Mike	Short	710 S Main St.		Possible purchaser for this property had questions about adding a garage			0.25
12.23.25	Patricia	Badertscher	301 E Montford		Inquiring about putting a house back on this property and wanted to know if they could do a duplex.			0.25
					TOTAL HOURS FOR DECEMBER			6.17