



# VILLAGE OF GIBSONBURG

## Village Council Meeting – MINUTES

May 2, 2024

6:00 pm

MEETING ROOM – 526 N. WEBSTER ST.

**Call to order:** Councilman Herman at 6:00 pm

**Kirwen made a motion to elect Gerwin as President Pro-Tempe for tonight’s meeting, seconded by Morelock.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

Kirwen made a motion to excuse Slack from tonight’s meeting, seconded by Castillo.

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

The Pledge of Allegiance was said by all

Meeting via Facebook Live also.

**Roll call:** Herman-here, Slack-absent, Castillo-here, Kirwen-here, Morelock-here, Gerwin-here.

Castillo made a motion to excuse Mayor Fought from tonight’s meeting, seconded by Morelock.

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

### **Recognition of Visitors/Special Reports for council meeting.**

Jeff Holcomb – Fiscal Officer, Don Karr – Police Chief

**Review and Approval of Minutes of Previous Council Meeting:**

**A motion was made by Castillo to approve April 18, 2024 Regular Council Meeting Minutes as written, seconded by Kirwen.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-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 Morelock.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

**Old Business:**

**1. ORDINANCE #8-2024**

AN ORDINANCE AMENDING ORDINANCE NO 5-2017 OF THE VILLAGE OF GIBSONBURG, OHIO TO ADJUST THE SEWER FEES CHARGED BY THE VILLAGE. (THIRD READING)

**A motion to adopt Ordinance #8-2024 by Kirwen, seconded by Morelock.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

**New Business:**

**1. RESOLUTION #4-2024**

A RESOLUTION AMENDING THE 2024 BUDGET AND APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. (EMERGENCY)

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #4-2024 by Gerwin, seconded by Castillo.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

**A motion to adopt Resolution #4-2024 by Kirwen, seconded by Gerwin.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

## **2. RESOLUTION #5-2024**

A RESOLUTION AMENDING THE 2024 BUDGET AND APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. (EMERGENCY)

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #5-2024 by Morelock, seconded by Kirwen.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

**A motion to adopt Resolution #5-2024 by Castillo, seconded by Gerwin.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.

**Motion passed.**

**Mayor's Report:** Absent

### **Administrator's Report:**

- **ODOT Safety Study/Grant-** All documents have been signed with ODOT for the grant I the amount of \$84,022.00 for pedestrian safety improvements (Flashing beacons, signage, crosswalk and street paintings, etc....) on SR 300 at the Middle School and High School. There is still about a five-month lead time on the materials so we do not anticipate completing the project until sometime this fall.
- **E. Yeasting Street/Rodriguez Street Project-** D2 will be remobilizing the week of May 13<sup>th</sup> to complete the project. We will be meeting with residents again next week to detail and refresh them on the work to be done and answer any questions they may have.
- **Logyard Project-** Steady progress is being made with the layout of the park. Footers for the covered structure have been poured as well as walkways, new sidewalks on W. Madison and curbing. As soon as the Sandusky County Commercial and Industrial Building Department inspects the footers, the remainder of the pad for the structure will be poured and the assembly of it will begin by Joe Walby Construction and Tom Kohler. Once that has been completed, the entrance arch will go in, and Fremont Fence will complete the fencing portion of the park.
- **Downtown Mural-** Scott Hagen will be in town the second week of June to begin painting the mural on the west side of the Police Station. Weather permitting, he should have it completed in time for Homecoming. As a reminder, a large portion of this project

is being paid for with a grant from the Ohio Arts Council and a donation from the Gibsonburg Community Corporation.

- **Park and Recreational Area Rules-** At the next Council Meeting, legislation will be before all of you to amend Section 941.11 (Posted Rules and Regulations) and Section 941.08 (Personal Conduct) as it relates to recreational marijuana and its use in Parks and Recreation Areas and Facilities.
- **Circus Grimaldi-** The circus will be in Williams Park on August 17<sup>th</sup> and 18<sup>th</sup>. Three shows total and the Village will receive some of the proceeds from ticket sales. Circus Grimaldi DOES NOT have live animals. Their shows feature clowns, jugglers, magicians, acrobats, etc....
- **2024 Special Events Schedule-** The schedule has been revised and posted online. A copy is at each of your places as well.
- **Bulk Trash Drop Off-** Scheduled for July 26<sup>th</sup> and July 27<sup>th</sup> at Town Hall. Same format as in previous years. We will post complete details as it gets closer.
- **305 E. Stevenson Condemn-** No further updates as the process continues.
- **ODOT Salt Contract 2024/2025-** Completed and submitted to ODOT in advance of the May 3<sup>rd</sup> deadline. We have requested 50 tons for the coming year (we currently have a full storage area and have one load (25 tons) in storage for the summer at Cargill).
- **Habitat for Humanity-** Weather hindered the event on April 20<sup>th</sup>, but a small group of people showed up to welcome Zach and his family to town. Work will continue on the residence throughout the summer with a move in anticipated sometime in the fall.
- **NPDES Permit Renewal-** No further updates to provide. The permit to operate a Wastewater Treatment Facility and discharge treated water is still being reviewed by the Ohio EPA.
- **Hydrant Flushing-** Hydrant flushing has begun. We will continue to put out to the community daily the areas that flushing is being done in. As a reminder, regular flushing of hydrants is necessary to ensure that hydrants are operating as they need to and to remove any mineral deposits that may occur inside of distribution pipes.
- **ODOT TAP Grant-** No further updates at this time. Again, the grant package will be 95% funded by ODOT with a total price of about \$2.1 million dollars.

**Fiscal Officer's Report-** May 2, 2024

Balance in all Funds from Cash Summary Report as of: **4/30/24**

A:	Total Cash Balance all Funds:	\$2,649,515.12
B:	Total Investment Balances:	\$2,372,379.43
C:	Available in Primary checking:	\$ 276,935.69
D:	Petty Cash	\$ 200.00
E:	Interest recorded in: <b>April</b>	\$ 7,059.21
F:	Interest recorded Year-to-Date:	\$ 27,163.15
G:	UAN – Revenue Status, Payment Register, Appropriation Status, Bank Reconciliation, and other monthly financial reports provided	

To all council members and Mayor by email.

**A motion was made by Kirwen that council members have received the April 30, 2024, Financial reports, seconded by Castillo.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.  
**Motion passed.**

**A motion was made by Castillo, to approve reallocation of appropriations for April, 2024, seconded by Morelock.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.  
**Motion passed.**

General Fund down \$40,108.65 year to date, compared to **April 30, 2023**, with a current balance of \$900,460.85.

Municipal income tax revenue down \$4,160.63 year to date, compared to **April 30, 2023**, with total 2024 receipts of \$247,692.96.

**Kirwen made a motion to Approve the Fiscal Officer be authorized to sign an agreement with RITA (Regional Income Tax Authority) on behalf of the Village of Gibsonburg in regards to allowing RITA to send non-filing delinquency letters and to have administrative subpoenas for records issued to the non-responders. (The cost of the subpoena program is \$1.00 per subpoena) seconded by Castillo.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-yes, Gerwin-yes.  
**Motion passed.**

Currently in process of AUP audit from the State Auditor's office. Audit should be finalized within 2-4 weeks.

(AUP = Agreed Upon Procedures).

**Committee Reports:**

**Economic Development-Kirwen-** nothing

**Finance- Gerwin-**nothing

**Joint Cemetery Board-Slack-** N/A

**Planning Commission- Morelock-** nothing

**Public Service Parks- Herman-**Williams Park Pond cleanup.

**Public Utilities- Gerwin-**nothing

**Recreational Committee – Castillo - nothing**

**Individual Council Member Report:**

**Slack-** N/A

**Gerwin-** nothing

**Herman-** nothing

**Morelock-** nothing

**Kirwen-** nothing

**Castillo-** nothing

**Report of Officials: Police – Chief Don Karr**

Incident Report was shared with Council.

Patrol officer opening has not been filled yet.

**Residence- Open Forum/Comment:** nothing

**A motion to adjourn at 6:14 pm was made by Kirwen, seconded by Castillo.**

Roll Call: Herman-yes, Slack-absent, Castillo-yes, Kirwen-yes, Morelock-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