

Village Administrator's Report

as of 12/14/2022

GENERAL

Rhonda and I have been discussing budgeting for 2023, and I have been obtaining input from the employees.

Among the various projects and initiatives being planned for next year, one that's being planned to start during January is upgrading the IT systems in the Village offices, to improve efficiencies and cyber security, plus establish unified email addresses and related records retention capabilities.

WATER SYSTEM

Water Rate Analysis: The finance committee met on 11/30/22, with Bob McNutt of CT Consultants, to discuss the rate analysis, and next steps. Much time was spent during the meeting, discussing CT's status with respect to the original scope of services (deliverables and schedule). Subsequently, Mr. McNutt has transmitted (via email of 12/6) his final draft of the rate analysis for the Village's review and approval, along with an executive summary included on one of the Excel worksheets. His email also indicates CT would like additional compensation for effort they assert exceeded the scope, though no specifics were provided or formally requested.

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 and will be informing the Village about environmental regulatory tasks the Village will need to accomplish. Per my conversation with OEPA's environmental planner about this, I anticipate receiving the guidance during the week of 12/12.

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

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. We now know that the work will not be completed by the 12/31/22 deadline. Also, the Village has not received the bond.

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, three remain to be resolved. We have been regularly coordinating with the OEPA staff and have requested the deadline be extended for the remaining issues to be addressed, from 12/31/22, to May 2023. We expect to receive that time extension by mid-December.

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. It would be advantageous for Village of Marblehead to join Ohio WARN. To do so, requires passage of authorizing legislation and signing the mutual aid agreement.

Cooperative Emergency Water Service Agreement: Nothing to report.

PARKS & TRAILS

James Park, New Playground Equipment: I have informed the contractors that all the remaining steps of project construction are being postponed until after the weather has moderated in the spring. Pursuant to the decision made at the 11/9 council meeting, about having all the equipment installed by the playground contractors rather than including village workers and community volunteers, Snider Recreation Inc. has provided an estimate (Estimate 12461, dated 11/30/22) of \$11,500 to install the Nook and Loft units (which were purchased from Penchura). This amount would be in addition to the amount Snider is charging for the equipment they were originally scoped to install. Meanwhile, we need to find protected storage of the project materials for the winter.

Marblehead Welcome Center Project: Rhonda and I had a phone conversation on 11/22, with the National Park Service's (NPS) liaison George Robinson concerning the project's status. We learned that although the NPS has had the Village's project information since this summer, no progress has been made at that agency. The Village's proposed project is subject to review and approval by NPS and ultimately by the General Services Administration (GSA). GSA manages federal property and essentially acts as the federal government's landlord. Both agencies will scrutinize the Village's proposal to be sure the proposed action fits their criteria for allowable uses of the Radar Park property. Mr. Robinson said he will initiate conversations with both NPS and GSA staff and provide an update in early December.

Mr. Robinson provided an email update on 12/12, saying NPS approves the 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. Furthermore, the Village must coordinate with the Ohio State Historic Preservation Office and 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. Both stated during the phone conversation and implied in the email, NPS is concerned about the idea of staffing the facility by the local chamber of commerce. The 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 \$20,000 grant from The Park District of Ottawa County. The project schedule with respect to the grant, is of concern; To take advantage of the \$20,000 the Village needs to submit its reimbursement request to the Park District by July 1, 2023.

Park Benches: Pursuant to the decision made at the last council meeting, two replacement benches have been purchased for the veteran's memorial area in James Park.

STREETS

Elliott Street Project: The contractor's final invoice for \$200,572.64 has been received, which is below what was budgeted for the project. This project is essentially complete; however, certain residents have expressed concerns about the drainage. Also, the 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.



The area SW of the Elliott/Stone intersection that previously had gravel parking

Church Street Project: This project, planned for 2023, 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. Craig Claar, Bryan Lucas, and I performed a constructability review of the original design plans on 12/13, including site reconnaissance, and identified potential design modifications/adjustments to the project plans may be warranted. Unrelated to the constructability review, CT Consultants has requested an amendment to their original proposal of 10/27/2020 and signed by the village 11/11/2020. That 2020 scope of services was for the combined Elliott and Church project. CT's current request, dated 11/9/2022, is for an additional lump sum \$58,900 to create construction drawings and perform project development tasks specifically for the Church St project. In other words, this is their proposed price for separating the projects. To get the most competitive bids, we had planned to advertise during the early winter months of 2023.

Pavement Preventative Maintenance: I am researching options for streets paved within the past few years (such as Alexander Pike and Prairie Ave) where methodologies might be utilized to extend the life of those asphalt pavements and might be able to be accomplished during 2023.

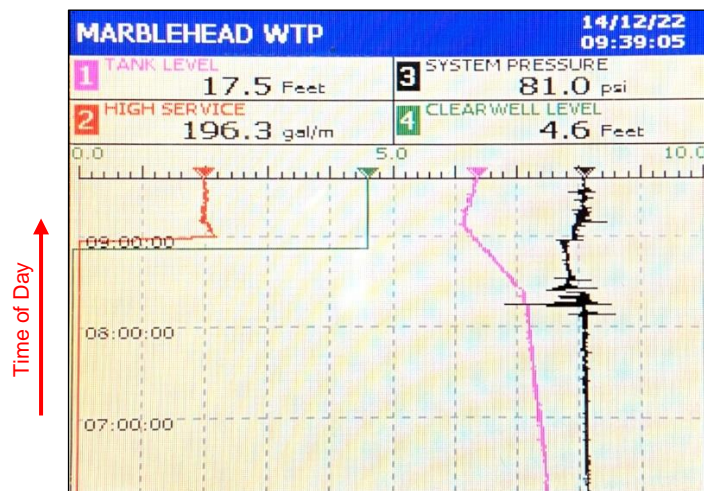
OTHER

During inclement weather, the Village's maintenance crew has been assembling the third picnic shelter for Radar Park. The vehicles are ready for snow and ice control.

Trash truck fire: On the morning of 12/14, the refuse in a trash truck caught fire. The Danbury Township Fire Department put the fire out, while Marblehead Police provided traffic control.



Danbury Township Fire Dept at the fire scene



Monitor at the water plant during the fire-fighting episode, showing rapid drop of the water level in the tower (purple line), and fluctuations in the water system pressure as the fire hydrant valve is opened/closed (black line).