

ADMINISTRATOR'S REPORT

DATE: January 21, 2025
TO: Mayor & Council
FROM: Lukas Darling, Administrator

Parks

- Christmas lights/displays have been removed from the parks. Thank you to everyone who participated in or visited the parks during the holiday season.
- Lake County Planning and Community Development provided us with copies of park master plans completed in 2017. These include redesigns for East Street and Orchard Street Parks.

Streets / Service / Water

Water Audit & Water Loss Control Program

- Verdantas has submitted a grant application to OEPA for a water audit and water loss control program.
- The total cost is estimated to be \$20,000.
- The grant from OEPA will cover 100% of the costs associated with this project.

Streetscape Phase III (CDBG 2025)

- Village Engineer Andy Lubonovic is currently working on the design for Streetscape Phase III.
- **Improvement Area:** High Street between Second and Third Streets; lighting upgrades in Veterans Memorial Park.
- **Design:** Design in this area will mirror Streetscape Phases I and II.

Fifth Street Storm and Sanitary Improvements (2025)

- See *Memo: Fifth Street Storm and Sanitary Improvements Project (2025)* for detailed information.

Water Rate Study (2025)

- The Village has enlisted the Ohio Rural Water Association (ORWA) to assist in our 2025 Water Rate Study. ORWA offers this service to their members at no cost.
- This will be the first formal water rate study since 2014.
- Corey Timko will be leading the study. He is a Technical Assistance Technician with ORWA, and the Superintendent at the French Creek Wastewater Treatment Facility (North Ridgeville). He received a master's degree in industrial and systems engineering from Ohio University. He has worked in public utilities since 2004.

Zoning / Development

- **Cloud Permit implementation:**
 - o We had our last training on the Code Enforcement portal on January 16, 2025. The portal will go live shortly.

- Code Enforcement is one of three portals we purchased, the other two being licensing (rental and short-term rental registration) and permitting (zoning permits).
- **Assistant Zoning Inspector (PT)**
 - Chief David Koran and I completed interviews for the PT Assistant Zoning Inspector position. Mark Timm was selected to move forward with a drug test and background check. Mr. Timm previously worked as a Zoning Inspector in Leroy Township.
 - This position is budgeted for a maximum of 24-hours per week.
- **DORA**
 - I am currently working on the DORA application. Most of the language is complete. I am working on maps and detailed information.
 - The current draft extends from the Lighthouse to the Highwater, and includes Veterans Memorial Park.
 - Signage and trash cans will need to be purchased prior to the DORA going into effect.

Benefits / Human Resources

- **Property/Casualty Insurance:**
 - We have fully integrated with Ohio Plan / Love Insurance for 2025 P&C Insurance.
- **Employee Health Insurance:**
 - We have fully integrated with Medical Mutual of Ohio for employee health insurance.
 - I had a meeting with Health Account Services on January 15 to discuss COBRA implementation.
 - Employees should have received their insurance cards and/or access to the Med Mutual app.
- **Aflac**
 - I have reached out to Aflac to set up a meeting with our regional representative. We would like to offer Aflac supplementary insurance to the employees. Cancer, critical illness, and hospitalization insurance are some examples of what Aflac offers, at no cost to the Village.

Planning

- **Grand River to Lake Erie Corridor Active Transportation Plan**
 - Lake Development Authority, Grand River Village, Painesville City, Painesville Township, West Creek Conservancy, and Fairport Harbor have come together to apply for funding for one regional active transportation plan.
 - This will be funded by ODOT's *Pedestrian & Bicycle Special Solicitation*.
 - Lake Development Authority will be the lead agency for this project.
 - We have requested 3 areas be included in this study:
 1. A proposal for a bridge to cross the Grand River and connect Fairport Harbor to Headlands Beach State Park.
 2. A proposal to increase safety and accessibility at High and East Streets by installing a roundabout (or other solution as determined by the plan).
 3. A sidewalk or trail connection along Saint Clair Street, connecting the Village to Grand River Landing Park and the Huntington Park neighborhood in Painesville.
- **Comprehensive Plan & Zoning Code Update**

- In 2025, we plan to apply for funding from the ODNR Office of Coastal Management (Coastal Management Assistance Grant) for the completion of a comprehensive plan update. Our current comprehensive plan was last updated in 2002 (23 years ago).
 1. This grant will require a 1:1 match.
 2. Pre-proposals are typically due in September each year.

Other

- I will be working with Andy Lubonovic to develop an informal capital improvement plan. This memo will detail our planned 4-5 years of projects, identify funding sources, and help all departments better plan for the future.
- **Hometown Heroes Phase I**
 - As of 1/16/25, we have received 26 of 28 application spaces.
 - We have received payment for 15 of those 26 applications.
 - The portal will remain open until March 1 or 28 applications, whichever happens first.
 - The News-Herald ran another story on the program on January 9.

Upcoming Legislation

- Verdantas (f.k.a. CT Consultants) Master Service Agreement Approval (Q1 2025)
- Amendments to Personnel Code/Employee Handbook (Q1 2025)
- Amendments to Vacant Property Registration Program (Q1 2025)
- Amendments to Rental Registration Program (Q1 2025)