

Village Administrator's Report

as of 2/8/2023

GENERAL

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. We are obtaining prices.

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

WATER SYSTEM

Water Rate Analysis: The Administrator's report of 1/25 stated that certain financial data in the rate analysis model needed to be updated. Accordingly, John Starcher and Rhonda Sowers spent quite a bit of time over the past two weeks working on those updates. It has become apparent that the model's structure is not intuitive to update, manipulate, and interpret. This will be an item of discussion at the 2/8 council meeting.

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. The work was not completed by the 12/31/22 deadline, and the Village has not received the bond. Solicitor Barney has been communicating with the developer about these items.

Meanwhile, the developer has submitted his application with fee, for a 1½-inch water tap for the clubhouse at the Waterview at Bay Point development.

We have not observed any additional work on the Bay Point water main installation during the last several weeks.

South Water Tank Project: I have been working on obtaining a price proposal for completing the required environmental studies and documentation.

Johnson's Island Water Line Project: A project planning session was held 1/30. Additional project team meetings will be conducted with the intent of keeping the project development process moving forward. Meanwhile, the design process is continuing.

The initial core project task group includes the following subject matter experts:

- Jim Barney (legal questions, real estate acquisition process, etc)
- Dan Barr (CT Consultants project engineer)
- Dean Dorko (Chair, Infrastructure Committee)
- Tony Joyce (village water system operation and planning)
- Rhonda Sowers (fiscal planning, budgeting, funding, etc)
- John Starcher (Chair, Finance Committee)
- Jeff White (overall project development process)
- Joe Gouker (representative of Johnson's Island Street Commission)

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 1/11/23, other than I have had an introductory meeting with representatives of the Ottawa County Sanitary Engineering Department to start the conversation about establishing a formal agreement for the Village's emergency water supply connection.

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.

Ohio Water/Wastewater Agency Response Network: The Village's membership in Ohio WARN has been confirmed.

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: The National Park Service (NPS) has conditionally approved (email of 12/12/22) the Village's proposed project subject to the Village providing additional information to the NPS for further consideration including:

- A detailed explanation about how the Village's proposal will fit public park and recreation purposes and answering specific questions asked in NPS's email.
- The Village must coordinate with the Ohio State Historic Preservation Office.
- The Village must hold one well-advertised public meeting to allow the public to express feedback on the proposed project and send the attendance sheet and minutes of that event to NPS.

NPS is concerned about the idea of staffing the facility by the local chamber of commerce. The 12/12/22 email includes additional requirements including the eventual (but not now) execution of the Federal Lands to Parks Program (FLP) *Concession Agreement*.

Pursuant to the decision made during the 1/25 council meeting, the Park District of Ottawa County has been notified that due to unforeseen delays in the schedule, the Village has decided to decline the current \$15,000 grant that was intended for this project.

Project funding also 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.

During its meeting on 1/24, the Parks Committee discussed the challenges surrounding this project, and plans to meet on 2/15 (5:30 pm) to continue the conversation.

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*. We have received Snider Recreation's quote of \$13,209 for purchase, delivery, and installation of the equipment.

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. During its 1/25 meeting, council authorized moving forward with CT Consultants to prepare the construction contract documents and perform construction oversight per their price proposal of 1/10/23, for \$39,000.

Subsequently, it was noted that the water rates analysis being prepared by CT, includes a capital program for replacing the Village's aging water mains over the next several years. Since Church St is in the area of Marblehead with the oldest water mains, we have paused to consider whether the water main should be replaced as part of the Church Street improvements project.

The 6-inch diameter water main on Church St, between Stone and James Sts, is believed to be made of cast iron and installed in 1957. The Village's water department records indicate no documented breaks on this main. Also, we have no reports of rusty water from residents. Therefore, we do not suspect a problem with this water main. Based on these considerations, it appears unnecessary to expand the scope of the Church Street improvements project to include involvement with the water main.

OTHER

Weather events during the last week of January kept the village maintenance crew busy treating the roads for snow/ice. An estimated 10 tons of deicing salt was used, leaving about 15 tons in the storage shed.

Bryan Lucas and I attended a workplace safety training (2/8/23) organized by the American Public Works Association entitled *One Pots and other hazards commonly encountered by public works employees*. The presentation raised awareness about clandestine methamphetamine (meth) labs, their dangers, and how to recognize them. The so-called "one pots" can be as small as a plastic beverage bottle and can be found anywhere including random outdoor settings.

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

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.

UST Removal at 305 W. Main St. Ownership of the former gas station property at 305 Main Street changed in Nov 2022. The new owner had the existing 4000- and 6000-gallon petroleum underground storage tanks removed by a contractor on 2/1/23. Soil samples were taken by the owner's environmental consultant and sent to a lab for verifying whether any tank leakage occurred into the surrounding ground. This is being overseen by the State Fire Marshal's office, Bureau of Underground Storage Tank Regulations.

