

CITY MANAGER'S REPORT  
August 12, 2024 Council Meeting

1. Comment on the Tuesday, August 6th Storm: Overall, we managed well in light of the significant winds and driving rains that swept through the region and northern Ashtabula County. There were some incidents of flooding but more prevalent were downed trees and wires, which took out electricity to several residents and businesses. As a result, most of our departments were involved in some way, especially Fire, Police and Streets. My appreciation to all our city employees who go above and beyond during these difficult weather events.
  
2. W. Main Street Sewer Replacement Project:
  - a. Road Closures- Closures have continued this past month and will continue going forward whenever a situation occurs where safety is in question. As explained recently, voids are being found under the road that need to be addressed immediately. When this happens, the GPD is notified for assistance and we get the message out on our home page and social media ASAP.
  - b. Progress Meeting #4 Minutes- Emailed to Council Members
  - c. Next Progress Meeting #5- Wednesday, August 21, 2024 at 10 AM
  
3. OPWC FY 24 (Round 38) Austin Rd. Pavement Improvement Project: A pre-construction meeting was held with Koski Const. on Friday, July 26 and road grinding starting the following Monday, July 29. After minor foundation repairs the road was paved before the weeks end. There were some bumps on the South end of Austin that needed to be ground and repaved, which is now completed, followed by the laying of soil along the berm. Striping will be done soon. Total contract cost: \$131,032.20
  
4. Street Department Updates: FYI- The Street Dept. has been keeping very busy this summer. The enclosed Memorandum lists a number of the activities going on, excluding their general maintenance tasks (grass cutting, etc.). In addition to the enclosed are activities in association with the Stormwater Master Planning process, which also involves the Water and Wastewater Depts.
  
5. CDBG Senior Center ADA Improvement Project: After extending the bid deadline one week, bids were received on August 2, 2024, with three contractors submitting bids. The bids ranged from a low of \$122,000 to a high bid of \$200,000, as compared to the Opinion of Probable Construction Cost of \$111,000. The low bidder for this project is CMG Contracting of Ashtabula, Ohio. Per our engineer, their bid has been reviewed and found to be in conformance with all contract requirements. Additionally, they are believed to be experienced and qualified to perform the work within the contract. The following recommendation is on Council's Agenda for tonight: *I request permission of Council to accept the bid of CMG Contracting of Ashtabula, OH, for \$122,000.*
  
6. Grant Writer as an Independent Contractor: Having successfully navigated the RFP process for a grant writer as an independent contractor, I've concluded my discussions and review and am now seeking to enter into an agreement with CT Consultants.

Under the proposed agreement, the experienced CT team will receive direction from the city regarding proposed projects and activities to pursue funding for, which will be specific to Community Development. CT's compensation for services will be a monthly retainer of \$2,200 a month (lump sum), which equates to approximately 14 hrs. a month availability for strategy sessions, research, and grant writing services. The agreement will be retroactive to August 1, 2024 and run for a period of 12-months. Applications which may require longer time commitments would be discussed and quoted separately. I enthusiastically make the following recommendation:

*I request permission of Council to accept the terms and enter into an Agreement with CT Consultants for Grant Writing services.*

7. OEPA Asset Management Grant: I'm please to announce the receipt of \$15,000 from The Division of Drinking and Ground Waters (DDAGW) for the ongoing updating of our Asset Management Plan-Gap Analysis. The Asset Management Grant application was submitted at the end of 2023 by then Water Supt. Brandon Averill. The total cost of the project is \$25,500.
8. Gardiner Project- Street Light Replacement Phase Update: After significant back-and-forth communications with First Energy, we were finally able to confirm on August 5<sup>th</sup> that the first phase street lighting LED conversions have been completed (of approximately 12-13 phases). As a result, we're already moving forward with phase II and III planning. Each Phase = approximately 64 lights. As with Phase I, First Energy only schedules the work after payment is received.
9. Appalachian Community Grant Program (ACGP) Status Update: As we continue to wait for specific implementation instructions from Eastgate on our \$2.62M award, we have learned that a meeting with newly procured planners is forthcoming. Per Eastgate, the meeting will be to review the scope of our project and develop a process for completion. The required ACGP completion date is October, 2026. I'll continue to keep council apprised of our progress.
10. Downtown Geneva in the Movies? I have been in touch with a production company looking to possibly do some filming in Downtown Geneva for a Thriller/Fantasy film they are making. Much of the filming for the movie will be done in the Youngstown area, with the concept of the Geneva filming being a "flashback" scene. I understand they'll be at an area winery as well. I anticipate follow up discussions this week to learn more. What I understand currently:
  - a. Timeframe: early September
  - b. Filming will be done in the evening
  - c. Approximately 3-4 hours (at most)
  - d. Film crew of approximately 25 people would be present