



CITY OF HURON  
CITY MANAGER'S REPORT

October 21, 2022

Matthew Lasko, City Manager

## ECONOMIC/COMMUNITY DEVELOPMENT

**Firelands Scientific:** Planning Commissioner recently approved revised site and façade plans for Firelands Scientific's proposed expansion. With these approvals in hand, the City Building Official and Zoning team are providing a final review of construction drawings in hopes of permitting the project shortly.

The Company has materials staged at the site in hopes of commencing construction as soon as the permit is issued.

**USGS/Harbor Point Marina:** The next phase of the Harbor North revitalization is underway. Crews are currently hard and fast at work constructing the approximate 2,500 square foot Harbor Master Building. The entire framing of the facility is completed at this point.

**Buckeye Sports:** The Company has officially broken ground on its new facility located at 309 Lake Erie Parkway. The approximate \$10.0M investment will be the company's second Ohio facility. To date, the structure for the marine storage facility has been erected as well as the shell of the marine repair and sales facility. We anticipate the marine storage facility to be completed first in advance of the winter storage season with the second building to come after.

**South Shore Marine:** The Company has commenced construction on the approximate \$1.6M heated indoor storage facility on its campus on Sawmill Parkway. The Company is moving very quickly in hopes to have the project completed in advance of the winter storage season.

**ConAgra:** The City has been working with the development team on revisions to the site plan. These proposed revisions will include a slightly lesser density, bigger units, moving to an all for-sale product and altering the location of the commercial use(s). Tweaks to the public green space are also being considered but will still ensure public access around the entire perimeter. We are envisioning the next steps being the consideration of the revised conceptual site plan at an upcoming planning commission meeting. Once a conceptual site plan is approved, developers and the City's engineering team can begin moving forward with detailed site plan and engineering plans.

The City issued a Request for Qualifications (RFQ) for professional design services to engineer the required northern and eastern sea wall improvements. The RFQ resulted in the submission of a single company, KS & Associates, one of the foremost marine engineers in the Great Lakes region. The city held a kickoff meeting with the KS team on Tuesday September 20<sup>th</sup> to begin reviewing scope. KS will begin developing an engineering and due diligence proposal for the City's review. we should have that proposal in a few weeks for consideration.

**Sawmill Creek:** Erie County Commissioners unanimously have approved the final annexation petition from Cedar Fair. There is a sixty (60) day waiting prior to the City considering legislation to formally accept the parcels into the municipal limits. We expect to introduce legislation on October 11<sup>th</sup> formally accepting the parcels into the City of Huron. And prior to the end of the

year, the city will need to consider legislation approving the \$2 million construction subsidy, via a bond issuance, to Cedar Fair.

Additionally, staff and Bricker and Eckler are working on finalizing the DTA 24 form for submission to the County Auditor and Ohio Department of Taxation to formally recognize the TIF for tax and revenue collection purposes.

Staff from the Regional Income Tax Agency have been in conversations with Cedar Fair regarding their upcoming obligation to withhold the 1% income tax from employees. Currently, at facility is employing 219 full-time, part-time, and seasonal employees with an average monthly payroll of approximately \$520,000. Based on these estimates, the city anticipates receiving between \$60,000 - \$65,000 annually in new income taxes from the facility, which is higher than our anticipated \$50,000 estimate. We hope to begin receiving these funds in either November or December of this year.

Members of the Huron Police Department and Erie County Sheriff's Department have been on conversations over the last week to set a date for handing off the facility to HPD who will soon become the first responder's standpoint. Based on those conversations, the handoff to HPD will occur on November 11<sup>th</sup>. I want to thank HPD and the Sheriff's Department for all their cooperation on this transition.

HPD is also in the process of organizing a facility tour with the General Manager of Sawmill Creek Resort to permit our officers to have a better sense of the facility and grounds layout. This will be scheduled in the upcoming days.

**Warren Slag Property:** The City has sent a final draft of the purchase and sale agreement over to the legal counsel for the Warren Slag Company. The agreement is being reviewed by their trustees and real estate legal counsel. We hope to have an executed copy in hand shortly.

In the interim, staff is securing proposals from qualified firms to undertake both a boundary survey and new legal descriptions as well as a Phase I Environmental Site Assessment. We hope to approve said proposals immediately upon execution of the purchase and sale agreement. Also, staff has met with the Economic Development Administration (the primary funder of the Sawmill Parkway reconstruction) to determine if federal funding is eligible for any or all needed infrastructure (utility or roadway) at the site. We will keep Council apprised as this project moves forward.

## INFRASTRUCTURE/STREETS/UTILITIES/IT

**Rye Beach Road/Cleveland Road Corridor:** Based on the continued redevelopment of Sawmill Creek Resort and all the existing and growing investments along Rye Beach Road and industrial parks, the city has begun conversation with the Ohio Department of Transportation about safety and traffic control upgrades along Rye Beach Road – with major emphasis on the intersection of

Rye Beach and Cleveland Roads. These upgrades include roundabouts on Rye Beach Road and the intersection of Rt. 6 and Camp Street, road widening in front of Sawmill Creek Resort, intersection upgrades at Perkins Avenue and Rt. 6, and the installation of a multi-use bike path connecting Huron to Sandusky. Recently, it was announced that the project was one of approximately 160 projects in the County to receive the highly competitive RAISE grants from the U.S. Department of Transportation. The \$24.5 million grant all but ensures the project's likelihood of moving forward. ODOT District 3, after carrying out some due diligence, discovered additional right-of-way work that would need to be carried out to be able to fully construct the proposed intersection improvements and multi-purpose pathway. ODOT District 3 has applied for an additional \$7.9M grant funding from ODOT Main Office's Transportation Review Advisory Council to cover these additional costs. Results of that funding request should be announced by the end of the year.

**Rt 6 Phase II:** OHM has completed the results of the traffic study for Route 6 Phase II. Results of this study are paramount for making final recommendations to the public/ODOT and Council on recommended designs for roadway and bike lane improvements for the second and final phase of the project. A scope meeting with ODOT District 3 was held on Monday September 26<sup>th</sup> to determine what traffic options ODOT will permit for RT. 6 Phase II. Based on that meeting, staff and OHM have been busy at work developing visuals of the options explored and denoting which options are permissible by ODOT and supported by the traffic study. Results and visuals were presented to Council during a presentation on October 11. During the presentation, staff displayed a preferred option for the second phase which includes the following: removing the traffic signal at Center Street, closing off Jim Campbell at Center Street to vehicular traffic, extending the bike lane from Williams Street westward to connect to the Lakeshore Electric Trail, and installation of a single-lane roundabout on Route 6 near the intersection of Jim Campbell and Liberty Drive. Based on feedback received from Council as well as ODOT, staff will pursue commencing the public outreach process prioritizing this treatment for the second Phase. Further, staff is in ongoing conversations with funders who may be able to contribute additional dollars to the second Phase.

**Sawmill Parkway:** As mentioned last meeting, the city has been notified that we have permission to bid the project from the Economic Development Administration. The city has since begun the public bidding and advertising process. A pre-construction meeting was held with potential contractors on September 8<sup>th</sup>. Completed bids were due to the City on September 26<sup>th</sup>. The City received five (5) bids from interested contractors which is a very good turnout. in October.

The submitted bids were reviewed and tabulated, the recommendation is to award the bid to Smith Paving & Excavating, Inc. in the amount of \$2,874,449.52. This bid came in under the Engineers estimate by approximately 10%. The award will be on the agenda for the meeting on October 11<sup>th</sup>. The city was notified on October 11<sup>th</sup> that they have approved the results of the bid.

Contract documents are signed by all parties as of October 21. Staff will be working with the contractors over the next several days to finalize the draft schedule and commence pre-construction and logistical meetings with stakeholders on the corridor.

**Sidewalks:** The City has executed the design contract with OHM Advisors to commence design work on the new sidewalk installation project which will travel from Gateway Boulevard inside the City limits to Huron Green subdivision in Huron Township. Design will take several months, and both the city and the Township will continue to explore funding opportunities to construct the approximate \$500,000 project. To date, the project has secured \$25,000 from Huron Township and just over \$120,000 from Erie County Metropolitan Planning Organization.

The City and Township staff walked this project with ODOT staff to help clarify the scope of the project on August 3rd, and to also identify any potential problem points that ODOT may see. This walk was very productive and the ODOT team were very excited to see this project move forward.

Additional scope for this project is being considered and assessed. Extending the sidewalks on the south side to Lincoln Ave to connect to the existing sidewalk, and an additional portion on the north side from Gateway Blvd to Anchorage Circle. The City has also met with Township who has given verbal approval of their intention to fund 50% of the project still and that they are accepting of the project moving forward regardless of whether additional funding subsidies are received. We are so appreciative of the continued partnership with the Township and their support of this effort to increase accessibility and safety in the City and Township.

The city is investigating an additional portion of sidewalk on the north side of Cleveland Rd East between Gateway Blvd and Anchorage Circle. Additional ROW would be needed, and we are working with the relevant homeowners to assess viability.

**Street Resurfacing:** The City received two (2) bids for our 2022 street resurfacing program. Bids were due to the City on May 19, 2022, and were reviewed by OHM Advisors for completeness. Based on that review, OHM Advisors recommended contracting with Erie Blacktop as both the lowest and best bidder. Per the bid documents, streets anticipated to be resurfaced this year include:

- Gumwood
- Rose
- Vine
- Bruns
- Williams (Cleveland to Rt. 6)
- Williams (Rt. 6 to Standard)
- Stowe
- Woodside

All roads except for Woodside and a portion of William Street (between Standard and US6) have been completely resurfaced. Some additional base and curbing work are still required on those two street sections prior to finalizing complete asphalt replacement. Additionally, striping is still

needed/required on all roadways. The project overall is intended to be substantially completed in October.

**Remaining work to be completed:**

- Williams St. (south of US 6) to Standard:
  - Top course asphalt installation
  - Sealants and striping
- General (all streets):
  - Striping, stop lines, crosswalks as necessary at all streets that have been improved

**Pavement Condition and 2023+ Resurfacing:** OHM has completed the 2022 Pavement Condition Report. This bi-annual document rated the conditions of all public roadways in the City and will be the main informational guide for the City's future road resurfacing recommendation in 2023 and 2024. Based on this information, the city will quickly look to prioritize road resurfacing recommendations for 2023 during the fall of 2022. As mentioned in past reports, the City is looking to undertake a multi-year, multi-million road resurfacing effort beginning in 2023 based upon the City's available debt capacity.

To ensure completion of our 2023 street resurfacing plan, staff will need to present a design contract for Council consideration at our first regular council meeting in November – November 8<sup>th</sup>. This will ensure OHM is provided ample time to design the roadway and curbing improvements over the winter in hopes of bidding the project first quarter of 2023.

**Main Street:** The Erie Regional Planning Metropolitan Planning Organization held its combined Technical Advisory and Policy Committee meeting on June 23. At that meeting, the committee considered the funding recommendations for the 2025/2026 Surface Transportation funding. A reminder, Main Street was tentatively recommended to receive \$360,000 from the scoring committee. At the meeting on June 23, the committee voted to approve the \$360,000 award to the City of Huron for future Main Street enhancements. This is a significant funding award for the future overhaul of the corridor which will be informed by the currently underway Mainstreet/Downtown planning and visioning process – which is set to wrap up around the end of the year or very early 2023. Again, and big thank you to Erik Engle and his team and the folks at OHM Advisors.

**Stormwater Management:** Based upon positive Council feedback and an affirmative vote, the City is moving forward with the first phase of a stormwater management plan in partnership with OHM Advisors. The City continuously is engaged by residents related to stormwater issues they are facing across the City. The ultimate plan would be to undertake an exhaustive process to map the existing stormwater system throughout the City, undertake hydraulic modeling to determine capacities of the system, and then put together a capital improvements plan to systematically make upgrades to the system which will denote cost and priority.

The stormwater management plan phase 1 kickoff meeting was held with internal staff and the OHM Stormwater team. Everyone is excited to get this project rolling. The discovery phase will

be very manual as staff will need to digitize old as built plans etc. This digitization needs done regardless, so this is a good means to prioritize this task. This project is expected to last eight (8) months to a year and will deliver a visual stormwater inventory to take us in to the future. During the time this project is active, you will see OHM staff around the city collecting data. If anyone has any questions or concerns, please contact Stuart Hamilton at 419-433-5000 x 1104 or email at [stuart.hamilton@huronohio.us](mailto:stuart.hamilton@huronohio.us).

**Body Worn Cameras:** in 2022, the IT Department and the Police Department will begin exploring funding opportunities to acquire and begin implementation use of body worn cameras. These cameras are becoming prevalent in nearby police departments and our officers and sergeants have expressed interest in them as well. In addition to exploring funding opportunities, we will also begin getting a sense of the cost of purchase and understanding any additional IT upgrades to store the content. Departments have identified a funding possibility for the fall of 2022 – with implementation in 2023. Staff anticipates seeking Council approval to make a grant application in late summer of very early fall of 2022.

Staff have interviewed multiple providers, while also carrying out in-person demos of providers of Body Worn Cameras, in-car systems, remote activation systems and Digital Evidence Management Systems. This technology should be comprehensive and should be managed by a single point of activation. There is a grant opportunity upcoming in early September which we are getting ready to apply for.

Huron Police Department successfully submitted their grant request for body worn cameras on September 8. Results of the grant application are anticipated to be announced in October of this year. It is our understanding that preference is given to forces/departments that do not currently have a body worn camera program – which will hopefully increase our likelihood of award. We will keep council apprised of the results of the award announcements.

**Website:** The City has budgeted \$50,000 for a revamp of the City's website in 2022. Although this work may extend into early 2023, the city desires to begin the process in the upcoming months. First, we are recommending issuing a Request for Proposal to IT/web development firms in September with hopes of presenting a preferred firm to Council for consideration shortly thereafter.

**General:** Reminder, there will be a lot of utility work over the summer months, and we wanted to alert our Residents. We will have two fiber internet providers starting to install their fiber for their "Fiber To The Home" (FTTH) offering. This is a wonderful expansion of service providers for the city giving Residents not only choice, but also hopefully driving down the cost. The two companies are OmniFiber and Frontier.

We will also see our OHM partners throughout the city for the remainder of the year collecting our Stormwater asset inventory.

If you have any questions regarding ongoing Utility work in your neighborhood, please reach out to Stuart Hamilton at 419-433-5000 x1104 or email [stuart.hamilton@huronohio.us](mailto:stuart.hamilton@huronohio.us).

## ZONING/CODE/PLANNING

**Tree Assessment:** Similar to the sidewalk assessment program, the City is exploring a tree assessment program for property owners who need to remove dead, dying or diseased trees from their property. The cost of removing a tree can be very expensive. Through the assessment program, property owners would have the option of, in essence, financing the removal through an assessment on their real estate taxes. Additionally, we are proposing to amend the code to ensure the services of a certified arborist are engaged to determine the health of trees being removed. Additionally, it may be worth considering a requirement be included to replant a new tree in its place to ensure long term health of the City's tree canopy. Staff and the law department have been finalizing this code update and hope to present to the planning commission at an upcoming meeting.

**Signage Code:** The City is also undertaking a comprehensive review of our signage code – related to both permanent and temporary signage. This review is aimed at simplifying our code for greater clarity while also taking into consideration some recent court rulings at the state level regarding enforcement capabilities. We hope to have a draft for consideration in fall of 2022.

**Main Street Corridor Plan:** Staff and the OHM team have so far held two (2) steering committee meetings. The first meeting was meant to be a kickoff meeting to review reason for the plan and timeline and the second meeting was to talk through potential idea/needs for the corridor and downtown and uses. The plan will be moving into the public outreach portion of the plan which will include a joint steering committee / public meeting, a joint planning commission / council meeting, a public meeting to likely coincide with the pumpkin festival and an online survey. The goal will be to solicit feedback from the groups into terms of what is missing or desired on the corridor and downtown related to amenities, land uses, etc....

On Friday October 7<sup>th</sup>, Planning Staff officially released a public survey for folks to provide feedback related to the current conditions of downtown/mainstreet along with opportunities to stress amenities or land uses they would like to see in the future – whether that be private improvements or public infrastructure upgrades. There are links to the survey on the City's facebook page, flyers have been developed with a scannable QR code to take folks directly to the survey or individuals can access the survey by visiting [ohmplanning.typeform.com/huronmainst](https://ohmplanning.typeform.com/huronmainst). We hope to secure as much feedback as possible and plan to keep the survey open until minimally the end of October.

Staff is working on scheduling a joint planning commission and council meeting for some time in November. At this meeting, staff from OHM and the City will present feedback received thus far from the community and steering committee in terms of general land uses, types of businesses and infrastructure investments they would like to see. More information will be forthcoming in the next few days to finalize and date and time for this event. The goal will be to get feedback on the ideas presented prior to moving into the second part of the plan which will be to designing the implementation component of the plan.



**Transient Rentals:** The City has officially reached its maximum of 165 permitted/licensed transient rental units. The City has made efforts to ensure the public is aware of this cap being hit and what are the procedures to ensure property owners renew their license in a timely manner to not lose it and what is the process for securing a spot on the waiting list. As of September 23, there also existed five (5) properties on the waiting list to secure a transient rental certificate.

**Permitting:** Staff from multiple departments have begun meeting internally regarding the idea of centralizing all permitting from an intake standpoint. The goal is to create one central location for residents and contractors to go for ALL permits regardless of department. Currently, depending on the type of permit, folks may have to go to multiple facilities across the city. For efficiencies, we do envision moving all permitting to City Hall and through the planning and zoning department. We are currently working on the internal structure of this change and will provide press releases and other media messages to ensure the public is aware of this change and when it goes live.

**Solar Panels:** Staff has been presenting alterations to the zoning code to address both roof mounted and free-standing solar structures. Two planning commission meetings have been held to discuss with further meetings to occur based on the complexities of the matter and the need to review the entire accessory structure component of the code. At present roof installations are subject to electrical plan submission and structural analysis, but generally permitted anywhere in the city. Free standing structures also have generally been permitted anywhere in the city and treated as an accessory structure required only to meet setback, height, and lot coverage requirements – but no concern beyond that. Staff is proposing to permit roof mounted structures in all districts subject to electrical and structural review but to only permit freestanding structures as a conditional use in residential and commercial districts and therefor subject to a greater degree of scrutiny.

**Urban Renewal Code:** The City's existing zoning code includes a section pertaining to Urban Renewal. It particularly pertained to the City's desire to undertake widespread blight removal and redevelopment in the 1950's and 1960's in line with the Federal Government's Urban Renewal Program. Since urban renewal has long been over for many decades, staff will be recommending repealing this code section in its entirety. This will be discussed at the next regularly scheduled Planning Commission meeting which will now be in October.

## PARKS AND RECREATION

**Fish Cleaning Station:** Construction continues at the Fish Cleaning Station. As of September 12, the grease interceptor has been installed, sanitary sewer/water/and electrical conduit have been installed to the shelter's concrete pad. The concrete pad has also now been poured and crews are working on sidewalks and site repair. The shelter structure itself is currently to be delivered by October 31 – this is the key item dictating the completion of the project.

**Tennis Courts:** OHM has completed its cost estimates and scopes of work for upgrades to the tennis courts. The City was looking at two (2) options. First includes a rehabilitation of the five courts which would repair underlying cracks and install a brand-new playing surface on all five (5) courts. This option also includes possible allowances for new drainage and new fencing. A second option includes the full reconstruction of all five (5) courts and includes the installation of a single pickle ball court (as well as new drainage and fencing). These options were presented to the Huron Joint Recreation District (HJRD) at their September 6<sup>th</sup> meeting. At that meeting the HJRD made a motion (1) reaffirming their desire to contribute approximately \$95,000 to the project and (2) preferring the complete the less expensive rehabilitation of the courts including new drainage and fencing. The city is also in ongoing conversation with Huron Township about their ability to directly contribute to the construction cost for the chosen option. Currently, the City is taking boring samples to further understand the subsurface condition to verify whether rehabilitation is truly a prudent option to consider.

After additional deliberation and consideration, staff is recommending moving forward with the rehabilitation option versus complete reconstruction. Funding for the project will be from a combination of HJRD, Huron Township likely, and the City of Huron. We believe strongly that the combination of cost, level of extensive rehabilitation undertaken and our high level of ongoing maintenance, makes this option the preferred path over full reconstruction. We hope to present Council with a proposal for design services in the upcoming weeks to permit the project to be designed in the fall and bid in the winter. Staff has subsequently met with representatives of the School District to talk through potential impacts on either the Spring 2023 or Fall 2023 seasons to ensure the school is provided significant notice of needing to locate alternative facilities for practices and matches. Based on design and bidding timelines along with the construction season, the project is most likely to impact the Fall 2023 tennis season.

At the HJRD meeting on Monday night, the Township committed to donate \$50,000 toward this project. As always, we are appreciative of our local partners.

**Boat Basin:** The City has solicited a proposal from KS and Associates to update the capital needs assessment for the Boat Basin and related facilities/improvements. The previous report was completed in 2015 and in need of updating the project costs and to take into consideration both improvements that have been completed since then and determining if any further deterioration has occurred. The city is hoping to utilize this report as we undertake an aggressive fundraising effort to completely modernize and rehabilitate the facility in addition to making a capital request through the State's next capital budget bill. The draft report has been received and is currently being reviewed internally.

**Cameras on Lighthouse:** Parks and Recreation and the Service Departments are in process of pricing out cameras for the lighthouse. Once installed, these cameras will be streamed on the City's website or other streaming service 24/7. The cameras will be able to show conditions both down the river to the south but also conditions on the lake. The hope is that they will be able to show weather and wave conditions for potential beachgoers and boaters. We will keep Council apprised as this project progresses with potential timelines.

**624 Berlin Road:** On September 9, the City received two (2) proposals for asbestos abatement and demolition services from registered contractors. The City has determined Ed Burdue and Co., to be the lowest and best bidder and will be presenting a contract to Council on September 27<sup>th</sup> to undertake asbestos abatement, demolition, tree removal, trash removal, site grading and seeding work. Reminder that all costs associated with the work will be paid for by the Erie County Land Reutilization Corporation.

During the week of September 19<sup>th</sup>, the City also officially closed and took title to the .2-acre triangular parcel on the north side of the property owned by Tom Billman. With all real estate now under City ownership, the City will be exploring third party facilitators to help guide a masterplanning process for the site with the public and relevant stakeholder to be undertaken this winter and early 2023.

## FINANCE

**2023 Budgetary Meetings:** The Fall schedule for 2023 budgetary meetings has been slightly modified. Below is the tentative schedule of meetings for the fall. All meetings will begin at 4:00 p.m. in the City Council Chambers.

### Finance Committee Schedule @ 4 pm:

<b>Monday, October 24, 2022</b>	Services - Street/Water/Utilities(Refuse/Electric/Storm Water)
<b>Monday, October 31, 2022</b>	Community Development - Parks&Rec/Economic Development/Building&Zoning
<b>Monday, November 7, 2022</b>	Public Safety - Police/Fire/Court & Administration
<b>Monday, November 14, 2022</b>	Debt/Capital/Reserves
<b>Monday, November 21, 2022</b>	Carryover (If Needed)

Additionally, the team at Sudsina & Associates is currently updating the debt analysis and capital financing plan for the November 14<sup>th</sup> meeting for projects the city would desire to bond out. This is a follow up to the plan that was drafted in February of 2022 but updated with more accurate construction numbers.

## WATER DEPARTMENT

### Recent Activity:

- Water Meters. Second round Neptune reading transmitters are being installed.
- East Water Tower. Power wash with algaecide on the East Side Water Tower has been completed.
- Hydrant Flushing. Continuing 2022 system hydrant flushing east of the Huron River
- Valve Exercising. Continuing 2022 valve exercising program east of the Huron River
- Grant. OEPA Lead Service Identification Grant submitted (up to \$50,000 with no local match).

- OEPA Audit. Received clean audit from OEPA.
- Water Main Break. Repaired one water main break on Huron Street.
- Filter #5. Installed Rotork actuator on Filter #5 backwash supply line.

#### Active Project Updates:

- Sludge Lagoon – Ohio EPA NPDES. Poggemeyer is completing its study of comprehensive options and alternatives, draft report returned for additional data.
- Alternate Intake. Awaiting full engineering proposal from Poggemeyer and preparing to bid engineering.
- Boilers. Two of the three WTP boilers have failed. Wilkes quote: \$53,262.00; Gundlach quote: \$63,000.00; and a third quote from Hartland Heating & Cooling came in at \$128,500. Bids received and opened: Dimech Services \$74,500; Boiler Specialists \$142,779. In review.
- Tube Settler Expansion. Awaiting documentation but we will have a change order in the tube settler project. Basins #1,2,3 have effluent weep ports that are a slightly smaller diameter than basins #4,5 thus there is a need to machine new plugs for those basins. Additionally, one concrete curb wall is required to match building face with existing slab. Change order #1 received for \$31,197.70. Change order #2 received for \$24,268.00. In review, specifically change order #2.
- Primary Intake. The annual intake crib inspection was completed on August 10<sup>th</sup>. During inspection, the diving crew noted that just inside the intake and past the riser, the intake was ½ full of debris. A bucket of this debris was brought to shore and was found to be a mix of small rocks, seashells, and sand. Lake Erie Diving has provided a quote for three days' labor to remove 100 feet of debris and inspect further in the intake with a remotely operated vehicle. Cleaning was recently conducted, and it was found that the debris within the intake rises and falls continually during the entire ½ mile length, at times reducing the pipe from 36" to 12". A full-length cleaning is required, which was last conducted in 1991. Funds will be budgeted in 2023 and the project will be bid.

**Water Rates:** The City has presented the results of the water rate study to both the Finance Committee and Utility Committee with both groups providing recommendations to Council. Staff held a work session of Council to review the result of the report and understand staff recommendations. The City anticipates introducing legislation on October 11 that would increase water rates across all internal customers at a rate of 5% per year for ten (10) years. The staff also will commit to comprehensively review these rates every three (3) years to determine if they should be increased, decreased, or remain stagnant based on updated capital planning and funding of capital projects. The City is also in conversations with our lone high-volume customer (Erie County) about an increase as well, which must be handled separately due to a pre-existing contract.

**Sewer Shutoff's:** The City has been approached by Erie County for aid in assisting with handling customers within the city limits who are delinquent with their sewer bills. Currently, the County does not have a means to shut-off water uses or sewer usage for significantly delinquent sewer

customers. The request is that City water department personnel would be utilized to shut off water service at severely delinquent addresses to ensure delinquent accounts are addressed. City personnel would be compensated for our staff time and a portion of the delinquent billing. The city is currently doing more research on this request to better understand the additional manpower that would be needed to aid the County in this request.

**South Main Street Watermain Replacement:** Staff held an initial meeting with OHM to generate a proposal for the South Main Street watermain replacement program. This asset management-based program involves ongoing replacement of aged underground infrastructure. The current project headed to engineering involves the replacement of the below and was selected due to criticality, age, and number of failures (water main breaks) as outlined in the asset management report:

- Portions of South Main (south of Valleyview) approx. 775'
- Portions of Huron Avery from the Mudbrook to city limits, approximately 1300'
- Portions of Mudbrook Road approx. 650'
- Full replacement on Forest Hills, Valleyview, and Hickory Drive – approximately 2332'
- Full replacement on Mill Street approx. 342'
- Partial replacement on Huron Street approx. 605'

The City will also be exploring whether any road resurfacing should be included in this project as well and under the same contract to secure efficiencies in work and potential cost savings.

Staff and OHM personnel have submitted one funding application already and are in process of completing one additional funding application for imminent submittal.

## PERSONNEL/ADMINISTRATION

**Fall Newsletter:** Staff has begun work on the Fall 2022 newsletter. Jen Kilbury in the Parks and Recreation Department will be taking the lead in partnership with several department heads. We are hoping the newsletter to be ready for delivery in late October or very early November.

## CONTRACTS

Agreements/contracts that will expire in 2022/early 2023 include:

- OHM Advisors (Engineering) – expires 12/31/22
  - Staff is currently reviewing the existing agreement to determine what if any changes are desired in the next contract with OHM. Staff hopes to present a contract to Council for consideration in early December.
- Erie Soil and Water Conservation District (Engineering) - **COMPLETED**
- Republic Services – expires 06/30/23

- HJRD Annual Agreement (Recreation) –expires 12/31/22
- Dispatch Agreement – Erie County Sheriff – expires 12/31/22
  - A one-year renewal agreement is being proposed by staff for 2023. This agreement will be presented to Council on October 25<sup>th</sup> for consideration. Please note, there is no proposed increased in terms of the annual fee for the 2023 calendar year, when compared to 2022.
- Seeley, Savidge, Ebert & Gourash Co., LLP (Law) – **COMPLETED**
- Dynegy Energy Services – Electric Aggregation Program – expires 10/31/22 **Will let expire due to price of supply.**
- Bricker & Eckler – HPP Legal Services (Law) – **COMPLETED**
- Erie County Cablevision, Inc. (Buckeye Cable) Franchise Agreement – Expires 12/30/22 **Franchise will be renewed at the State level and not locally.**
- City Prosecutor Employment Agreement – expires 12/31/22
- Personnel Officer Employment Agreement – expires 12/31/22

## UPCOMING MEETINGS

### October

- City Council Meeting - Tuesday, October 25, 2022, at 6:30 in the Council Chambers
- Records Commission – Wednesday, October 26, 2022, at 9:00am in the Main Conference Room
- Planning Commission – Wednesday, October 26, 2022, at 5:00 in the Council Chambers

### November

- HJRD – Tuesday, November 1, 2022, at 6:30pm in the Council Chambers
- Utilities Committee – Wednesday, November 2, 2022, in the Main Conference Room
- City Council Meeting – Tuesday, November 8, 2022, in the Council Chambers
- BZA – Monday, November 14, 2022, in the Council Chambers
- City Council Meeting – Tuesday, November 22, 2022, in the Council Chambers
- Planning Commission – Wednesday, November 23, 2022 (tentative – date may change) at 5:00pm in the Council Chambers