

**VILLAGE OF BURBANK
ORGANIZATIONAL & REGULAR MEETING, JANUARY 23, 2025**

Mayor Anna Purdy, called the meeting to order at 7:02 PM.

Mayor Purdy asked if anyone is here tonight who would like to apply for one of the open seats on Council – Jay Byler raised his hand, citing his past experience as a member of Council

Marti made a Motion to appoint Jay Byler to one of the open Council seats, seconded by Terry. Vote: 3 ayes, 0 nays

Allan swore in Jay Byler to one of the open Council seats – all present applauded Jay’s return to Council

A roll call was taken with the following officials present: Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer and visitor Cathy Kopp.

Mayor Purdy welcomed our guests and asked that they hold their comments and questions until Public Participation is opened later in the meeting and reminded everyone that tonight’s meeting is being recorded

ORGANIZATIONAL MEETING

- ✓ **Jay made a motion to nominate Marti as President Pro-Tem of Council, seconded by Terry. Vote: 3 ayes, 0 nays**
- ✓ Mayor Dickson announced her preference for Department Chairpersons – Terry for Finance, Ingram for Parks, Jay for Streets, Thomas for Water & Sewer and Marti for Safety – there were no disagreements
- ✓ This concluded the Organizational Meeting.

REGULAR MEETING

Marti made a Motion to excuse Ingram and Ben, seconded by Terry. Vote: 4 ayes, 0 nays

Minutes – December 5, 2024 Regular Meeting Minutes

Terry made a motion to waive the readings and to approve the December Regular Meeting Minutes, seconded by Marti. Vote; 4 ayes, 0 nays

Council Reports:

Safety

Marti reporting:

- Marti reported that there were 10 Citations in December and she gave the Fiscal Officer a check for \$243 for December
- Marti confirmed that Creston Police has two new hires, Officers Milburn and Ankenman who will be sharing duties in Burbank
- Confirmed that there were 113 citations in 2024, 108 of them went to Creston's Mayor Court and five went to Wayne County
- Mayor Purdy asked Gary about the Radar Speed Detector installation - Gary reported that he has one bid at a cost of \$7,500 but it does not include the "break-away" post - Gary asked that he be permitted to try to obtain additional bids to have the units installed this Spring and he was given the OK - Jay asked for a copy of the installation instructions

Finance

Terry reporting:

- read the January Paid Bills and the Automatic Deductions amounting to \$36,789.44 and asked if there were any questions or any details needing to be presented - none were requested
- **Terry made a motion to accept these January payments, seconded by Jay. Vote - 4 ayes, 0 nays.**

Gary reporting:

- asked for **"a motion authorizing the Fiscal Officer to publish the annual announcement that the 2024 Financial Reports will be available for the public to review once he closes 2024, Marti said so moved, seconded by Jay. Vote: 4 ayes, 0 nays**
- asked for **"a motion appointing the Fiscal Officer to receive the Record Retention Training for the Mayor and Council members until such time that they each determine that they desire to receive this training, so moved by Jay, seconded by Marti. Vote: 4 ayes, 0 nays**
- OPWC Grant for the Diagonal Road Project - the current status is that a wall contractor has been selected to install a wall and railing at CB5 on Diagonal Road - we have until May to complete this work - he asked if there were any questions or comments - Marti asked that Gary present the background on this to Jay since he is just returning to Council - Gary proceeded to review the background leading up to the need for this wall and railing
- confirmed that he contacted ODNR and was advised that we can apply for a grant to cover the costs of the dog waste stations, new trash containers and a bench - Grant applications will be available in June, award winners are announced mid-Fall and monies available in 2026 - he asked how does Council wish to proceed - they will consider how to proceed and let him know
- confirmed that he contacted Lampion and authorized a replacement light and arm that was damaged by a falling limb causing the light to short out -

this is the light nearest the east pavilion - the cost is estimated to be between \$300-400 - he asked if there were any questions or comments - none were offered

- handing out the updated pricing for all remaining major infrastructure work for the Village totaling \$3,542,500 based on 2025 pricing - reported that he requested that the roadway for E. Middle Street be replaced with full roadway construction (depth) due to the tractor trailer traffic and, in his opinion, this roadway was never built to accommodate the level of tractor trailer traffic that it now has - also in the handout on the cover sheet, you will see three “bullets” stating an order of sequence for certain streets to be reworked due to storm sewer considerations - to do all of E. Middle Street is over \$1.5mm dollars and E. Middle needs to be replaced ASAP, probably in two stages simply due to costs - he asked if there were any questions or comments - Terry asked that these estimates be posted so residents can see the cost of these infrastructure improvements and where their tax dollars are being used
- Mayor Purdy asked Gary how the recommended pay rates for the Mayor and Council were determined by him when he made the recommendation at the November, 2024 Council Meeting - Gary reviewed the steps that he went through - Mayor Purdy asked if the pay rates could be higher than this to be better able to retain and attract people to Council and asked Gary to investigate and report back at the next Council meeting - Terry asked that he also consider a 5 year plan as part of his research and reporting back to Council
- Allan reminded Council that the Levy’s for Parks and Police are up for a Vote this November and considerations for any changes should soon begin - he also stated that the Levy for Operating Expenses in the General Fund will need to be voted on in 2026

Parks

Mayor Purdy reporting:

- ❖ confirmed that she has recently spoken with the Norwayne Baseball Association (NBA) and if there is still interest in using the field in the Village Park - she was told that it would cost \$9,261 to replace the fencing and backstop + \$10,000 to rework the field and another \$5,000 if drainage were to be reworked - no offer was made to assist the Village with these improvements as they are investing all available funding into the baseball field expansions in Creston - it was recommend to Mayor Purdy that the Village pursue fund raising efforts for these improvements and if the monies are obtained and the field upgrades and repairs are made the NBA would pay for maintenance and repair of the field once in use - Gary asked what guarantee does the Village have that if such repairs were made that the field would be used on a regular and ongoing basis - Mayor Purdy and Cathy to work together to see what they can come up with and how much interest there is with the residents and any potential donors for doing this field upgrade and report back to Council
- ❖ Gary reminded Council about the need to decide about installing a “lock-bar” on the dumpster - \$50-75 to install + \$10/month before Spring and

heavy Park activity - we will need a Motion to authorize the lock-bar install and monthly fee if this is what Council wants to do - no update or decision at this time

- ❖ Gary confirmed that he has a bid to install the Flag Pole at a cost of \$1,500 and how difficult it is and has been to find contractors willing to bid our work - he will continue to seek other bids - Marti stated that Kevin Kochheiser can bid this work and will provide Gary with the number

Water & Sewer

Thomas had nothing to report.

Streets

Jay had nothing to report.

- Gary confirmed that he has a Street Sign bid of \$2,610 - he would like to try to obtain more bids to see if lower costs can be obtained - Council thought that they previously approved costs for this work and asked that he look into this and report back to Council while still working on obtaining other bids for this work

Zoning

Nothing to report.

- ✚ a discussion took place regarding Zoning violations that are transferred to the Wayne County Prosecutor's office - Marti stated that Zoning violations are not a priority for Wayne County
- ✚ Gary asked if he should pay the invoice from Wayne County to Prosecute our cases at a cost of \$988.59 - Council advised Gary to "Hold" the invoice until the March meeting

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, February 6th at the Start Time of 7:00 PM - **canceled - see below**
- ✓ confirmed that he received a check tonight for December traffic fines in the amount of \$243.00 and confirmed that he will deposit these monies next week
- ✓ a discussion took place about considering alternating months for Council meetings since there is not legislation to pass at every meeting - Allan stated that this is up to Council and a schedule such as this is allowed by law
- ✓ **Jay made a Motion to conduct Council Meetings every other month starting now and if we must meet sooner a Special Meeting can be scheduled, seconded by Terry. Vote: 4 ayes, 0 nays**
- ✓ Gary announced that the next Council Meeting will now be March 6th and not February 6th
- ✓ asked Allan to check the Council Rules as his copy shows the start time of 7:30 p.m. for Council Meetings

✓ moved the Records Commission Meeting to 6:50 p.m. on March 6th

Old Business:

Gary had nothing to report.

Public Comment:

Nothing to report.

There being no further business to come before Council, Marti made a motion to adjourn at 8:05 PM, seconded by Terry. Vote; 4 ayes, 0 nays

X

Mayor, Anna Purdy

X

Fiscal Officer, Gary Harris