

TONTOGANY VILLAGE COUNCIL

MEETING MINUTES FROM: January 15, 2018

Council called to order in regular session at 7:11 p.m. with Mayor Todd Buehrer presiding. Mayor Buehrer began by swearing in newly-elected Councilman Matthew Shanahan, re-elected Councilwoman Connie Mehring, and re-elected Councilman Jason Benedict. Roll call of members: Brenda Mackey, here; John Heckerman, here; Connie Mehring, here; Jamin Roe, here (pending appointment by Council); Jason Benedict, here; Matthew Shanahan, here. Also present was Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Laurie Manning from Hylant Administrative Services; Kate and Jack Shanahan, to observe the swearing in of Councilman Matthew Shanahan. Mayor Buehrer informed members that Councilman Jamin Roe had failed to file and was not re-elected, so he would entertain a motion to appoint him to continue in his seat until the next election, if Council so desires, or Council has thirty days to choose another person to fill the seat. Councilwoman Mackey made a motion to appoint Jamin Roe as a council member in his former seat. Councilwoman Mehring seconded this motion. Roll call vote: Mackey: aye; Heckerman: aye; Mehring: aye; Benedict: aye; Shanahan: aye. Mayor Buehrer then swore in newly-appointed Councilman Jamin Roe. Minutes from the December 18 meeting were approved as submitted.

FINANCE and CLAIMS: A spreadsheet of the current invoices was reviewed and approved by members. After a brief discussion, Councilman Roe made a motion that these bills be allowed and orders drawn for same. Councilwoman Mackey seconded this motion. All were in favor; motion carried.

Mayor Buehrer invited Laurie Manning, from Hylant Administrative Services, to speak to members about the Ohio Plan property and liability insurance renewal for 2018. Ms. Manning passed out copies of the insurance package proposal to everyone and then reviewed all of the parts of the plan, describing coverage amounts and deductibles for the various types of insurance in the plan. She noted that insurance rates are only slightly increased this year, up to \$3,032.00 from \$2,942.00 in 2017. She also informed the mayor and members that Hylant offers free training programs and playground inspections. Mayor Buehrer asked Ms. Manning how the village needs to deal with our insurance claim on the burned up portable restroom at Mehring Park, and specifically what to do if the court decides that the perpetrators must make restitution. The claim has been turned in to Hylant and the village's deductible has been paid. Estimates have been received and turned in to the Sheriff's Department for various damages. Fiscal Officer Harnishfeger added that the village has only received one repair bill so far, a bill for \$937.40 from Bowling Green Municipal Utilities for electrical repairs. That bill was forwarded to Hylant Claims Service, who paid the bill as part of our claim. Ms. Manning responded that Hylant typically takes care of everything and pays all bills pertaining to the claim; the village won't need to do anything except forward any bills we may receive to Hylant. Then Hylant will seek to recover the costs, and everything they are able to recover is taken off of our claim report. Mayor Buehrer asked Ms. Manning what we should do if we are contacted and told that the court has decided that restitution is to be made for damages. Ms. Manning answered that we should have them contact Hylant Administrative Services, who will pay all claim bills for the village and collect all restitutions as well. With no more questions for Ms. Manning, Mayor Buehrer thanked her and she left the meeting.

Mayor Buehrer reported receiving an invitation from the Toledo Regional Chamber of Commerce for him and elected officials to attend a legislative breakfast, *Morning Access*, that they will be hosting on Friday, February 9, 2018. The event will take place at The Radisson Hotel at The University of Toledo, 3100 Glendale in Toledo, starting at 7:30 a.m. An RSVP is requested no later than February 1 to Julie Sanderson at 419-243-8191.

Mayor Buehrer reported that the village received a letter from Fresh Cut Lawn Service, thanking the village for the opportunity of doing business with us last year and expressing the desire to continue mosquito control services for the village in 2018, which they will do unless they hear differently from us. A pricing and services agreement will be sent to us a little later, as usual.

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Fiscal Officer Harnishfeger reported that the village received a letter from the Wood County Sheriff's Office, stating that their employees were awarded a 3-percent wage increase beginning in January 2018. Therefore, our monthly bills for sheriff's services will reflect that increase.

Fiscal Officer Harnishfeger asked members if they would like to take advantage of Moulton & Associates' prepaid discount offer of 12 hours of website services for \$800.00. Mr. Harnishfeger advised that we should take advantage of the discount offer, if the village intends to continue having Moulton do our website maintenance. They have been averaging an hour a month anyway for \$80.00, so the discount would save the village \$160.00 off of standard billing. We will probably need to use the full 12 hours in 2018 and maybe a little more, such as for extra website maintenance on utility rates changes. Mr. Harnishfeger also stated that he is very pleased with the work Moulton has done for us. They are quick and accurate. They also add special graphics for holidays without even being asked. After a brief discussion, Councilman Roe made a motion to have Moulton & Associates continue to do website maintenance for the village and to accept their prepaid discount offer of 12 hours of website services for \$800.00, which must be used in one year's time. Councilman Heckerman seconded this motion. All were in favor; motion carried.

Councilwoman Mackey reported that she had been asked by the school to share with Council about their community reading initiative. Grade 6 through 12 of Otsego High School, as well as all of the teachers and many of the staff, have agreed to read a book, titled "Choosing Courage: Inspiring Stories of What It Means to Be a Hero." It is full of true stories of Medal of Honor winners. This initiative was inspired when Eddie Byers, an Otsego graduate and a Navy SEAL, who won the Medal of Honor two years ago, came and approached the school and got the school going on several initiatives inspired by the Medal of Honor. Bowling Green schools have been doing this same thing, where all of the students in the junior high and high school read the same book, and then they try to get as many community members as possible to read the book, so that everybody is thinking about the same topics. Councilwoman Mackey said she has passed out 5 copies of the book so far and she brought a copy of her own and offered it to anyone at the meeting who would like to read it. Ms. Mackey said she had a couple of posters, one of which was put up at the Tontogany Post Office. There are more books available through the school. The goal is to get as many community members in the Otsego School District as possible to read the book as well. Mayor Buehrer asked if this is something they plan to do every year with a different book. Ms. Mackey replied that they do plan to do it every year; this is the initial year. Bowling Green had the author of the book they chose to read last year come and speak at the public library after their reading initiative was done.

ZONING: Nothing to report.

UTILITIES: Utilities Clerk Harnishfeger provided everyone with copies of ordinances #774-07 and #775-07, the water and electric rates ordinances, passed in 2007, that authorize automatic annual 2% rate increases of water and electric rates, unless Council approves an action to adjust this figure before the automatic annual increase date, which is February 1st. Mr. Harnishfeger said that he noticed that the ordinances include tap fees, which in the past had always remained the same each year. He spoke with former Utilities Superintendent Craig Spoore, who helped draft the ordinances. Mr. Spoore advised that the water tap fees do not need to be increased, so Council could just decide to raise all of the other water rates but not the water tap fees. As for the electric tap fee, Mr. Harnishfeger said we are finding that it costs more to do a tap than our \$500.00 tap fee. The electric tap fee needs to be increased by more than the 2% allowed in ordinance #775-07, so it may need a special ordinance. After some discussion, it was decided to table this issue for now and consult with Administrator Chad Johnson about what increases, if any, will be coming from Bowling Green, in order to make a more informed decision on whether to do an automatic 2% increase, or if we need to do more to keep up with rate increases coming from Bowling Green, and to avoid possibly needing to raise the rates two different times in the

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same year. Mayor Buehrer said he would get a message to Administrator Johnson that we need for him to find out from Bowling Green what rate increases they intend to do in 2018, so he can inform members at our next meeting.

STREETS and ALLEYS: Councilman Roe observed that Jim Head did a good job on snow removal today. Mayor Buehrer commented that they tried to get some salt, but the county was waiting on a delivery and wouldn't sell them any. Mayor Buehrer reported that Northwestern Water & Sewer District is doing a tap across the road by the cemetery. They are tapping into the manhole down there by the bridge. They were hoping to get it cut across today, but they didn't. They called the mayor and left a message that they will be back tomorrow and try to get it finished. The work is being done by Ed Kelly & Sons.

SIDEWALKS and TREES: Councilman Roe reported that he met with Eric Palmer about the problem area at the school drive. Mr. Palmer took some measurements and was supposed to email us. Mayor Buehrer commented that he was told the job would be about \$1,900.00 and Mr. Palmer won't be able to do it until spring; he also advised us that the smartest thing would be to stay off of that ravine anyway. Mayor Buehrer said it will depend on where the right of way lays and if the school will allow us to move back a little to get away from it.

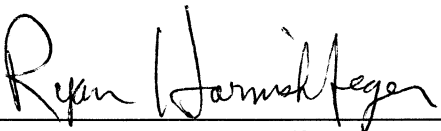
DRAINS and SEWERS: Mayor Buehrer asked Councilman Roe about the spot at the school drive if Eric Palmer said anything about capping it off. Mr. Roe answered that he did.

CITY HALL and PARKS: Mayor Buehrer reported that he has not heard anything more about prosecution of the boys who burned up the portable restroom. He commented that he expects the village to get a letter about it sometime. Councilman Roe asked Mayor Buehrer if we got the display unit basketball goal from Playground World. The mayor answered that we did. We are waiting for the weather to break. Then we will tear out the old one so they can come in and install the new one for us. The display unit that we purchased looked brand new, with no visible scratches. It did not have edge padding, so we ordered that extra to provide protection to people using the goal.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:20 p.m.



Todd Buehrer, Mayor



Ryan Harnishfeger, Fiscal Officer