

**VILLAGE OF BURBANK
REGULAR MEETING, SEPTEMBER 4, 2025**

Mayor Anna Purdy, called the meeting to order at 7:00 PM.

A roll call was taken with the following officials present: Ingram McCord, Terry Moore, Jay Byler, Thomas Lenhoff, Marti McCord; also, in attendance: Allan Michelson – Solicitor, Ben Berger – Zoning Inspector, Gary Harris – Fiscal Officer and visitors Cathy Kopp, Michael Graves, Samantha & Dakota Rader, Dan Wiley Sr. and Deputy Rush

Mayor Purdy asked if there is anyone present wanting to address Council for consideration for appointment to Council – no response was offered

Minutes – July 21, 2025 Special Meeting Minutes

Jay made a Motion to approve as submitted the July Special Meeting Minutes, seconded by Marti. Vote; 5 ayes, 0 nays

Council Reports:

Safety

Mayor Purdy and Marti reporting:

- Mayor Purdy reported that the Village is continuing its negotiations with the Wayne County Sheriff's Department for a one-year contract – Marti reported that she has seen more patrols in the Village by the Sheriff's Department since negotiations are on-going – Mayor Purdy reminded everyone that we do have coverage by the Sheriff's Office during this time and to dial the non-emergency number for related assistance or issues and to dial 911 in case of an emergency – Cathy reported that a car was broken into, just outside of Village limits but the person contacting her would not release her name
- Gary reported that the Radar Speed Detectors are listed for auction on GovDeals.com and all bids are due September 8th at which time we will know what is being offered by prospective buyers for these units – Gary stated that we may need to call a Special Meeting to approve the sale based on the best price offered – Marti reported that the Creston Police Department has expressed a possible interest and she gave Gary the contact information – Gary also reported that the monitor is also posted on this site for auction

Finance

Terry reporting:

- read the August and September Paid Bills and the Automatic Deductions amounting to \$10,709.50 and \$9,038.79 respectively with the largest expenses being for the Park Pavilion repair in August and the Audit Team charges in September – Terry asked if there were any questions or any details needing to be presented – none were requested; Terry **made the motion to accept these payments, for August and September, seconded by Marti. Vote - 5 ayes, 0 nays.**

Gary reporting:

- confirmed that tonight we need to vote on Resolution 2025-06R, this is to accept the property tax, gasoline, permissive, vehicle license, etc. estimated revenues and the tax levy rates and amounts as well – he asked if there are any questions or comments – none were offered – Gary asked Allan to please read Resolution 2025-06R
- Allan did the first reading of Resolution 2025-06R, 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”
- **Jay made a Motion to waive the 2nd and 3rd readings of Resolution 2025-06R, seconded by Marti. Vote: 5 ayes, 0 nays**
- **Jay made a Motion to adopt Resolution as an emergency, seconded by Marti. Vote: 5 ayes, 0 nays**
- the 2023 and 2024 Audit has been completed with no findings and no exceptions as of this date – we are waiting for the final report to be released to Village Officials followed by release to the public - he asked if there are any questions or comments – none were offered
- as previously stated to Council at the July 2nd Council Meeting, we are waiting on the end of the year, based on our financial status, to determine if we should proceed to invest the \$33,000 in early 2026 to complete the engineering in advance of filing the OPWC Grant in 2026 for the Mill Street storm sewer replacement and street resurfacing project - he asked if there are any questions or comments – none were offered
- E. & W. Middle Streets – weather permitting, the final layer of asphalt for both streets is scheduled to take place tomorrow – this project will then be 100% completed with payment in the amount of \$84,153.50 of which \$40,772.22 was received from Wayne County as collected Permissive Taxes over the years leaving a balance of \$43,376.28 to be paid from Village collected revenues - he asked if there are any questions or comments – none were offered
- the PEP Grant monies totaling \$1,000 has been received and will be applied against the invoice for installing the street signs
- the dumpster lock-bar has been installed and we have paid for this rental up through November of this year - we have the replacement lock but it appears that it has not yet been installed – Marti reported that when they went to install the new lock, one was already installed and returned the Village lock to the office – Gary to contact the mowing contractor to see if they installed it and if not, Gary stated that we will need to cut that lock and install the Village new lock

- the purchase order for the street posts, hardware and street signs was placed on August 7th and the PO for new Welcome to Burbank signs, requested by the Mayor was issued on August 25th – September 17th is the delivery date for all of the posts and signs, and my goal is to have our contractor here to load his truck with all of the posts and signage at the same time as the delivery is taking place – once I have a firm delivery time I will then get a firm installation date – if anyone wants to see the work that is going to be done with all of the posts and signs, feel free to look at the PO signed tonight that has the details attached to it along with the email that I sent to the contractor - he asked if there are any questions or comments - none were offered

Parks

Ingram reporting:

- ❖ Mayor Purdy reported having spoken with the Norwayne Baseball Association about the status of using the baseball field in the Park – she was told that they need to install a retaining wall and they are having trouble locating a contractor to do the work – Gary stated that the contractor we used to install the wall on Diagonal Road does masonry work – Gary to supply Mayor Purdy with the contact information
- ❖ Mayor Purdy asked about the painting to be done on the new repairs done on the W. Pavilion – Marti stated that they have not yet had time to complete that work – Gary reported that the wood used on the repairs is not treated and needs to be sealed/painted ASAP
- ❖ Ingram reported that with the car shows in the Park now taking place, he is going to pressure wash the Basketball Court and sidewalk to clean them up – Mayor Purdy reported that with this show taking place, it was reported to her that there is more trash being left in the Park and asked Marti to contact the person in charge of the car show to have them clean-up after each event - Allan reported that he did receive the Certificate of Insurance (COI) from the Car Show organizer but it did not list the Village of Burbank as a Certificate Holder and that they are going to update the COI and send it to him

Water & Sewer

Thomas reporting:

- o confirmed that the catch basin repairs on Mill Street have been completed
- o Mayor Purdy confirmed sending Thomas a Catch Basin Inspection Form that he is to complete each time he does an inspection of these items and then forward it to Gary for filing in our records

Streets

Jay had nothing to report.

- ✚ Mayor Purdy asked Gary about the vine growth on the pole on Front Street – Gary reported that he contacted LMRE as this is a power pole and the vine is wrapping itself around the power lines, he stated that LMRE will take care of this but if it is poison ivy the fix will take a bit longer – Jay confirmed that it is poison ivy

Zoning

Open Seat.

- ✓ Ben reported that the renter at 65 Front Street is not voluntarily cutting the grasses that block the view for cars departing from the driveway in front of the old Post Office and only does so when he is issued an Order to Correct – Ben reported that Roberts Auto Care has sent his employee to this site to mow the grasses when it gets too dangerous for cars – Allan confirmed sending Ben a new Order to Correct Form and Mayor Purdy instructed Ben to keep giving Orders to Correct to this resident – Allan stated that the Village can do the cutting and attach our charges for doing this work onto the deed for possible reimbursement if/when the current owner sells the property
- ✓ 111 W. Middle St. – Allan said no progress on this and told Ben to issue an Order to Correct and to also include the trash that is now being reported as a problem at this location
- ✓ 12 Front St. – Allan said we will also need to start over again at this address in an effort to collect the Permit Fee for the structure in question
- ✓ 123 Mill St. – Allan told Ben to issue another Order to Correct for the removal of one structure and failure to keep this area cleaned-up
- ✓ 130 E. Middle St. – Ben reported a vehicle there with expired plates and he was advised to issue another Order to Correct
- ✓ 132 Diagonal Road - Samantha and Dakota Radar are in the process of purchasing this property and had several questions that turned into a discussion on each of their topics ranging from removing the existing home, building a new home, slab versus a basement, the process to go through for all necessary permits, raising animals on the property, running a business on the property, etc. – at the end of the discussion, Allan asked for their email address and he will send them the current Zoning Code Book as well as the necessary Applications for what is needed and instructions on how to proceed
- ✓ a potential buyer of a parcel in the Village is asking about limitations for having livestock on property in the Village of varying sizes and types – Allan said that Ms. Ellis needs to fill out a Variance Application and have a Public Hearing where she can clarify what is wanted by presenting it to Council

New Business:

Gary reporting:

- ✓ confirmed the next Regular Council meeting will be Thursday, October 2nd at the start time of 7:00 PM and that monthly meetings are returning effective immediately
- ✓ confirmed that he was contacted by Linda Gray about repairing the east side of the culvert wall next to the Beauty Salon and that this Friday he is meeting with Engineering Associates to determine what are any necessary repairs and then obtain a quote – if no necessary repairs are needed, how

does Council want me to respond to Linda Gray – Council stated to so advise her

- ✓ asked if he can have Council's approval to run the ad for 2025/2026 snow plowing in the Daily Record, estimated cost is \$75-\$150, we can also post this on our social media sites if OK'd by Council – my goal will be to have bids received in time for the October meeting so a decision can be made – confirmed that Ben has already given him his bid and Gary stated that he does not share pricing with anyone or any bidder until bids are opened at the October meeting
- ✓ **Jay made a Motion to proceed with placing the Ad in the newspaper for the 2025/2026 Snow Plowing season, seconded by Marti. Vote: 5 ayes, 0 nays**
- ✓ Mayor Purdy confirmed that Gary gave her the phone number for our contact at ODOT as she heard that ODOT may be able to offer some assistance on obtaining road salt and maybe even plowing
- ✓ Confirmed that he will be attending Fiscal Officer training beginning this month as well as in October and that all associated costs will be split between Burbank and Chippewa Lake, the other Village that he works for since this training is applicable to both Villages
- ✓ asked about the removal of the Port-a-Jon for the season – Council wants to keep it in place until the first week in November that also marks the end of the Car Show in the Park

Old Business:

- Allan did the 2nd Reading of Ordinance 2025-05, “an Ordinance increasing the pay rates for members of Council and the Mayor of the Village, effective after the end of their current terms” – this ended the second reading of Ordinance 2025-05”

Public Comment:

- o Dan voiced concerns about the blocked sidewalk at 215 E. Middle Street – a discussion ensued about private property, rights as relates to age of the sidewalk, liability, etc. – Allan said he will look into the concerns and report back
- o Cathy said that the Car Show in the Park was going to have a Trunk or Treat at the same time as the Village so both events will occur simultaneously on October 11th, starting at 2:30 with prizes being awarded at 4:30 and asked the Village to help support this Village event
- o **Marti made a Motion to reimburse expenses spent on food and prizes up to \$200, seconded by Ingram. Vote: 5 ayes, 0 nays**
- o Cathy asked if the Village will still have Trick or Treat on October 31st
- o **Marti made a Motion for the Village to support Trick or Treat from 6:00 – 7:30 p.m. on Friday, October 31st. Vote: 5 ayes, 0 nays**

- o Michael said that it is good that the Village is looking into the sidewalk issue – he also said that by Contract, the Village owns the sanitary sewer system and the Village should take it over, operate the waste water plant and collect the revenue – a discussion ensued, ending with Allan agreeing to review the Contract and report back

There being no further business to come before Council, Marti made a motion to adjourn at 8:21 PM, seconded by Jay. Vote; 5 ayes, 0 nays

X

Mayor, Anna Purdy

X

Fiscal Officer, Gary Harris