

**VILLAGE OF BURBANK
ORGANIZATIONAL & REGULAR MEETING, JANUARY 4, 2024**

Council President Anna Dickson, called the meeting to order at 7:05 PM.

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

Council President Dickson welcomed our guests and asked that they hold their comments and questions until Public Participation is opened later in the meeting.

ORGANIZATIONAL MEETING

- ✓ **Allan swore in Anna Dickson as Mayor**
- ✓ **Mayor Dickson asked if anyone present wanted to volunteer to join Village Council**
- ✓ **Jay Byler volunteered and Mayor Dickson asked for a Vote: 3 ayes, 0 nays**
- ✓ **Allan swore in Jay Byler as a Council Member**
- ✓ **Chris Norton volunteered and Mayor Dickson asked for a Vote: 4 ayes, 0 nays**
- ✓ **Allan swore in Chris Norton as a Council Member**
- ✓ **Ingram McCord volunteered and it was acknowledged that he had been on Council previously - Mayor Dickson asked for a Vote: 4 ayes, 0 nays, Marti abstained**
- ✓ **Allan swore in Ingram McCord as a Council Member**
- ✓ **Marti made a motion to nominate Jay as President Pro-Tem of Council, seconded by Terry. Vote: 5 ayes, 0 nays**
- ✓ **Mayor Dickson announced her preference for Department Chairpersons – Terry for Finance, Ingram for Parks, Jay for Zoning, Chris for Streets, Thomas for Water & Sewer and Marti for Safety – there were no disagreements**
- ✓ **Mayor Dickson asked if there was any discussion needed on the most recent proposed Rules of Council – none were offered**
- ✓ **Marti made a motion to adopt the most recent proposed Rules of Council, seconded by Jay. Vote: 6 ayes, 0 nays**
- ✓ **Marti made a motion to accept the Mayor’s recommendations on forming a Zoning Committee comprised of Jay as Head of the Committee, Mayor Dickson, Marti, Chris and Ben, seconded by Jay. Vote: 6 ayes, 0 nays**

- ✓ Mayor Dickson announced that the Event Committee will be led by Cathy Kopp with members Phyllica Edwards, Deb Urban, Marti and Mayor Dickson

- ✓ Gary asked for **a motion authorizing the Fiscal Officer to receive the Records Retention training for the Mayor and Council members, unless any of the Council members wanted to receive their own training - Jay said the Motion is so moved, seconded by Chris. Vote: 6 ayes, 0 nays**
- ✓ Mayor Dickson, Marti, Cathy and Thomas asked for the link for this training
- ✓ Allan recommended that Council issue **“a Motion to amend the Council Rules allowing any and all Committees to meet on any day at any time as needed as set by the Committee Chairperson, Marti said the Motion is so moved, seconded by Jay. Vote: 6 ayes, 0 nays**
- ✓ Allan confirmed that the Record Committee is now composed of Mayor Dickson, Cathy Kopp, Gary Harris and Allan Michelson
- ✓ This concluded the Organization Meeting.

REGULAR MEETING

Minutes – December 7, 2023 Regular Meeting Minutes

Terry made a motion to waive the readings and to approve the December Regular Meeting Minutes, seconded by Marti. Vote; 6 ayes, 0 nays

Council Reports:

Safety

Marti reporting:

- Marti reported that there were 2 Citations in December and she gave the Fiscal Officer a check for \$182 for December
- Marti confirmed that Creston Police is fully staffed and that Chief Meshew stated that the 1000 hours requested by Burbank for patrols in 2024 is not an issue
- Marti confirmed that she gave Chief Meshew the contact information for Mayor Dickson and that the Chief will be sending Mayor Dickson the schedules for patrols in the Village
- **Jay made a Motion to approve the hourly billing rate for the Creston Police Department Administrator from \$15 to \$22, seconded by Chris. Vote: 5 ayes, 0 nays, Marti abstained**
- Gary confirmed that the billing rate for the Creston Police Officer’s remains at the same rate as last year’s contract that being \$44/hour

Finance

Terry reporting:

- read the January Paid Bills and the Automatic Deductions amounting to \$24,057.16 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 Marti. Vote - 6 ayes, 0 nays.**

Gary reporting:

- confirmed sending all Village Officials the Preliminary 2023 Financial Summary Report - he asked if there were any questions or comments - none were offered - he asked for **“a motion authorizing the Fiscal Officer to publish the annual announcement that the 2023 Financial Reports will be available for the public to review once he closes 2023 and then post the Notice onto the Village website and Facebook Page, Terry said so moved, seconded by Jay. Vote: 6 ayes, 0 nays**
- asked Allan if we still need to publish this legal notice in the Newspaper and Allan responded “no”
- confirmed that in 2023, Burbank collected 98.14% of our estimated Village Income Tax totaling \$66,736.69 out of the \$68,000 that he had estimated - he asked if there were any questions or comments - none were offered
- confirmed that the reimbursement to Cathy for the Trunk or Treat event was paid out of the monies donated to the Park as asked about at last month’s Council Meeting
- year end closing is underway and could take another 2 weeks or more to finish - he asked if there were any questions or comments - none were offered
- CDBG Grant for the Front Street Sidewalks - the engineering construction drawings have been released to the Wayne County Legal Assistant (Amanda Stock) to advertise for bids starting February 23, 2024 - he asked if there were any questions or comments - none were offered
- OPWC Grant for the Diagonal Road Project - Easements, Final Construction Drawings - he asked Allan about any update on obtaining the two easements - Allan reported that he will be generating the two letters and sending them out, he asked Gary if he is aware of any reason to expect that they will not be signed and Gary responded “not to his knowledge” - confirmed that final construction drawings will be released in time for the start of the bidding notification and process on April 1, 2024 - he plans on posting the Ad in the newspaper (for broader coverage) as well as on our two social media platforms - he asked if there were any questions or comments - none were offered

- asked if Council wants to make any changes to the OPWC Project Priority Listing at this time and reminded them that the next item on this listing is E. Middle Street – Council did not want to make any changes at this time

Parks

Ingram had nothing to report.

- ❖ Craig confirmed that the camera for inside Village Hall has been received and that he is waiting for the microphone – he also plans to install a new junction box for the wiring – Council thanked Craig for volunteering his time to install this system
- ❖ Mayor Dickson asked about the installation for the sign on Village Hall, Jay indicated that his schedule might be opening up and he will update Council at the next meeting

Water & Sewer

Thomas had nothing to report.

Streets

Chris had nothing to report.

- Jay reported that Dennis Rigerman called about the road salting on Diagonal Road and Jay confirmed that Ben did do the salting and that Ben also salted the intersections again today
- Jay confirmed that he took down all of the flags that were hung on the LMRE poles inside Village limits and that while doing so the new owner of the Top-Flight Financial building, located at the intersection of W. Middle and Front Street, offered to donate new flags when the Village is ready – a brief discussion also took place about replacing the flagpole in the Park – Mayor Dickson said that this should be a topic for the Park Committee at their next meeting
- Jay also stated that per his discussion with Gary, if we get pole numbers that have street lights attached to them and the lights are burned out, Gary will call LMRE to replace the lights – Chris will obtain pole numbers for the burned-out lights and let Gary know

Zoning

Jay had nothing to report.

- ✚ Chris reported that the person living above the beauty salon on E. Middle Street is parking his vehicle on the sidewalk and this is a parking violation – Jay to advise Ben or the Police to issue a citation – Cathy suggested that they also do the same for the vehicle parked at or near 36 Front Street
- ✚ Allan confirmed that the tax exemption for the old 133 Water Street property that the Village now owns has been approved by the County and will go into effect
- ✚ Allan confirmed that 111 W. Middle Street will be going to the Creston Mayor's Court for high grass, debris in the yard and a car without current plates once Ben

signs the document and then Allan can get a Case Number and Court Date - Jay to contact Ben

- ✦ Jay will contact Ben about citing the owner about removing the dead tree at 54 Front Street

New Business:

Gary reporting:

- ✓ confirmed the next Council meeting will be Thursday, February 1st at the Winter Start Time of 7:00 PM
- ✓ confirmed that he deposited traffic fines for November at \$100 + \$25 Permit Fee, confirmed that he will deposit \$182 for December traffic fines received tonight
- ✓ reminded Thomas that he needs the notarized Affidavit for the postings on meetings and legislation for 2023 and thanked Cathy for her notarized Affidavit - Gary gave both a new Affidavit blank to start 2024
- ✓ suggested that Council begin thinking about soliciting bids for the 2024 mowing contract - Council OK'd going for bids and asked that he provide copies of the bid documents to Cathy and Ben
- ✓ tonight, we need to have Jay who is the new Council President fill out a Bank Signature application so he can be an authorized signer on checks
- ✓ Creston enacted a new 1% Village Income Tax and that will impact Marti and Ben on payroll and I'm waiting to hear if it will impact any business payments to Ben's business as well for the work he does in Burbank
- ✓ announced that at next month's meeting he will distribute the 2024 Temporary Appropriations to the Department heads to consider if any changes need to be made for projected additional spending in 2024 and he will need the input by the March 4th Council meeting - as always, he is available to meet individually or as a group to assist with appropriations
- ✓ recommends that we establish the same checking account system that he set up for Chippewa Lake that being an Insured Cash Sweep - this program pays 4% interest versus the current 1/10 of 1% and can result in thousands of dollars in interest over the course of a year versus hundreds of dollars - Allan confirmed that we can legally invest in this program and it is also approved at the State level - he asked if there are any questions or comments about how it operates - none were offered - **may I have a motion from Council authorizing the Fiscal Officer to establish an ICS account to replace our current checking account, Chris stated so moved, seconded by Jay. Vote: 6 ayes, 0 nays**
- ✓ Allan reported that both the Park and Police levies expire at the end of next year so we will need to get them on the ballot in 2025

Old Business:

Gary reporting:

- confirmed that he spoke with Ben about the costs to have an ACH Payment procedure for snow plowing and Ben agreed with him that the costs are too

high at \$30/month and \$4/transaction which could amount to \$400-500 or more per year

Public Comment:

- o Terry asked about the vacuum for Village Hall, Gary confirmed that monies were approved last year - Craig offered to provide Village Hall with a vacuum at no cost to the Village
- o Cathy reported that a Community Event for “Deck the Halls” turned out great, that 10 applied and 8 were eligible and the prizes for the first three places have been released - there were some difficulties this year with photographs and promises that this will improve by next year’s event - also reported that the Event Committee is planning a “Clean-up Day in the Park” in May and she wants to put a calendar on the website for Park events

There being no further business to come before Council, Jay made a motion to adjourn at 8:25 PM, seconded by Marti. Vote; 6 ayes, 0 nays

X

Mayor, Anna Dickson

X

Fiscal Officer, Gary Harris