

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

JANUARY 17, 2017

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. Diebert and Mr. Huston.

Mr. Bittner made a motion to excuse Mr. St. Marie from the meeting due to vacation plans; seconded by Mr. Huston. Roll call:

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

Nay: 0

Motion carried.

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

Mr. Diebert asked for a correction on page #6 of the 01/02/2017 regular meeting concerning Ordinance #6-2017. Mr. Diebert asked that the minutes be corrected to read: Mr. Gladden stated that a correction needed to be made to the exhibit of Ordinance #6-2017 residential service charge, not Mr. Diebert as written.

Mr. Bittner made a motion to approve the 01/02/2017 meeting minutes with this correction; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

ENGINEER'S REPORT - Mr. Hertzfeld was not in attendance and no report was given.

- Mr. Gladden reported that bridge inspections were done and we are waiting on the results.

ADMINISTRATOR'S REPORT - No written report.

- Mr. Gladden reported that a new contract will be extended to Waste Management next week. There is a small price increase but this will not be passed on to the residents.
- A letter is being sent to the owner of nuisance property located at:
 - 605 Buckeye street
 - 403 Buckeye Street
 - 1307 Superior Street

We have maintained the grass at these locations for several years and we have asked owners in this letter to maintain their property from now on. If they do not comply, we will seek the maximum penalty of \$75.00/day and they could also be issued a misdemeanor citation up to \$300.00.

- Mr. Gladden stated Ordinance #12-2017 will be presented later in the meeting and deals with amending the employee policy and procedure manual. Section 1 of the Ordinance pertains to Section 7.07 (A) of the policy and procedure manual dealing with the use of drugs or alcohol at the workplace including the use of medical

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marijuana. Section 1 of the Ordinance also pertains to Section 4.01 (B) of the policy and procedure manual dealing with the procedure of employee wage increases.

Mr. Gladden stated that we have never operated in the past under Section 4.01 (B) of the current policy book.

Solicitor Ballenger added that the Village policies need to follow the Ordinances and now the policy book needs updated.

Mr. Gladden suggested a Personnel Committee meeting be scheduled to review the policy and procedure manual. He and the Fiscal Officer have found several areas in the last few months that should be addressed.

- Mr. Gladden announced the retirement of Mary Ann Bell as Administrative secretary after 30 years. Mary Ann's last day will be March 31, 2017. An ad for replacement has been put in the local newspapers.

FISCAL OFFICER - No written report.

- Mrs. Van Nest stated that she provided the following December, 2016 financial reports to Council members, Mayor and Village administrator:
 - Bank reconciliation
 - Month to date fund balance
 - Year to date fund balance
 - Revenue balancing report
 - Expense balancing report
- Mrs. Van Nest stated that she gave Finance Committee Chairman Brent Huston paid bills totaling \$149,945.00 for his review.
- Mrs. Van Nest reported that we will receive \$18,869.17 in February for sewer, mowing and nuisance abatement assessments which were placed on owner's property tax duplicates.
- Auditors are still working on the 2014-2015 audit.
- Mrs. Van Nest is working on the 2016 end of the year financial statements, closing 2016 transactions and moving into 2017. She will have Brent Huston schedule a finance committee meeting to review the 2016 ending figures.
- A meeting is scheduled with the collection agency of Scheer, Green & Burke Co. for January 20, 2017 to determine the legal process and procedures of collecting delinquent tax and utility accounts.

MAYOR'S REPORT

- Mayor Harsanje, Sr. reminded everyone of the Council of the Whole meeting on February 6, 2017 at 6:00 pm to discuss Property Access Clean Energy. Jamie Bier-Grant will be here to explain the benefits of our involvement in this program.
- Mayor Harsanje, Sr. asked Mr. Lewis, President of the AD-HOC Committee to attend the January 18, 2017 Civic Theater monthly meeting. This will be held at 7:00 pm in the town hall. Mr. Lewis and Mayor Harsanje, Sr. will also meet with the Civic Theater at 6:15 pm on January 18, 2017 to review the new contract.
- Mayor Harsanje, Sr. and Kevin Gladden will attend the January Ottawa County Safety Council meeting on Wednesday, January 18, 2017 in Port Clinton.

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- Mayor Harsanje, Sr. attended the 1st 2017 homecoming meeting. The dates for the homecoming are June 2nd and 3rd with the parade on June 2nd. The theme this year for the parade will be ACTION HEROES!!!
- Mayor Harsanje, Sr. and Kevin Gladden met with the Ottawa County Engineer's office and Commissioner Stahl on January 13th to discuss the Ashery & Packer Creek clean out. They will look at what can be done in the summer with public works and then meet in late fall of 2017 with the engineers to discuss options.
- The Ottawa County Regional Planning Commission will not hold a meeting in January.
- Mayor Harsanje, Sr. and Kevin Gladden will attend the annual NOMMA Mayor's/Manager meeting in Perrysburg on January 23, 2017.
- Mayor Harsanje, Sr. received a letter from Columbia Gas stating the 5 year Infrastructure Replacement Program ends on December 31, 2017. This program was worked and completed in the Village in 2016. Columbia Gas plans to file an application to the PUCO and request to extend the program for five more years. There is no action required on our part so we could see more replacement in the Village depending on the grading of the existing piping.
- Invitations will be coming for the Ottawa County Improvement Corporation's annual business awards meeting scheduled for March 1, 2017. Please save the date as he would like to have as many Council members attend as possible.
- Mayor Harsanje, Sr. and Kevin Gladden were invited to attend the Commissioners meeting on Tuesday, January 10, 2017 to discuss the Inland Bike Trail. They will also meet with the Commissioners and Elmore representatives on January 20, 2017 for further discussion. He feels that the bike trail project is going to materialize. They will report on this project at the next meeting.

COMMITTEE REPORTS

Economic Development - No written report.
Mr. St. Marie was not in attendance.

Streets & Sidewalks - No written report.

Utilities - No written report.

Finance/Insurance - No written report.

Safety - No written report.

Mr. Bittner stated that the Allen/Clay Fire Department report was provided to each Council member. He reported that all committees, officer, chairpersons and alternates remained the same.

AD-HOC - No written report.

Mr. Lewis reported that a Committee meeting was held at 6:30 pm prior to the regular meeting to discuss the park, ball diamonds, soccer fields, fees for sports players and a donation request from the Genoa PTO for their yearly carnival. It was reported that in 2016 we spent \$3,000.00 for park and recreation and we received \$1,750.00. In order for us to make our costs a little more even the AD-HOC Committee will make a proposal to increase individual fees to help offset some of our costs.

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Mr. Lewis stated that in order to defray our costs, he made a motion to charge each individual player of boys and girls baseball and softball a \$10.00 fee, and soccer to maintain the fields themselves with a \$5.00 individual fee charged. He added that a \$20.00 per game fee will be imposed for the use of lighted diamonds. Sports fees will need to be paid to the Village by 5/1/2017 and the lighting fees will need to be paid to the Village at the end of the season. This motion was seconded by Mr. Bittner. Roll call:

Yea: Mr. Lewis, Mr. Bittner, Mr. Reed and Mr. Diebert

Nay: 0

Abstain: Mr. Huston

Motion carried

At this time Mr. Lewis made a motion to make a \$500.00 donation to the Genoa PTO Carnival; seconded by Mr. Bittner. Roll call:

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

Nay: 0

Motion carried

Mr. Lewis thanked the Mayor and Mr. Gladden for attending the meetings concerning the bike trail; he feels that it is important to get the bike path.

Personnel - No written report.

GUESTS WISHING TO ADDRESS COUNCIL - none

ORDINANCES AND RESOLUTIONS -

At this time Mr. Diebert presented the following Ordinance to Council:

ORDINANCE #07-2017

An Ordinance amending Ordinance #14-09, and establishing a new yearly fee for village residents to purchase a key card from the Village's Utility department for the purpose of having access to the Village's yard waste collection site located at the Varouh Property, 302 East Fourth Street and declaring an emergency.

Mr. Diebert made a motion to suspend the rules requiring three readings of Ordinance #07-2017; seconded by Mr. Reed. Roll call:

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

Nay: 0

Motion carried

Mr. Diebert made a motion to pass Ordinance #07-2017 as an emergency measure; seconded by Mr. Reed. Roll call:

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

Nay: 0

Motion carried

Mr. Diebert made a motion to adopt Ordinance #07-2017; seconded by Mr. Reed. Roll call:

Yea: Mr. Diebert, Mr. Reed, Mr. Lewis, Mr. Huston and Mr. Reed

Nay: 0

Motion carried

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At this time Mr. Huston presented the following Ordinance to Council:

ORDINANCE #08-2017

An Ordinance authorizing the Fiscal Officer to transfer two thousand seven hundred thirty dollars (\$2,730.00) from each fund; the water fund (601), the sewer fund (602) and the electric fund (603) into the equipment debt fund (305) and declaring an emergency.

Mr. Huston made a motion to suspend the rules requiring three readings of Ordinance #08-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

Mr. Huston made a motion to pass Ordinance #08-2017 as an emergency measure; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

Mr. Huston made a motion to adopt Ordinance #08-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

At this time Mr. Lewis presented the following Ordinance to Council:

ORDINANCE #09-2017

An Ordinance amending the contract with The Genoa Civic Theatre and declaring an emergency.

Mr. Lewis made a motion to suspend the rules requiring three readings of Ordinance #09-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

Mr. Lewis made a motion to pass Ordinance #09-2017 as an emergency; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

Mr. Lewis made a motion to adopt Ordinance #09-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

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At this time Mr. Huston presented the following Ordinance to Council:

ORDINANCE #10-2017

An Ordinance authorizing the Village Administrator to enter into a contract for attorney services with Brian J. Ballenger and declaring an emergency.

Mr. Huston made a motion to suspend the rules requiring three readings of Ordinance #10-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried.

Mr. Huston made a motion to pass Ordinance #10-2017 as an emergency; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

Mr. Huston made a motion to adopt Ordinance #10-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

After review of Ordinance #11-2017, Mr. Diebert started to make a motion to table this Ordinance but did not complete his motion. He stated that he understands that Council previously approved to take the Tree Commission money out of the budget, but was not aware a decision had been made to disband the Tree Commission. Mr. Gladden stated that a recommendation by the Streets and Sidewalks came out of a meeting. Mr. Reed, Chairman of the Streets and Sidewalks committee responded by saying that no meeting was held making that decision.

At this time, Mr. Reed scheduled a Streets and Sidewalks Committee meeting for Tuesday, January 21, 2017 at 6:30 pm.

Solicitor Ballenger recommended a first reading on this Ordinance.

At this time Mr. Reed presented the following Ordinance to Council for the first reading:

ORDINANCE #11-2017

An Ordinance repealing Genoa Codified Ordinance Chapter 153, titled Tree Commission.

At this time Mr. Reed presented the following Ordinance to Council:

ORDINANCE #12-2017

An Ordinance amending the employee policy and procedure manual and declaring an emergency.

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Mr. Reed made a motion to suspend rules requiring three readings of Ordinance #12-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

At this time, Mr. Huston asked why there were two sections in one ordinance with different topics. One was for the zero tolerance of drugs or alcohol at work and the other authorizing the Village Administrator to increase wages at his discretion. Mr. Huston said that he remembers Council having to vote on police wage increases in the past. Mr. Gladden stated that he already has authorization in Ordinance 11-15, but needs the policy to match the Ordinances and this Ordinance is doing that. Now the policy book needs changed.

Mr. Reed made a motion to pass Ordinance #12-2017 as an emergency measure; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

Mr. Reed made a motion to adopt Ordinance #12-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

At this time Mr. Bittner presented the following Ordinance to Council:

ORDINANCE #13-2017

An Ordinance authorizing the Village of Genoa to participate in the Department of Transportation Cooperative Purchasing Program for the year 2017 and declaring an emergency.

Mr. Bittner made a motion to suspend rules requiring Ordinance #13-2017 to be read three times; seconded by Mr. Diebert.

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

Nay: 0

Motion carried

Mr. Bittner made a motion to pass Ordinance #13-2017 as an emergency measure; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried.

Mr. Bittner made a motion to adopt Ordinance #13-2017; seconded by Mr. Diebert. Roll call:

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

Nay: 0

Motion carried

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

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

Nay: 0

Motion carried

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Meeting adjourned at 7:55 pm.

An audio CD of this meeting is available upon request.

ATTEST: *Julie A. Van der Kerk*
Fiscal Officer

SIGNED: *Kennell H. Halsey*
Mayor

APPROVED: 2-6-17