

# Village Administrator's Report

as of 1/11/2023

## 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 should have the price estimate for this undertaking in time for the 1/25 council meeting.

## WATER SYSTEM

**Water Rate Analysis:** The finance committee will meet on Monday, January 23, 5:15 pm, to discuss the version of the rate analysis transmitted to the Village by CT Consultant's email of 12/6/22.

**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.



At Bay Point, looking north. 8-inch water main pipe being pulled under the waterway, 12/22/22



Looking south. Directional boring equipment pulling the 8-inch water main pipe under the waterway, 12/22/22

**South Water Tank Project:** CT Consultants has completed the construction contract plans and specifications. Council has decided to defer the bidding process until after the water rate analysis is completed. The Village will decide who should manage and inspect the construction. The Village will also need to apply for the Ohio EPA (OEPA) Water Supply Revolving Loan Account (WSRLA) loan at the appropriate time to finance the project. OEPA is aware of the Village's project and intention to apply for WSRLA funding. OEPA staff is preparing the NEPA environmental assessment.

OEPA has informed us (email of 12/14/22) that the following tasks must be completed by the Village for the project's environmental approval:

- public participation,
- documentation and coordination with SHPO about archaeological resources at the project site,
- documentation about the potential for contamination of the site by environmentally-regulated substances,
- documentation about the potential for state/federal endangered species at the project site.

CT Consultants' scope of services does not include these tasks, so I plan to request proposals from cultural resources and ecological consultants and the Village will need to orchestrate the public involvement.

**Johnson's Island Water Line Project:** I will be organizing a project planning session with Village officials.

**Ohio EPA Notice of Violation dated 5/2/22:** Tony and I are working to address Ohio EPA's requirements regarding the Village's water system, and of the nine original citations, two remain to be resolved which are: 1) Perform an evaluation of the distribution system assets, and 2) Conduct a survey or investigation of all non-residential water service connections to assure proper backflow prevention measures are in place. The original completion deadline was 12/31/22, however, in response to our request OEPA extended the deadline to 5/31/2023 (OEPA letter of 12/21/22).

**Cyanotoxin General Plan (aka HABs Plan):** Because raw water samples taken by Marblehead on multiple dates in Sept 2021 had elevated microcystins (indication of a harmful algal bloom, or HAB), Ohio EPA required the Village to develop a written plan of action (called a Cyanotoxin General Plan) for providing safe drinking water in the event of a future HAB. The Board of Public Affairs contracted with CT Consultants to prepare the Cyanotoxin General Plan (GP). OEPA reviewed the Village's GP submitted April 2022 and provided review comments in its letter of 6/17/22. Those review comments must be addressed for OEPA to issue approval of the GP. Two of the comments relate to water chemistry and the third requires the Village to establish a formal agreement for emergency water supply connection to the Ottawa Water District. OEPA awaits the Village's reply.

**US EPA Lead and Copper Rule Revisions (LCRR) of 1/15/2021:** Prior lead and copper regulations focused on inventorying the supply lines of public water systems. 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. This could potentially have a significant budgetary impact over the next few years, so is a subject we will be further researching.

**Ohio WARN:** The Ohio Water/Wastewater Agency Response Network (Ohio WARN) is an association of entities by which they can share resources and assist each other in the form of personnel, equipment, materials, and supplies in the event of emergencies that disrupt utility services. There is no downside to being in this mutually beneficial network. Members are not required to offer their resources and assistance, but the network provides a mechanism for members to make their needs known to the other members should a situation arise. This is the subject of Resolution 3-2023 for the 1/11 council meeting, to authorize joining Ohio WARN.



**OEPA grant opportunity:** As part of the governor's H2Ohio initiative, Ohio EPA has announced applications are now being accepted for a grant to cover the purchase of new equipment. Community public water supply systems are eligible to apply to receive up to \$10,000 as a reimbursement. Eligible equipment under the grant includes but is not limited to the following: valve exercising devices, clamp-on flowmeters to check the accuracy of meters, pressure loggers, amplified listening devices to detect leaks in the distribution system, metal pipe locators, training on the use of this equipment. The application deadline is 1/25/23. The application must be approved by OEPA and a grant agreement executed between the applicant and OEPA, before purchases are made. Then equipment and training must be obtained, and reimbursement requested within 6 months of the date of the grant agreement. This is the subject of Resolution 2-2023 for the 1/11 council meeting, to authorize us to apply for the grant.

## **PARKS & TRAILS**

**James Park, New Playground Equipment:** The project will be completed in Spring 2023. The project materials are protected for the winter; Some materials are under a large boat tarp and other materials are in the James Park picnic shelter.



**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*.

Project funding is a combination of money from the Village's general fund, the Village's allocation from the American Rescue Plan Act of 2021 (ARPA), and a \$15,000 grant from The Park District of Ottawa County. The project schedule with respect to the grant, is of concern; To take advantage of the \$15,000 the Village needs to submit its reimbursement request to the Park District by July 1, 2023. The Park District's program states that failure to complete projects in a timely manner is one of the reasons the Board may deny future funding requests.



## STREETS

**Elliott Street Project:** Following construction, certain residents expressed concerns about the new drainage. During the rain on 1/3/23, the drainage system appeared to be functioning as designed.



The Elliott Street improvement project did not include replacing the gravel parking along the south side of Elliott St, and west of Stone St. Instead, the project specified soil and grass seeding for this area. We have asked the contractor to provide a price quote for installing gravel. Meanwhile, this area is being used for parking.





**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. It was originally combined with the Elliott St project, but later separated since the estimated price of both projects exceeded the Village's budget. To get the most competitive bids for construction of the Church Street project, we had planned to advertise during the early winter months of 2023.

CT Consultants' scope of services of 10/27/2020 was for the combined Elliott and Church project. As reported during the 12/22 council meeting, CT Consultants requested an additional lump sum of \$58,900 to perform project development tasks specifically for the Church St project.

<b>Price proposal of 11/9/22</b>	
<b>Description of Work</b>	<b>Lump Sum Fee</b>
Revise the construction drawings	\$34,400
Revise the bid book	\$4,500
Construction Phase services	\$20,000
	\$58,900

Following the December council meeting, Rhonda and I called and spoke with CT Consultant's project manager and told him that CT's \$58,900 price was discussed by council and determined to be unacceptable. In response, CT has provided the following revised proposal.

<b>Price proposal of 1/10/23</b>	
<b>Description of Work</b>	<b>Lump Sum Fee</b>
Revise the construction drawings	\$15,000
Revise the bid book	\$4,000
Construction Phase services	\$20,000
	\$39,000

**Pavement Preventative Maintenance:** Two streets in the village are perfect candidates for application of asphalt rejuvenator during 2023 to extend the life of those pavements. I received an estimate from Pavement Technology, Inc. based on a unit price of \$1.15 per square yard which includes traffic control, notification of residents and all labor and material necessary to complete the work. Actual field measurements will determine final quantities:

Street	From	To	Sq Yards	Amount
Alexander Pike	SR-163	SR-163	21,500	\$ 24,725
Elliott Street	Gilbert	Perry	1,672	\$ 1,923
Total:				\$ 26,648

I will also be seeking an estimate for berming both sides of Alexander Pike, to protect the pavement's edge.



Alexander Pike's pavement showing pitting due to loss of the fines. Rejuvenator helps to reduce the rate of loss.



**Storm System Maintenance:** The Village's storm sewer system needs attention. It appears that many pipeline sections and catch basins have a lot of accumulated sediment/debris. In addition, several storm drain inlets do not match pavement surfaces, creating hazards to motorists, bicyclists, and pedestrians. We are gathering prices for vac-jetting the pipelines and for resetting the inlets. Examples of the problems are shown below.



Storm drain outfall pipe mostly plugged, 1/5/23



Catch basin, 10-inch outlet pipe filled with sediment



Storm drain, 113 James St, 1/9/23



Storm drain, 302 James St, 1/9/23



Storm drain, Prairie/Perry intersection, 1/9/23



Storm drain, Prairie/James intersection, 1/9/23





Storm drain, Cherry/Lucien intersection, 1/9/23



Also, I will ask ODOT about these drains/catch basins along Main Street (SR-163):



Storm drain, 802 W Main St, 1/9/23



Storm drain, 517 W Main St, 12/7/22



Storm drain, 230 E Main St, 1/9/23



Grate frame w/ loose bricks, 233 E Main, 1/9/23

### OTHER

The winter storm that arrived 12/23/22, bringing high winds, sub-zero temperatures, and reportedly about four inches of snow, kept the Village maintenance crew on alert throughout Christmas weekend. We ended up using very little deicing salt since the wind blew most of the snow off the roads.

The Village's maintenance crew has assembled the third picnic shelter for Radar Park and will move it from the garage to the site when the weather conditions are appropriate.

**Potential grant opportunity for police body armor:** We are waiting to learn whether the Ohio Attorney General's Office will repeat the Ohio Law Enforcement Body Armor Program that it had for 2023. The program provided grants to local law enforcement agencies to purchase body armor vests. Funding for the program was provided by the Ohio Bureau of Workers Compensation through its Safety Intervention Grant Program. With a local match of 25 percent, agencies could receive up to \$40,000. As of the end of 2022, the program had awarded grants exceeding \$7 million to over 600 local law enforcement agencies in all 88 Ohio counties.

**Potential grant opportunity for police body cameras:** We are waiting to learn whether the Ohio Department of Public Safety, Office of Criminal Justice Services will repeat its Body-Worn Camera Grant Program as it had for 2022 and 2023. According to their website, in 2021, \$10 million was set aside in the state budget to help outfit law enforcement officers across the state with body cameras, in an effort to achieve the governor's goal "that most, if not all, law enforcement agencies in the state will establish a body camera program with the help of this grant funding." Law enforcement agencies are increasingly using body-worn cameras to serve a multitude of functions: to improve evidence collection, to train officers, to strengthen officer performance and accountability, to enhance agency transparency, and to document and investigate encounters between police and the public.

**OSS Solid Waste District grant opportunity:** The OSS Solid Waste District is continuing its Competitive Grant Funding Program for 2023. Types of eligible projects include, but aren't limited to, education programs, composting/yard waste management, recycling/waste reduction efforts, and buying products that are made of recycled materials. Funding applications are awarded in two equal rounds once in January and again in June. The application deadline for the first round of grants is 1/31/23, and the second-round deadline is 6/30/23.

**Park District grant opportunity:** The Park District of Ottawa County has announced the availability of up to \$200,000 for its 2023 Parks and Trails Improvement Grant Program. The goal of this grant program is to enhance public outdoor recreation opportunities within Ottawa County. Grant awards are to be used for permanent improvements to public outdoor recreation spaces/facilities/trails or equipment to maintain spaces/facilities/trails. This is a competitive grant program. The deadline for applications is 2/24/23. As of this time, the Village does not currently have a project at a stage of development that is a ready candidate for this. However, instead of a capital project perhaps an application could be made for the purchase of recreational amenities such as bicycle racks, benches, and/or picnic tables.