

**VILLAGE OF BURBANK**  
REGULAR MEETING: MARCH 2, 2017

Mayor Carolyn Dibler called the meeting to order at 7:01 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Gary Gallion, Chris Letzelter, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, residents Ken Dibler, Cathy Kopp, Mark Pine, Bob Cochrell; visitors Ron Wright, Rick Miller, Matt Miller, Taylor Sherman, Jim Thomas, D.J. Robinson and Emily Morgan with The Daily Record.

The Mayor asked everyone to stand and Pledge Allegiance to the Flag.

**Lori made a motion to excuse Jim Brandenburg and Chris Norton, seconded by Chris. 5 Ayes, 0 Nays**

Minutes - February 2, 2017 Regular Meeting and the February 8, 2017 Special Meeting

**Chris made a motion to waive the reading of the Regular Minutes and to approve the Minutes as submitted, seconded by Tracy. 5 ayes, 0 nays**

**Dennis made a motion to waive the reading of the Special Meeting Minutes and to approve the Minutes as submitted, seconded by Gary. 5 ayes, 0 nays**

Auction - 121 S. Street:

Allan reviewed the property details and confirmed that it is being sold "as is"; he confirmed receiving 5-6 calls on the property, all had wanted to inspect the property and he informed them that this was not possible; there were no offers from the one visitor who was present for this auction at this time

A discussion took place between Council Members, the Mayor and Solicitor; it was decided to re-advertise the property beginning no later than April 3<sup>rd</sup> and to schedule the Auction to take place at the May 4, 2017 Council Meeting; it was also agreed to have an Open House and to have the Zoning Inspector conduct an inspection to determine what needs to be done to safely allow prospective bidders to inspect the interior of the duplex as well as reaching agreement to lower the asking price for the property to a minimum bid of \$16,500; at this point resident Cochrell offered \$16,500 but Allan indicated that since the advertisement stated a minimum of \$18,000 his bid offer could not be accepted

**Lori made a motion to advertise the property for 5 weeks so as to be able to hold the Auction on May 4, 2017 with a minimum bid offering of \$16,500, seconded by Tracy. 5 ayes, 0 nays**

Council further opted to have Allan list his contact information in the Ad, to also list Open House on the dates of April 22<sup>nd</sup> and April 29<sup>th</sup> from 10:00 AM - 3:30 PM

Mowing Contract - Bid Review

All twelve (12) bids were posted to the "2017 Mowing Bids" form and reviewed by Council; the lowest bid at \$140 per mowing with no additional adder for the Spring or Fall Clean-up was offered by Jimmy's Maintenance & Lawn Care; questions were asked of this bidder - last year his company did the mowing for the City of Wooster, he has 5 employees and has been in business for three years and he has also bid the 2017 mowing contract for the City of Wooster for 2017

**Lori made a motion to accept the bid from Jimmy's Maintenance & Lawn Care, seconded by Dennis. 5 ayes, 0 nays**

Allan did the first reading of Ordinance 2017-03 accepting the bid and approving a contract with Jimmy's Maintenance & Lawn Care

**Lori made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2017-03, seconded by Tracy. 5 ayes, 0 nays**

**Gary made a motion to accept and approve a contract with Jimmy's Maintenance & Lawn Care as an emergency, seconded by Tracy. 5 ayes, 0 nays**

Emergency Road Repair Bids

Three bids were received and read to those present; the bids ranged from \$14,080 to \$48,550; a discussion took place between Council, the Mayor and the one bidder who was present at the meeting; after reviewing multiple options to consider, costs associated with each option and timing of work it was decided to focus on one immediate issue that was of most concern; the immediate project is a potential storm sewer failure at the intersection of Depot and W. Middle Streets; Mule's Hauling & Excavating handed out a "rough draft" with a cost of \$1,300 to repair the pot hole by digging down, determine the failure, if any, to determine the extent of damage and the repairs needed; the Fiscal Officer requested a formal quote and he was told that he would have it the next day; the Fiscal Officer confirmed that Mule's Hauling & Excavating is not to start any work until he has a Purchase Order from the Village; it was agreed to discuss the "other" repairs at the April Meeting; the Fiscal

Officer stated that he needed to review cost impacts and options based on the bid pricing received

**Chris made a motion to authorize to pay up to \$2,500 to repair the pot hole at the intersection of Depot and W. Middle Streets, seconded by Lori. 5 ayes, 0 nays**

Committee Reports:

Finance , Parks, Safety, Streets, Water/Sewer & Zoning – nothing to report

Council Reports:

Safety

Tracy and Chris reporting:

- Confirmed that they prefer to remain with Creston for Police coverage; that they intend to request that Creston patrol 20 hours per week through March or April and to begin to increase after that date so as to be at 40 hours per week June through September and to lower the hours during the winter months
- Discussion also took place that Creston needs to be proactive in supplying monthly schedules, reports and quarterly billing without always having to request this information; it was agreed that the Chairs would investigate these issues with Creston

Finance

Fiscal Officer reporting:

- Stated that it would not be a proper representation to show the monthly salary of the Fiscal Officer at \$1,100 per month since the new duties he will be responsible for are not those for a Fiscal Officer which should remain at \$500 per month; he stated that a new position needs to be established entitled “Contracts and Grants Administrator”
- **Gary made a motion to approve establishing the new Contracts and Grants Administrator position and separating this from the Fiscal Officer job duties, with a monthly salary of \$600, approving and accepting the Contracts and Grants Administrator job description and appointing Gary Harris to fill this position, seconded by Dennis. 5 ayes, 0 nays**

Tracy and Gary reporting:

- Gary read the Paid Bills and the Automatic Deductions amounting to \$8,892.95. **Gary made the motion to accept these payments, seconded by Dennis. 5 ayes, 0 nays.**

Gary Harris reporting:

- Updated everyone on the OPWC Grant and confirmed receiving an e-mail on February 23<sup>rd</sup> from the District 16 OPWC State Representative that Burbank will be receiving OPWC funding on July 1<sup>st</sup>; he recommended that Council grant him permission to issue a Purchase Order to Engineering Associates in the amount of \$24,000; Burbank will be invoiced monthly until completed in three months and that the Engineer has agreed to only invoice the Village up to 67% for all engineering and waiting for the final payment until Grant monies become available; he stated this would allow the Village to get a jump on engineering and begin the actual construction work three months sooner than if we wait until Grant monies become available, he asked if there were any questions or comments - none were offered
- **Lori made a motion authorizing the Fiscal Officer to issue a PO to Engineering Associates in the amount of \$24,000 and authorizing the Mayor to sign the “Agreement Between Owner (Burbank) and Engineer (Engineering Associates, Inc.) for Professional Services and authorizing payment up to \$14,472 as invoiced by Engineer for each months percentage of completion until all engineering work is completed, seconded by Gary. 5 ayes, 0 nays**
- Confirmed that the Engineer will begin to send out technicians and engineers to Water Street to begin taking measurements, surveying, etc. so as to begin the design construction drawings
- Confirmed sending out a list of 2017 Grant Options to Council today with 5 options for Grant Applications in 2017; stated that the list had been impacted by the recent discovery of a potential storm sewer failure at Depot and W. Middle Streets; stated that with the OPWC Grant awarded for Water Street last year, we should not count too much on another OPWC Grant award in 2017; confirmed that he is investigating loans through local banks and that he has a meeting scheduled with Wayne County Planning next week to review financing guidelines with multiple grants and other options available to minimize negative cash flow impacts to Village finances; requested two grant options, one high cost and one lower cost, depending upon how many grants it would make sense to apply for based on several factors including financial
- **Gary made a motion authorizing the Fiscal Officer to file the appropriate Grant Application(s) for the most appropriate project(s) given to the Fiscal Officer as determined by Council - those projects being Henrietta and Mill Streets or Henrietta Street only, seconded by Chris. 5 ayes, 0 nays**
- Confirmed that he did not receive any calls from Council to amend the 2017 Temporary Appropriations; with no changes by Council he confirmed adding monies and accounts for the OPWC Grant, in the amount of \$234,000), as discussed at last month’s meeting; he confirmed that he also added monies

to the General Fund (+\$5,000) and Street Fund (+\$5,000) for any unexpected impacts caused by actual construction and engineering costs on the Water Street Project and/or street repairs for Total Appropriations in the amount of \$441,366.13; he asked if there were any questions or comments – none were offered

- Allan did the first reading of Ordinance 2017-01 – “An Ordinance amending the Certificate of Estimated Resources and declaring the same an emergency”
- **Tracy made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2017-01, seconded by Lori. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2017-01 as an emergency, seconded by Dennis. 5 ayes, 0 nays**
- Allan did the first reading of Ordinance 2017-02 – “An Ordinance to set Permanent Appropriations for the current expenses of the Village of Burbank, State of Ohio, during the year ending December 31, 2017 and declared to be an emergency”
- **Lori made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 2017-02, seconded by Chris. 5 ayes, 0 nays**
- **Gary made a motion to adopt Ordinance 2017-02 as an emergency, seconded by Lori. 5 ayes, 0 nays**

## Parks

Dennis and Lori reporting:

- ✚ Confirmed that Dennis is researching the repairs yet needed in the Parks and he is also obtaining price estimates for this work and the parts that may be needed
- ✚ Confirmed that Dennis obtained pricing from three Port-a-jon companies for the 2017 season with prices ranging from \$75 to \$85 per month for the single stall units and from \$125 to \$140 per month for a handicap unit
- ✚ **Lori made a motion to accept the price offered by Got-to-Go in the amount of \$75 and \$125 for the single stall and handicap units respectively for the 2017 season, seconded by Tracy. 5 ayes, 0 nays**
- ✚ Confirmed that they have selected the safety item to apply for the PEP Grant; the item is a Message Board that will have safety notices posted and it will also be used to post Official Village Notices; the unit is 33” x 39” and costs \$588; since the Grant covers \$500 the Village would have to pay the difference of \$88; the Fiscal Officer pointed out that there will also be installation charges that will have to be absorbed as well
- ✚ **Lori made a motion to obtain approval to allow Parks to file for a PEP Grant in the amount of \$500 for the Message Board and to have the Village cover the difference of \$88 not covered by the Grant, seconded by Chris. 5 ayes, 0 nays**

### Water & Sewer

Dennis and Lori had nothing to report.

### Streets

Gary had nothing to report.

### Zoning

Chris reporting:

- o Confirmed no update on the capping of the sewer line at 121 S. Street

### New Business:

Gary Harris reporting:

- ✓ Confirmed the next Council meeting will be Thursday, April 6th
- ✓ Confirmed depositing \$239.50 for January Traffic Fines
- ✓ Reminded Council of the need to update the Annual 5 Year Capital Improvement Plan/Maintenance (Plan) for any and all Capital Projects with input needed from Council at the June meeting if they wanted to add any sidewalks in the Village that currently do not exist; he asked if there were any questions, comments or updates - none were offered

### Old Business:

Gary Harris reporting:

- ❖ Confirmed that the revised Code of Ordinances Manual had not yet been received; Allan confirmed that he will look into this and expects to send it out in the near term

### Public Participation:

Nothing offered.

**There being no further business to come before Council, Gary made a motion to adjourn at 9:35 PM, seconded by Lori. Unanimous.**

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris