

VILLAGE OF BURBANK
REGULAR MEETING: AUGUST 3, 2017

Mayor Dibler called the meeting to order at 7:09 PM.

A roll call was taken with the following officials present: Chris Norton, Dennis Rigerman, Gary Gallion, Chris Letzelter and Tracy Lenhoff. Also in attendance: Allan Michelson - Solicitor; Gary Harris - Fiscal Officer, resident Cathy Kopp, visitors Sgt. Hamilton (Creston PD) and Bob Morehead with The Post.

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

Chris made a motion to excuse Lori Menk and Jim Brandenburg (including his missed July meeting), seconded by Tracy. 5 Ayes, 0 Nays

Minutes - July 19, 2017 Regular Meeting

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

Committee Reports:

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

Council Reports:

Safety

Chris and Tracy had nothing to report.

- Sgt. Hamilton read the Police Report to those in attendance

Finance

Gary and Tracy reporting:

- Tracy read the Paid Bills and the Automatic Deductions amounting to \$5,536.14. **Tracy made the motion to accept these payments, seconded by Gary. 5 ayes, 0 nays.**

Gary Harris reporting:

- Updated Council on the Water Street OPWC Grant - we conducted the bid opening at Village Hall on July 26th at 1:00 PM with the following officials present - Mayor Dibler, Fiscal Officer Harris, Kent Baker and Joshua Besancon representing Engineering Associates and representatives for Dirt Dawg Excavating and Wenger Excavating with the lowest bid submitted by Dirt Dawg at \$124,793 compared to the \$155,000 estimated cost
- Confirmed that the Fiscal Officer sent copies of the Bid Review and Recommendation documents to Council on July 27th requesting feedback

if there was any specific and detailed reason why Dirt Dawg should not be awarded this bid – no such input was received; he asked if there were any questions or comments or any changes to the scope of work for this project which will result in additional costs – the Mayor stated that she brought up the subject of doing additional work at the intersection of Water and Front Streets to improve the drainage at this intersection; it was decided that if this is to be considered it can be done after the contract is signed; the Fiscal Officer stated that there would be engineering costs as well as construction cost adders involved for any additional work to be considered at this intersection

- Requested that Allan read Ordinance 2017-06 accepting the bid for the Water Street Project
- Allan did the first reading of Ordinance 2017-06 “An Ordinance accepting the bid of Dirt Dawg Excavating, LLC for the Water Street Improvement Project of the Village, authorizing the Mayor to execute the contract for the same and declaring the same an emergency”
- **Chris made a motion to waive the 2nd and 3rd readings of Ordinance 2017-06, seconded by Dennis. 5 ayes, 0 nays**
- **Dennis made a motion to adopt Ordinance 2017-06, as an emergency, seconded by Tracy. 4 ayes, 1 abstain, 0 nays**
- Requested a motion from Council authorizing the processing of OPWC paperwork and contractor payments
- **Gary made a motion authorizing the processing of the Request to Proceed and authorizing the payment for all subsequent and confirmed invoices from Dirt Dawg for the Water Street Project, seconded by Dennis. 5 ayes, 0 nays**
- Confirmed that we will now proceed to schedule a Pre-Construction Meeting including the signing of the Construction Contract and to request the construction schedule; he asked Allan if it is necessary to advertise this meeting for any public participation and Allan responded only if the majority of Council were going to attend this meeting; Council indicated that since this would be during a normal work day hours it is doubtful that they will be able to attend
- Updated Council on the 2017 CDBG Grant Application – no change as we are still waiting for notification from WCPD on which sub-divisions have been awarded 2017 Grants; we can expect to hear back on this in September or October
- Updated Council on the OPWC 2017 Grant Application covering Henrietta and Hower Streets with an estimated cost of \$353,600; confirmed that it is now underway and that part of the documentation for the Application requires us to submit an ongoing 5 year Capital Improvement Plan as updated from last year’s submitted report; on August 1st the Fiscal Officer sent out a copy of the 5 year plan and Street Priority sheet comparing our established priorities with the applications that we are planning to submit; he noted that our first top 6 street priorities, except for Diagonal Road, are in the first 6 targeted applications; he confirmed that tonight he is handing out a revised copy due to some cost increases missed on the initial release and he asked if there were any questions or comments – none were offered

- He asked Council to issue a motion authorizing the Grant Administrator to proceed to file the 5 Year Capital Improvement Plan
- **Chris made a motion authorizing the Grant Administrator to proceed to file the 5 Year Capital Improvement Plan, as submitted to Council, with the 2017 OPWC Grant Application documentation, seconded by Norton. 5 ayes, 0 nays**
- Confirmed that the plan will be to have the completed OPWC Application ready for signature at the September 7th Council Meeting
- He asked Allan if there were any updates on delinquent property taxes; Allan reported that he will provide an update at September's meeting

Parks

Dennis reporting:

- ✚ Confirmed that all Park repairs have been completed
- ✚ Confirmed that he has no update on the Park Message Board installation

Water & Sewer

Dennis had nothing to report.

Streets

Gary and Norton reporting

- ❖ Confirmed that the street signs are not yet up but they will be installed as soon as time permits

Zoning

Chris and Norton reporting:

- o Confirmed that no Zoning Report is available
- o Confirmed that they want to definitely have a Committee Meeting before the start of the September Regular Council Meeting to discuss some issues

New Business:

Gary Harris reporting:

- ✓ Confirmed that our next Council Meeting is Thursday, September 7, 2017
- ✓ Confirmed depositing \$767.00 for June Traffic Fines
- ✓ Confirmed researching another source for infrastructure grant monies for Burbank and that he will update Council as soon as additional information becomes available
- ✓ Confirmed contacting 3 excavating companies to see if they will give us a quote to "plug" the sewer line at 121 S. Street; because of the dollar approval at July's meeting he will be able to proceed so long as the quote falls within the allowed costs of up to \$750
- ✓ Recommended that Parks may want to notify Gotta-Go with a removal date for the Park port-a-jon

- ✓ Reported that Jim no longer has the time to cut the grass at 121 S. Street; he confirmed contacting Jimmy's Lawn Care and Mtc. and has a bid of \$35 per mow for weekly and \$45 per mow for bi-weekly
- ✓ **Chris made a motion to approve Jimmy's mowing on a bi-weekly basis at the cost of \$45 per mow at 121 S. Street for the months of August and September, seconded by Dennis. 5 ayes, 0 nays**

Old Business:

Gary Harris reporting

- Asked Council if they wanted to proceed to have Jimmy's spray weed killer at the Old School Park; Council confirmed that they did not want this service
- Confirmed that Jim contacted him and advised him that a tree across the creek from the Park broke apart and fell into the creek and is now blocking the creek; Jim confirmed that AJ Tree Service, who is on site now doing the other tree removals, offered to remove this tree for an additional \$300
- **Norton made a motion approving the \$300 adder to have AJ Tree Service remove the tree from the creek, seconded by Dennis. 5 ayes, 0 nays**
- Tracy asked about advertising the sale of the 121 S. Street property on Zillow; Allan confirmed that this can only be done when Council agrees to another 5-week advertising of this property; Norton suggested to wait until the Spring of 2018 and all others on Council agreed

Public Participation:

Nothing offered.

There being no further business to come before Council, Norton made a motion to adjourn at 7:41 PM, seconded by Gary. Unanimous.

X

Mayor, Carolyn Dibler

X

Fiscal Officer, Gary Harris