

# Village Administrator's Report

as of 2/22/2023

## GENERAL

A meeting of the finance committee should be scheduled to occur within the next week or so, to discuss the permanent appropriations budget.

We have been informed that the employer's share of the employees' monthly health insurance premium will be increasing. Rhonda and I will be meeting with our insurance agent to get more specifics and discuss options. We intend to have that information for the finance committee budget meeting.

The Village imposes late fees on water accounts with past-due balances. However, this has apparently not been the case on the three government accounts (the US Post Office, the Coast Guard Station, and the Lighthouse State Park). We plan to start imposing the late fee policy on those three accounts to be consistent with how all the other water accounts are handled.

Village employee Jim Warner, our assistant water plant operator since 8/1/2022, successfully completed his 180-day probationary period as of 1/28/2023. He has achieved full-time permanent status.

I have established a new interim email address for the village administrator until we establish uniform email addresses based on the same domain name: [marblehead43440@gmail.com](mailto:marblehead43440@gmail.com)

## WATER SYSTEM

**Water Rate Analysis:** As reported at the last council meeting, we are getting proposals from other consultants so we can better determine our options about updating the water rates.

**Bay Point Water Meters:** The signed agreement between the Village and Bay Point Acquisitions LLC, dated 8/9/22, prescribes that Bay Point's 6-inch master water meter will be eliminated and individual services of Bay Point will be individually metered, and specifies Bay Point Acquisitions is to complete this work by 12/31/22 (Item 4). Item 5 specifies that Bay Point Acquisitions is to post a completion guarantee bond.

As of 2/15/23, the performance bond was posted. During a previous meeting, council decided it would be willing to discuss an extension of the deadline if the bond is paid.

**South Water Tank Project:** I have been working on obtaining a price proposal for completing the required environmental studies and documentation, so approvals can be obtained from the regulatory agencies.

**Johnson's Island Water Line Project:** The project task group met (2/13) and most of the time was spent with project engineers of CT Consultants (Dan Barr and Quinn Baker) showing their preliminary plan drawings and discussing the proposed location of the water main on the island. Earlier that day, the CT engineers and I met with Danbury Fire Chief Kahler to discuss the location and spacing of fire hydrants. Another task group meeting is planned for March. I am developing the public involvement strategy for this project.

**Ohio EPA Notice of Violation dated 5/2/22:** Nothing new to report since the Administrator's report of 1/11/23.

**Cyanotoxin General Plan (aka HABs Plan):** Nothing new to report since the Administrator's report of 1/25/23.

**US EPA Lead and Copper Rule Revisions (LCRR) of 1/15/2021:** The LCRR regulation requires public water systems to inventory the water service lines to identify what material each one is. LCRR requires that we submit our inventory or demonstrate the absence of lead service lines (LSL) to Ohio EPA by October 16, 2024. Accomplishing this work will be beyond the capabilities of the village's water department staffing to handle in addition to core operations. As such, we are seeking price proposals from vendors who are performing the LCRR inventory for other communities.

**OEPA grant opportunity:** Pursuant to Resolution 2-2023, adopted 1/11/23, the Village's grant application to OEPA for purchasing water system equipment, has been submitted and we await OEPA's response.

### **PARKS & TRAILS**

**James Park, New Playground Equipment:** Nothing new to report since the Administrator's report of 1/11/23.

**Marblehead Welcome Center Project:** During its meeting on 2/15, the Parks Committee discussed the scope of this project and decided to explore options that might more readily fit the National Park Service's requirements and thus allow the project to be more readily approved by the federal agencies. This will be the subject of further discussion at the next committee meeting (date to be determined). Public participation will be incorporated into the project planning process.

Project funding includes the Village's allocation from the American Rescue Plan Act of 2021 (ARPA). We will need to keep an eye on this project's schedule and if at some point we don't feel this project will be able to utilize the ARPA funds to meet the 2024 and 2026 deadlines, then we will need to plan for another use of those funds. ARPA funds need to be "obligated" by 12/31/2024 and spent by 12/31/2026.

Also discussed at its 2/15 meeting, were two ideas recently put forth by the Lions Club; Their donation of refurbished park benches, and the idea of renaming Radar Park to recognize the Lions Club. The committee is not inclined to accept the benches since the Village is trying to establish a uniform style throughout all the parks. As for naming rights of Radar Park, the committee is not inclined to do this because of the probable complications including: 1) The current name has historical significance and relevance to that property and, 2) It affects the original agreement by which the federal government is allowing the Village to use the property, and thus any proposed change would require coordination with the federal government, which will take time and resources.

**OSS Solid Waste District grant opportunity:** Pursuant to Resolution 4-2023, adopted 1/25/23, the Village's grant application to the Ottawa, Sandusky, Seneca Solid Waste District (OSS) for purchasing picnic tables, has been submitted.

**Park District grant opportunity:** Pursuant to Resolution 5-2023 adopted 1/25, the grant application to the Park District of Ottawa County will be prepared and submitted by the 2/24 deadline. The plan is to purchase outdoor musical instruments for the James Park playground area. The manufacturer is Percussion Play Outdoor Musical Instruments, and the product is called the *Inspired by Nature Ensemble*.

### **STREETS**

**Elliott Street Project:** The Elliott Street improvement project did not include replacing the gravel parking along the south side of Elliott St, and west of Stone St. We have asked the contractor (Ed Burdue & Co) to provide a price quote for installing gravel. Meanwhile, this area is being used for parking.

**Pavement Preventative Maintenance:** We are gathering prices and specifications. Nothing new to report since the Administrator's report of 1/11/2023.

**Storm System Maintenance:** We are gathering prices for vac-jetting the pipelines and for resetting the inlets. Nothing new to report since the Administrator's report of 1/11/2023.

**Church Street Improvements Project:** This project, planned for 2023 construction, will replace the deteriorated pavement of Church St and make related improvements, from Stone St to James St. CT Consultants has been authorized to proceed per their scope of services dated 1/10/23. Preparation of the contract plans is anticipated to be completed around the end of February.

### **OTHER**

The Park District of Ottawa County has requested the use of Village of Marblehead's council chamber (517 W. Main St) for its park district board meeting on Tuesday, 8/15/2023, 6:00-8:00 PM.

The Ottawa County Historical Society has requested the use of Village of Marblehead's council chamber (517 W. Main St) for its meeting on Monday, 4/17/2023, at 6:30 PM

As previously reported, we are planning to modernize the IT systems in the Village offices, to improve efficiencies and cyber security, plus establish unified email addresses and related records retention capabilities. There will be initial costs such as purchasing hardware and migration to the cloud, plus there will be ongoing costs for software licenses and maintaining the cyber security. This will all be incorporated into the budget. We have been collaborating with First Tracks Technology to determine the Village's needs. First Tracks is experienced providing IT services to other Ohio municipalities including Kelly's Island. As we move forward on planning and implementation, I would like to have council's approval to continue working with First Tracks Technology.

**Potential grant opportunity for police body armor:** Ohio Attorney General's Office is repeating its Ohio Law Enforcement Body Armor Program which provides grants to local law enforcement agencies to purchase body armor vests. Funding for the program is provided by the Ohio Bureau of Workers Compensation through its Safety Intervention Grant Program. Agencies may request up to \$40,000 after a local match of 25 percent. I will be collaborating with Chief Thellmann and Rhonda to take advantage of this opportunity.

**Potential grant opportunity for police body cameras:** Nothing new to report since the Administrator's report of 1/11/2023.

**2024 Total Solar Eclipse:** Nothing new to report since the Village Administrator's report of 1/25/23.