

**VILLAGE OF BURBANK  
REGULAR MEETING, AUGUST 5, 2021**

Mayor David Wilkinson, called the meeting to order at 8:04 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Danual Priebe, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector (arrived at 8:35), Gary Harris – Fiscal Officer and visitors Cathy Kopp, Mark Buckingham, Anna Dickson and Craig Purdy.

Mayor Wilkinson welcomed our guests.

**Chris made a motion to excuse Ken Dibler, seconded by Dennis. Vote - 5 ayes, 0 nays**

Minutes – July 6<sup>th</sup> Regular Meeting Minutes

**Chris made a motion to waive the readings and to approve the submitted July Regular Meeting Minutes, seconded by Dennis. Vote; 5 ayes, 0 nays**

Council Reports:

Safety

Chris reporting:

- Gary confirmed non-receipt of the Sheriff’s Report covering July service
- confirmed calling Captain Hunter about not patrolling enough hours in the Village, Captain Hunter brought up the reasons for the shortage that included not enough staffing and Chris stated that this is not a Village responsibility – Chris also asked for a schedule but met some resistance but he pressed to receive an “estimated” schedule, to date, no schedule has been received – Chris and Dennis did state that they have recently seen more presence in the Village by the Sheriff’s department

Finance

Thomas reporting:

- read the August Paid Bills and the Automatic Deductions amounting to \$12,048.95; **Chris made the motion to accept these payments, seconded by Dennis. Vote - 5 ayes, 0 nays.**

Gary reporting:

- American Recovery Plan Act for Non-Entitlement Subdivisions – confirmed that he contacted Spectrum and they are on the FCC list of Emergency Broadband Benefit Program providers and they have confirmed that Burbank

has the broadband services already available for Burbank residents along with a \$50 per month credit for such services, if the resident qualifies, through the FCC for as long as this program remains available – this means that there is no cost or need for Burbank to apply for ARPA funds since this program and service is already available – confirmed that earlier today he did send out the brochure to Council on “how to” apply for this financial assistance – he asked if there were any questions or comments – none were offered

- confirmed that the PEP Grant monies have been received in the amount of \$1,000 and have been deposited - he will now go out for bids to have LED’s installed in the Park to replace the sodium units and at the same time – confirmed that the bid we received in 2020 from Callihan Electric was for \$3,200 and he will see if better pricing is available – he asked if Council wants to appropriate \$4,000 to proceed with the LED change-out in the Park (\$1,000 from the PEP Grant and \$3,000 from the Park Budget) and Council suggested that we wait until we obtain additional bids – he asked if there were any questions or comments – none were offered
- confirmed that the documentation to have the three Current Expense/General Fund Levies on the November ballot have been submitted and received by the Wayne County Board of Elections - we can expect to see these Levies on the November ballot – he asked if there were any questions or comments – none were offered
- stated that we need to pass a Resolution tonight to levy the taxes for Burbank – Allan did the first reading of Resolution R2021-07 “a Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary Tax Levies and certifying them to the County Auditor
- **Marti made a motion to waive the second and third readings of Resolution R2021-07, seconded by Danuel. Vote; 5 ayes, 0 nays**
- **Chris made a motion to adopt Resolution R2021-07, seconded by Danuel. Vote; 5 ayes, 0 nays**

#### Parks

Dennis and Marti reporting:

- ❖ David confirmed that he received a call from the Community Service Juvenile who is available to work this weekend
- ❖ Gary confirmed contacting three companies to provide a quotation for a new roof on the Storage Shed behind Village Hall with the first contractor due to arrive tomorrow and one on Monday
- ❖ Allan did the Second Reading of Resolution R2021-04, “a Resolution naming the ball field in the Burbank Park the Norma Buckingham Memorial Field in recognition of the contributions of Norma Buckingham to the baseball and softball programs of the Village of Burbank and years of service”
- ❖ Chris asked if any mosquito spraying had been done in the Park and if not, it is needed – Marti stated that she contacted Valley View Spraying and for \$180 they

will spray the entire Village – Cathy asked if the Village residents would be notified in advance and Mayor Wilkinson stated “yes”

- ❖ **Chris made a motion to appropriate monies for the first spraying, seconded by Marti. Vote; 5 ayes, 0 nays**
- ❖ reported that we have broken picnic tables in the Park – Gary is to provide Marti with the name and phone number of the company that we purchased from previously so we can get pricing to replace the damaged tables

#### Water & Sewer

Dennis and Dan had nothing to report.

#### Streets

Chris had nothing to report.

- a conversation was initiated on House Bill 168 and ARPA funds for bringing water into the Village using ARPA funding – Allan stated that this was looked at years ago and the problem still exists that we are so small of a Village that our residents could not afford the resulting water bills due to the few households that we have to share in the costs of making water available – Chris stated that it would be less expensive for residents to drill new well’s
- Gary confirmed that he has sent out two bids for snow plowing and that he has a bid-opening meeting scheduled for August 18<sup>th</sup> at 1:00 PM at Village Hall
- Gary confirmed that he has contacted three contractors to bid installing a catch basin on W. Middle Street where only a “makeshift” basin had previously been installed and that he is also obtaining bids from these same contractors for sidewalk repair at 21 Front Street caused by the removal of a tree years ago by the property owner where the stump rotted away and undermined the sidewalk and left a sizeable hole – Allan stated that in his opinion this is an expense for which the property owner is responsible – Gary stated that he has two bids already with a third expected next week and that the two current bids range from \$2,000 to \$3,500 and that he will inform the property owner that they are responsible for the cost of the sidewalk repair – Chris suggested the Village offer to the home owner to repair the sidewalk and to be reimbursed by the property owner and Allan suggested we get paid up-front – Gary stated that the contractors are behind schedule due to bad weather and shortages of personnel and this work, once approved, cannot begin until September or October
- **Chris made a motion to appropriate up to \$2,000 to proceed with the catch basin and sidewalk work, seconded by Danuel. Vote; 5 ayes, 0 nays**
- Chris stated that he is working on getting two quotations for pot-hole repairs but it may take until October or November before contractors are able to do the work

## Zoning

Thomas and Dan had nothing to report.

- o Allan provided updates on the two projects that he is involved with - 141 Water Street is waiting on a court date to be set - 133 Water Street he was just advised that a decision on the Grant will now move out to the end of October - Gary stated that with this delay and potential weather impact, this project may move out to early Spring 2022 which could mean an increase in the expected costs for the Village to do this demolition and recovery of the property beyond the \$5,335.70 originally budgeted - Gary also stated that once the project is underway he does plan on reactivating his pay as the Contract and Grants Administrator as he will be the Project Manager on this project
- o Ben stated that he is getting complaints about pot-holes on Reed Court - it was agreed that Ben will purchase 304 and 411 stone to fill the holes as a temporary repair
- o Ben reported that he is not getting the support of the Sheriff's Office on cars that he tags, in the Village, for violations - Chris offered to contact Captain Hunter
- o Mayor Wilkinson stated that the Youth Baseball organization is looking into Grants that might be available to recondition the Baseball field - Chris stated that with our infrastructure needs, the Village cannot afford to invest large sums of monies into this project and that a Commission needs to be formed and meet to discuss options and that the Youth Baseball organization needs to put a plan together to present to officials - Mayor Wilkinson agreed and will contact them accordingly

## New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, September 2<sup>nd</sup> at 8:00 PM
- ✓ confirmed depositing \$36.50 for June Traffic Fines
- ✓ asked Council what top coat color they want on the new entrance door since it only has a primer coat - it was decided to paint it gray, Gary is to pick-up the paint and Chris volunteered to paint the door
- ✓ asked what date the Park Chairs have decided to remove the port-a-jon in the Park - Mayor Wilkinson stated to have it removed by the first of November
- ✓ asked Mayor Wilkinson if he wanted the dumpster moved from in front of Village Hall to the Old School Park and he confirmed that Gary should proceed to do so

## Old Business:

Gary had nothing to report.

## Public Comment:

- Cathy announced a Village wide garage sale taking place on August 21<sup>st</sup> from 9:00 AM to 4:00 PM and that she heard a rumor that Chick-Fil-A may be on site as well

**There being no further business to come before Council, Chris made a motion to adjourn at 9:08 PM, seconded by Marti. Vote; 5 ayes, 0 nays**

**Chris made a motion to reopen the Council meeting at 9:09 PM to cover one missed item, seconded by Danuel. Vote 5 ayes, 0 nays**

**Chris made a motion to appoint Marti to the Purchase Order Audit Committee, seconded by Danuel. Vote 5 ayes, 0 nays**

**Chris made a motion to adjourn at 9:11 PM, seconded by Marti. Vote 5 ayes, 0 nays**

**X**

Mayor, David Wilkinson

**X**

Fiscal Officer, Gary Harris