# VILLAGE OF GIBSONBURG

## Village Council Meeting – MINUTES

**March 3, 2022**
**6:03 pm**
**MEETING ROOM – 526 N. WEBSTER ST.**

**Call to order:** Mayor Fought 6:00 pm

The Pledge of Allegiance was said by all.

Meeting via Facebook Live also.

**Roll call:** Herman-absent, Bowling-absent, Kirwen-here, Slack-here, Johnson-here, Gerwin-here.

**Kirwen made a motion to excuse Mr. Herman from tonight's meeting, seconded by Johnson.**
Roll Call: Herman-absent, Bowling-absent, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

**Recognition of Visitors/Special Reports for council meeting**. None

**Review and Approval of Minutes of Previous Council Meeting:**
**A motion was made by Slack to approve Feb. 17, 2022 Council Minutes as written, seconded by Kirwen**.
Roll Call: Herman-absent, Bowling-absent, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

**Correspondence:** None

**Motion to approve payment of invoices reviewed tonight for the Fiscal Officer to pay.**
**A motion was made to approve payment of invoices by Gerwin, seconded by Kirwen.**
Roll Call: Herman-absent, Bowling-absent, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.

**Motion Passed.**

## Old Business:

1. **ORDINANCE 1-2022**
   AN ORDINANCE GRANTING A SPECIAL USE VARIANCE TO THE PROPERTY AT 365 WINDSOR LANE FOR THE PURPOSE OF OPERATING A CHILD CARE FACILITY, AS RECOMMENDED BY GIBSONBURG PLANNING COMMISSION RESOLUTION PC-01-2022, DATED JANUARY 6, 2022 (**THIRD READING)**

**A motion to adopt Ordinance #1-2022 by Kirwen, seconded by Johnson.**
Roll Call: Herman-absent, Bowling-absent, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

**Bowling entered the meeting at 6:07 pm**

2. **ORDINANCE # 3-2022**
   AN ORDINANCE GRANTING A SPECIAL USE VARIANCE TO THE PROPERTY ADJACENT TO 365 WINDSOR LANE (PARCEL 272400001102) FOR THE PURPOSE OF OPERATING A RECREATION FACILITY, AS RECOMMENDED BY GIBSONBURG PLANNING COMMISSION RESOLUTION PC-02-2022, DATED FEBRUARY 17, 2022 (**SECOND READING)**

3. **ORDINANCE #5-2022**
   AN ORDINANCE AUTHORIZING A PAY INCREASE TO THE VILLAGE ADMINISTRATOR. **(SECOND READING)**

## New Business:

1. **RESOLUTION #4 2022**
   A RESOLUTION AUTHORIZING MAYOR AND/OR ADMINISTRATOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO DEPARTMENT OF NATURAL RESOURCES, DEPARTMENT OF PARKS AND WATERCRAFT, PADDLING ENHANCEMENT GRANT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED. **(FIRST READING)**

2. **ORDINANCE # 6 - 2022**
   AN ORDINANCE AUTHORIZING PAY INCREASES TO CERTAIN EMPLOYEE'S WAGES. **(FIRST READING)**

## Mayor's Report:

- Spring is around the corner, Buzzards are back.
- Village Hall of Fame Letter was sent out to residents.

## Administrator's Report:

- **Sandusky County Land Bank-** The Land Bank continues with their process of attempting to enter in agreements with property owners for demolition of properties through the grant they have.
- **Complete Streets-** In the coming weeks, we will be giving Mayor and Council and update on the Complete Streets Policy that we have been working on for the past year. As we discussed early on in the program, the goal of the policy is to make our streets more accessible, safer and "user friendly" to pedestrians and bicyclists. There's been several residents step forward to be a part of the program: Gene and Jessica Conlon, Danielle Mason and Charlie Gerwin. Their efforts and input have been of great value to what the Sandusky County Health Department has been helping us do and we appreciate their strong sense of community spirit. At last week's committee meeting, Laura Bogard from the Health Department informed everyone that there will be a $10,000.00 grant coming in 2022 for use with sidewalks or pedestrian improvements (signs, crosswalks) in the Village.
- **Water Issues-** Crews have repaired two issues this week. It's that time of the year when the freeze and thaw create issues.
- **ODNR Paddling Enhancement Grant-** We are resubmitting our grant application from last year for potential accessibility improvements at Silverock. The Resolution on the agenda tonight is a part of the grant application process.
- **Transportation Alternatives Program-** No word yet on the status of the submitted application to ODOT for the program.
- **ARC GIS Mapping-** The ARC GIS Mapping process continues.
- **Old Fifth Third Bank Building-** No further updates at this time.
- **E. Yeasting/Rodriguez St Annexation-** All documents have been signed and filed and the process continues to move along. Attached is a copy of the letter that was distributed to the neighborhood this week to let all of the residents know where things stand and what the next steps are. Huge thanks to Sonia Herman for assisting us in getting the letter translated into Spanish to assist with getting the message out.
- **E. Yeasting St/Rodriguez Street RFP-** Both Requests for Proposals have been sent out to numerous engineering firms as well as published on the Ohio Municipal League website in their classified ads. We fielded quite a few calls and emails on each project and have sent out additional information as it's been requested.
- **Employee Handbook-** We are continuing to review and update the existing Employee Handbook to address a number of sections that are out of date and a number of new guidelines that should be added. We still plan to have a rough draft to Council for review before the end of the spring.
- **Disaster Plan-** As we work on the next update of our EPA Water Contingency Plan, we will also be updating the general Disaster Plan for the Village. We will have a rough draft to Council for review as soon as possible.

- **Williams Park Path Quote-** M&B Asphalt will be in town to supply a quote on the Williams Park Path. As soon as we receive the information from them, we will pass it along.
- **R3 Initiative-** Yesterday, we were able to host and give a tour to the staff of BGSU and the students who will be assigned to Gibsonburg for the remainder of the program. At last Thursday's Steering Committee Meeting we reviewed results of the survey that was posted online and will be able to share those with all of you soon. The Steering Committee and the BGSU Staff and Interns will be meeting again in the coming weeks, and we will begin to take the survey results and formulate them into a plan which will be shared with all of you and the community.
- **TMACOG Annual Report-** Since their Annual Meeting was cancelled in January, a copy of the Annual Report that would have been presented then is at each of your places
- **ODNR Natureworks Grant-** Our 2021 application has been updated and reviewed and we will have it submitted to ODNR by the end of this month.

## Fiscal Officer's Report **03/03/22**

Balance in all Funds from Cash Summary Report as of **February 28, 2022**:

a. Total Cash Balance all funds: $2,526,780.81
b. Total Investment balances $2,407,811.55
c. Available Primary checking: $ 118,769.26
d. Petty cash secondary checking: $ 200.00
e. Interest recorded in February**:** $ 365.04 (YTD: $720.36)
f. UAN – Revenue Status, Payment Register, Appropriation Status, Bank Reconciliation, and other monthly financial reports provided to all council members by email.

**A motion was made by Slack that council members have received the February 28, 2022, Financial Reports, seconded by Kirwen.**
Roll Call: Herman-absent, Bowling-yes, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

**A motion was made by Charlie to approve reallocation of appropriations for February, 2022, seconded by Bowling.**
Roll Call: Herman-absent, Bowling-yes, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

Municipal income tax revenue up $179.33 YTD 2022 vs 2021 YTD.

General Fund up $7,010.19 YEAR OVER YEAR with a balance of $763,342.84.

Credit Cards Feb. -338 Transactions =$38,504.59

Email Bills sent = 194

ACH =256

Silverock = 13

## Committee Reports:

**Economic Development-Kirwen**- Nothing Scheduled
**Finance- Bowling**- Nothing Scheduled
**Joint Cemetery Board-Slack**- Met 3/2/22 Ready for spring cleaning 4/1/22 – 4/15/22.
**Planning Commission- Slack**- Nothing Scheduled
**Public Service Parks- Herman**- Councilman Gerwin advised of additional fencing requested by public at basketball court in Williams Park. Balls have been rolling uncontrolled into water from play area and people go into water or on to ice for retrieval. Administrator Glotzbecker will relay this request to Councilman Herman
**Public Utilities- Gerwin**- nothing scheduled
**Tree Committee-Johnson**- Need to schedule meeting.

## Individual Council Member Report:

**Bowling-** Nothing
**Slack-** Nothing
**Gerwin-** Complaints about Business not cleaning Sidewalks
**Herman- N/A**
**Johnson-** Business complimented on Snow Removal
**Kirwen-** Nothing

## Report of Officials:

**Police – Chief Collins-**

| Feb. 2022 | Feb. 2021 | Feb. 2020 |
|---|---|---|
| CFS – 229 | 207 | 289 |
| Incident – 12 | 20 | 18 |
| Arrest – 2 | 2 | 4 |
| Citation – 4 | 27 | 25 |

23– Traffic Stops
12– Assist other agencies
2- Mental/Disturbed
1- Accidents
1– Domestics
1– Criminal Mischief

I was awarded PEP Grant being processed

**Solicitor– Ruck-** N/A

## **Residence- Open Forum/Comment**: none

**Executive session requested:**
**A motion was made by Kirwen to go into executive session for land sale at 6:27 pm with no action taken, seconded by Slack.**
Roll Call: Herman-absent, Bowling-yes, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

**Motion by Kirwen to return to regular session of village council meeting at 6:34 pm, seconded by Slack.**
Roll Call: Herman-absent, Bowling-yes, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

**A motion to adjourn at 6:34 pm was made by Johnson, seconded by Kirwen.**
Roll Call: Herman-absent, Bowling-yes, Kirwen-yes, Slack-yes, Johnson-yes, Gerwin-yes.
**Motion Passed.**

Respectfully submitted,

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Jeff Holcomb
Fiscal Officer Village of Gibsonburg

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Steve Fought
Mayor Village of Gibsonburg