

# RECORD OF PROCEEDINGS

Minutes of GENOA VILLAGE COUNCIL Meeting

AUGUST 1, 2016

## Regular Meeting

Mayor Kenneth Harsanje, Sr. called the meeting to order at 7:00 pm and asked everyone to stand for the Pledge of Allegiance to the Flag.

Mayor Harsanje, Sr. then asked for the roll call:  
Council members in attendance included Mr. Bittner, Mr. Lewis, Mr. Reed, Mr. St. Marie, Mr. Diebert and Mr. Huston.

Also in attendance were Village Administrator Kevin Gladden, Police Chief Brad Weis, Solicitor Brian Ballenger and Fiscal Officer Julie Van Nest.

The minutes of the July 18, 2016 regular Council meeting were presented. Mr. Bittner made a motion to approve the minutes of the July 18, 2016 regular meeting; seconded by Mr. St. Marie. Roll call:

Yea: Mr. Bittner, Mr. St. Marie, Mr. Reed, Mr. Lewis and Mr. Huston

Abstain: Mr. Diebert

Nay: 0

Motion carried.

At this time, Mayor Harsanje introduced Ottawa County Auditor Larry Hartlaub.

Auditor Hartlaub thanked the Village Council for their Resolution supporting the submission of a local government innovation loan fund application on behalf of Ottawa County for shared GIS expansion initiative.

Mr. Hartlaub also stated that the Budget commission will be sending out the annual amounts and rates certification. A resolution to accept these rates and amounts will need to be passed and returned to his office by October 1, 2016.

The auditor's office will be sending out the 2017 estimates for local government funds next week.

Mr. Hartlaub also spoke about the benefits of the newly organized Ottawa County Land Reutilization Corporation. Better known as the Land Bank, the Corporation was formed to reduce blight throughout Ottawa County, strategically acquire residential properties, and work with cities, villages, townships, community groups and individuals to repurpose these properties into productive use. This Corporation is not a government entity. A \$500,000.00 grant has been applied for. The Land Bank would like us to provide addresses of properties that are vacant and need to be taken down. They will take a look and see if the property meets the criteria. He mentioned that the property must be delinquent on their taxes.

**ENGINEER'S REPORT** - Mr. Hertzfeld was not in attendance.

- Mr. Gladden stated that a preconstruction meeting was held with Henry Bergman Co. about the 2016 street project. They are to start crack sealing on or around September 8<sup>th</sup> and paving on September 9<sup>th</sup>. The project is scheduled for completion approximately September 30, 2016.

**ADMINISTRATOR'S REPORT** - No written report.

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- Mr. Gladden has prepared information to submit to the county auditor to assess delinquent sewer accounts, nuisance abatement and several mowing charges to owner's property taxes. Brian Ballenger is preparing an Ordinance with this information and this will be presented to Council at the August 15, 2016 for passage. The County will need this information prior to the September 9, 2016 deadline.
- Mr. Gladden stated that the public works crew repaired a waterline leak on Toledo Street in Williston. The annual leak detection was done and showed problems at Terry's Towing in Williston and it was escaping at the sewer. All has been repaired.
- The recent storm took out the traffic lights on Main Street and was repaired in a timely manner.
- A preconstruction meeting was held with Columbia Gas and Miller Brothers Construction regarding the new mains pipeline on Washington Street.
- The electric system has been peaking for the last four weeks with the generators running generally from 3-6 pm. It's producing at good capacity.

## FISCAL OFFICER - No written report.

- Mrs. Van Nest provided Finance Committee Chairman Brent Huston \$126,527.00 in vendor checks for his review and \$36,850.00 in payroll checks from July 8, 2016. The payroll figure included withholding taxes paid also.
- Mrs. Van Nest furnished the following June, 2016 financial reports to each Council member:
  - MTD Fund report
  - YTD Fund report
  - June, 2016 bank reconciliation
  - Revenue balancing report
  - Expense balancing report
- Mrs. Van Nest reported that 153 letters were sent on 7/6/2016 by Brian Ballenger's office to delinquent income tax filers. We have had a lot of response and are in the process of updating our records. We have set up 14 payment plans totaling \$23,000.00 and received over \$9,000.00 in cash payments. We have 46 people who have not responded to the Solicitor's letter.
- Mrs. Van Nest is planning to become a Notary and will be taking the test August 11, 2016.
- Mrs. Van Nest will attend the Ottawa County Safety Committee's August 12, 2016 meeting dealing with CPR and first aid.
- We are working with a collection agency from Toledo and we furnished 12 top non filing and/or non paying Income Tax residents.
- Mrs. Van Nest contacted Huntington Bank concerning coming to a Finance Committee and make an investment presentation. They will contact her to schedule a date.
- A copy of our investment policy was provided to Genoa Bank, Huntington Bank and First Federal for their review.

## MAYOR'S REPORT

- The Mayor thanked the public works crew for cleaning up after the storm.

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- Red Neck Tractor Pulls held in the park on July 30, 2016 were rained out. The next one is scheduled for August 13, 2016.
- The Genoa community garage sale days are scheduled for August 12, 2016 and August 13, 2016.
- He reported that there were over 100 cars in the car show held on July 26, 2016. The next show is scheduled for August 30, 2016.
- Experience Ottawa County gathering will be held on August 18<sup>th</sup> at Put-In-Bay from 4:30 – 8:30 pm and he encouraged everyone to attend. Reservations will need to be made by August 11<sup>th</sup> so please see Mary Ann Bell or Julie Van Nest. The cost is \$50.00 per person if you want to bring a spouse or guest.
- The Mayor stated that he is sending out a newsletter in the August utility bills explaining how some of the Village services would be affected if the referendum petition is passed in November. He would like to meet as a Council of the Whole soon to talk about the possible cuts and their impact on the Community prior to his final October newsletter.
- He performed his first wedding on Monday, August 1, 2016 in Council chambers.
- He received his Power Certificate from AMP and the necessary courses were done on line.
- The next Chamber of Commerce meeting will be held on Thursday, August 4, 2016 at 7:30 am.
- He will be working with Bill Kegerize to prepare for a program at the high school in September titled "A fight against drugs and alcohol".

### COMMITTEE REPORTS

Economic Development – No written report.

Mr. St. Marie stated that he has meeting minutes from May, June and July to give the Administrative Secretary Mary Ann Bell to record.

An economic survey will be sent out in the September utility bills.

No future meetings have been scheduled.

Streets & Sidewalks - No written report.

Utilities - No written report.

Mr. Diebert stated that everyone had received draft copies of Utility ordinances from Solicitor Ballenger in their Council member packets. He scheduled a Utility meeting for Monday, August 8, 2016 at 6:30 pm in Council chambers to finalize the Ordinances for passage at the August 15, 2016 regular meeting.

Mr. Huston stated that one of the Ordinances was to repeal the use of credit cards for payments of Utilities and Income Tax. It was then brought up by the Fiscal Officer that the Village of Pemberville recommended a credit card service specifically designed for municipalities with no fees paid by the municipality. She and Utility billing Manager Leeann Dufendock have a webinar scheduled with GovPayNet on Wednesday for more information. A recommendation will be made by the Finance Committee at the next meeting.

Finance/Insurance - No written report.

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Mr. Huston reported that a finance committee meeting was held at 6:30 pm prior to the regular council meeting to discuss the possibility of a raise for the current police department employees. During the committee meeting Chief Weis proposed hiring a full time officer. After much discussion, it was decided that Mr. Huston and Mrs. Van Nest should sit down and see if there is any way that we could afford this request. They would also need to look at moving money around in the Police budget to cover the \$19,000.00 deficit created by requested police raises. Mrs. Van Nest furnished all in attendance a spreadsheet showing these numbers for the remainder of the year and their affect on the budget.

Mr. Huston will furnish meeting minutes of the finance meeting at the next regular Council meeting.

He encouraged all Council members to review the June, 2016 financial reports provided by the Fiscal Officer.

Safety - No written report.

Mr. Bittner provided the minutes of the June 21, 2016 Ottawa Regional Planning Commission meeting. He also asked the Fiscal Officer to check to see if our annual dues had been paid up to date.

Mr. Gladden reported that more people are using the park and the income is up approximately 40%. It's been a great season! He's also going to apply for a grant from the Solid Waste District for a new picnic table for the new shelter house.

AD-HOC - No written report.

Mr. Lewis scheduled an AD-HOC meeting for Monday, August 15, 2016 at 6:15 pm.

Personnel - No written report.

GUESTS WISHING TO ADDRESS COUNCIL - none

ORDINANCES AND RESOLUTIONS - none

Mr. Diebert asked Mr. Gladden how many residents registered for the annual Village garage sales. Mr. Gladden said he didn't know as this event was run by the Downtown Merchants.

With no further business of the Village, Mr. Bittner made a motion to adjourn the meeting; seconded by Mr. St. Marie. Roll call:

Yea: Mr. Bittner, Mr. St. Marie, Mr. Diebert, Mr. Huston, Mr. Reed and Mr. Lewis.

Nay: 0

Motion carried.

Meeting adjourned at 8:00 pm.

An audio CD of this meeting is available upon request.

ATTEST: Jane W. Baer  
Fiscal Officer

SIGNED: Kenneth L. Haverly  
Mayor

APPROVED: 8-15-16