

**VILLAGE OF BURBANK**

SPECIAL MEETING

May 25, 2019

**Subject: Nature Works Grant Application – Parking Lot Improvements, Finances & Documentation**

The following officials were present for this meeting that Acting Mayor Tracy Lenhoff called to order at 6:10 PM after which the Pledge of Allegiance was said: Dennis Rigerman, Ken Dibler, Carolyn Dibler, David Wilkinson and Fiscal Officer - Gary Harris

Tracy made a motion to excuse Chris Norton, seconded by Carolyn. 5 ayes, 0 nays

The Fiscal Officer reviewed the specifics of the Grant and Application:

This grant requires the Village to pay 100% of the total project upfront and then get reimbursed for 75%. Total project cost is estimated at \$45,000, our portion is \$11,250.00 and is not reimbursed with the balance of \$33,750 reimbursed to the Village. Permanent contributions will come from Parks \$12,000 and the General Fund \$33,000. The reimbursed monies will go back into the General Fund CD \$21,500 and the balance into other General Fund accounts for use elsewhere within the Village.

We will need to vote on a resolution authorizing filing the application with ODNR and committing the full amount of funds to pay for the project up front. It needs to be pointed out that these funds will remain “locked” until one of two things happen:

1. We don't get the grant then all monies are “freed up”
2. We get the grant in fall of 2019, get the engineering done for spring of 2020, contract the work, pay for the work (totally out of our monies) and then get reimbursed in 2020 (hopefully)

Spreadsheets were distributed to Council and a review of the accounts took place with concentration on the accounts that will be “locked-in” and other monies that will still be available for other uses the remainder of this year – he asked if there were any questions or comments – Ken asked if this Grant prevents us from doing other improvements while the grant status is being determined, Gary answered no it does not prevent us from making other improvements; no other questions or comments were raised

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**Tracy made a motion to reserve \$45,000 to pay for the infrastructure upgrades to the Park; \$12,000 from the Park Fund, \$33,000 from the General Fund/CD account with 75% to be reimbursed to the General Fund through the Grant if awarded, seconded by Dennis. 5 ayes, 0 nays**

Gary did the 1<sup>st</sup> reading of Resolution R2019-03 "A Resolution authorizing the Village of Burbank, Ohio to apply for a Nature Works Grant and to provide all information, documentation and funding required by the Grant Application, to become eligible for possible funding assistance and declaring the same an emergency due to the application deadline of June 1, 2019".

**Tracy made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> Readings of Resolution R2019-03, seconded by Carolyn. 5 ayes, 0 nays.**

**Ken made a motion to adopt Resolution R2019-03 as written as an emergency, seconded by Tracy. 5 ayes, 0 nays.**

The application also requires the village to commit to funding repairs over the useful life of the constructed items - to that extent Chris generated a maintenance plan, last year, that will remain in place.

Gary reminded Council that with the original Application in 2018, Council did vote and pass Resolution R2018-02 committing funds for the maintenance and repair of these Park improvements for the duration of the useful life of the Park improvements. He asked if there were any questions, disagreements or discussion on this matter – none were offered.

A review of the parking lot improvements was next on the topics for discussion. During the Public Hearing on May 9<sup>th</sup> a recommendation was made to increase parking spaces due to the number of people attending the baseball games in the Park. The key element in the Park improvements listed in this application is remaining within the \$45,000 current estimate for this work. Going to a double chip and seal versus blacktop would permit the addition of 3-5 spaces in addition to the 12 we currently can accommodate; Council decided to pave the existing parking lot and not go to a double chip and seal since we would only pick-up 3-5 spaces, nowhere near the 50 recommended at the May Regular Meeting

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**Carolyn made a motion to continue with the current scope of paving the parking lot in its current configuration and spacing for an estimated 12 vehicles, seconded by Tracy. 5 Ayes, 0 nays**

Gary stated that Chances for this grant are unknown as this will be our second attempt for an ODNR grant; he confirmed that he has revised all pages of the original Application and will have them in the hands of the ODNR officials on or before the June 1<sup>st</sup> deadline. The pages of the original Application that did not require any revisions will remain as originally submitted in 2018.

Gary asked if there were any other questions or comments and none were offered.

**Tracy made a motion to adjourn at 6:30 PM, seconded by Carolyn. Unanimous.**

X

Acting Mayor, Tracy Lenhoff

X

Fiscal Officer, Gary Harris