

## VILLAGE OF BURBANK

ORGANIZATION & REGULAR MEETING: JANUARY 12, 2017

Mayor Carolyn Dibler called the meeting to order at 7:19 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Chris Letzelter, Tracy Lenhoff and Lori Menk. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, Jim Brandenburg - Zoning Inspector; visitors Ken Dibler, Cathy Kopp and Bob Morehead with The Post.

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

**Chris made a motion to excuse Gary Gallion, seconded by Tracy. 5 ayes, 0 nays**

### ORGANIZATION MEETING:

- ✓ **Norton made a motion to approve Gary Gallion as the President of Council, seconded by Chris. 5 ayes, 0 nays**
- ✓ Fiscal Officer announced that with the closure of the Post Office he is now posting notices at Roberts Auto Care; Council requested Allan to update the Code of Village Ordinances with this change; no other changes were requested
- ✓ **Lori made a motion to approve updating the Rules of Council to modify the posting sites for Meeting Schedules, Ordinances and Resolutions removing the Village Post Office and replacing this site with Roberts Auto Care, seconded by Tracy. 5 ayes, 0 nays**
- ✓ Council discussed the Organization and agreed to not make any changes in 2017 from what was established in 2016: **Finance** - Tracy and Gary, **Safety** - Chris and Tracy, **Streets** - Norton and Gary, **Water/Sewer** - Dennis and Lori, **Parks** - Dennis and Lori, **Zoning** - Norton and Chris

This concluded the Organization Meeting.

### REGULAR MEETING:

Minutes - December 1, 2016 Regular Meeting

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

#### Committee Reports:

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

## Council Reports:

### Safety

Tracy and Chris reporting:

- ✓ Chris read the 2016 Summary Report received from Creston's Chief Meshew for the year's police actions in Burbank
- ✓ Confirmed the intention to increase police patrol hours during the summer months

### Finance

Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$11,580.99. **Tracy made the motion to accept these payments, seconded by Lori. 5 ayes, 0 nays.**

Fiscal Officer reporting:

- Requested Allan to read the three Resolutions that pertain to the General Fund Levies
- Allan did the first reading of Resolution 2017-01, "A Resolution declaring it necessary to levy a tax in excess of the ten mill limitation"
- **Norton made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution 2017-01, seconded by Dennis. 5 ayes, 0 nays**
- **Lori made a motion to adopt Resolution 2017-01 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Allan did the first reading of Resolution 2017-02, "A Resolution declaring it necessary to levy a tax in excess of the ten mill limitation"
- **Dennis made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution 2017-02, seconded by Norton. 5 ayes, 0 nays**
- **Chris made a motion to adopt Resolution 2017-02 as an emergency, seconded by Tracy. 5 ayes, 0 nays**
- Allan did the first reading of Resolution 2017-03, "A Resolution declaring it necessary to levy a tax in excess of the ten mill limitation"
- **Tracy made a motion to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Resolution 2017-03, seconded by Chris. 5 ayes, 0 nays**
- **Tracy made a motion to adopt Resolution 2017-03 as an emergency, seconded by Lori. 5 ayes, 0 nays**
- Distributed the 2016 Financial Summary Report to Council and then reviewed the report; Council asked how much under budget did the Village spend on Police Patrols in 2016 and the Fiscal Officer reported that this number was \$27,013.75 under budget and Council then asked how much was spent and the Fiscal Officer responded that the Village spent \$13,586.25; Council then asked Safety why so much less and Safety Chairs responded that Creston had

personnel problems in 2016 and were unable to patrol as requested by the Village; the Fiscal Officer reported “for 2016, and in his opinion, the Village of Burbank remains in very “sound” financial condition”

- Distributed the 2017 Estimated Financial Summary Report and then reviewed the report; no questions or comments were made by Council pertaining to the estimated 2017 revenues, spending levels, investments and/or debt obligations
- Distributed the 121 S. Street Paid and Open Costs Report and then reviewed the report; Council discussed the report totals including on-going expenses in the amount of \$114.44 per month for the un-capped sewer line and how to proceed; Council agreed to advertise the property for sale and to proceed to cap the sewer line on this property
- **Chris made a motion to advertise the property for the five required weeks, with an asking price of \$18,000, seconded by Norton. 5 ayes, 0 nays**
- Allan was instructed to begin running the ad next week, to list the sale “by auction” with 10% down and to hold the auction at the March 2, 2017 Council Meeting
- **Lori made a motion to spend up to \$2,000 for advertising and legal fees towards the sale of 121 S. Street, seconded by Tracy. 5 ayes, 0 nays**

### Parks

Dennis & Lori reporting:

- Confirmed meeting with Greg Songer, with PEP, to review the open items; confirmed that Mr. Songer expressed his appreciation for the efforts exerted in working on the punch-list items; inspector identified other items needing repair, which is being investigated with the manufacturer, and it is reported that the inspector suggested we wait to complete these until warmer weather arrives
- Recommended a “Car Show” in the Park(s) this year and discussion took place on other ideas such as having concessions, time of year to conduct such a program and a desire to hear more feedback and comments from residents; an investigation into potential liabilities will take place and a recommendation was made for the need of additional port-a-jon’s for this program if this continues to move forward

### Water & Sewer

Dennis and Lori had nothing to report.

### Streets

Norton reporting:

- ❖ Confirmed an attempt to contact Most Paving about the proposed street repairs and is waiting for a call back from this contractor to see if they are or are not interested in moving forward

### Zoning

Norton and Chris had nothing to report.

Jim Brandenburg reporting:

- o Distributed and read the Zoning Inspector Report
- o Council confirmed Jim's request to attend classes related to Zoning which take place during the February and March Council meetings

### New Business:

Gary Harris reporting:

- ✚ Requested a motion pertaining to the 2016 Budget review
- ✚ **Norton made a motion to authorize the Fiscal Officer to post a legal notice in the newspaper for the public viewing of the 2016 budget results, seconded by Tracy. 5 ayes, 0 nays**
- ✚ Confirmed that our next Council Meeting is scheduled for Thursday, February 2, 2017
- ✚ Confirmed depositing \$117.00 for November Traffic Fines
- ✚ Requested a motion related to the OPWC Grant and the 2017 Fund Budget
- ✚ **Lori made a motion to allow the Fiscal Officer to establish Fund 4902 for the Water Street Project in the amount of \$234,000 in the 2017 Budget as well as in the Certificate of Estimated Resources for the expected award from OPWC, seconded by Norton. 5 ayes, 0 nays**
- ✚ Requested a motion to set-up the necessary account codes in the 2017 Revenue/Appropriation budgets for the OPWC Grant monies
- ✚ **Chris made a motion authorizing the Fiscal Officer to add the necessary account codes to the 2017 Budget for the OPWC Grant revenue, project related expenses and the set-aside of \$26,000 from the Street Fund representing Burbank's matching funds for the Water Street Project, seconded by Lori. 5 ayes, 0 nays**
- ✚ Reminded Council about the need to obtain new bids for mowing the Parks by the March meeting so we can vote and approve a contractor at April's meeting; Council requested Allan to place an ad in the newspaper with bids due 3/2/17 and Tracy is to also post this ad on the Burbank website
- ✚ Distributed the 2017 Temporary Appropriation Budget to the Mayor and Council and reviewed with them the need for their input with any changes to this budget on or before February 24<sup>th</sup>; the Fiscal Officer offered to meet with any member of Council between now and February 24<sup>th</sup> to answer any questions or review any budget item with them on a one-on-one basis; he confirmed that if no changes are made by Council the budget will become the

Permanent Appropriations with the one noted change above, adding Fund 4902 and the appropriate account codes for the OPWC Grant (in anticipation of the formal notification of award)

✚ **Tracy made a motion to approve spending \$110.87 to renew the Host Site with GoDaddy.com for the Village Website for one year, seconded by Lori. 5 ayes, 0 nays**

✚ Jim announced that the Village of Chippewa Lake donated a printer for his use in Burbank

Old Business:

Gary Harris reporting:

- Reminded Council that for the seats up for election in 2017 (Carolyn Dibler, Lori Menk, Gary Gallion, Chris Letzelter and Dennis Rigerman) that they do have filing deadlines to meet and documentation to prepare to meet the August, 2017 deadline
- Reminder Council of the e-mail he sent on November 7<sup>th</sup> to the Street Chairs advising them that ODOT requested we remove the tree branches that block the view of the Traffic Light for anyone traveling north on Front Street (SR 83)
- Dennis expressed concern about plowing/salting or the lack thereof on Diagonal Road

Public Participation:

Nothing offered.

**There being no further business to come before Council, Chris made a motion to adjourn at 8:45 PM, seconded by Norton. Unanimous.**

X

\_\_\_\_\_  
Mayor, Carolyn Dibler

X

\_\_\_\_\_  
Fiscal Officer, Gary Harris