

## TONTOGANY VILLAGE COUNCIL

### MEETING MINUTES FROM: November 26, 2018

Council called to order in regular session at 7:02 p.m. with Mayor Todd Buehrer presiding. Roll call of members: Brenda Mackey, here; John Heckerman, here; Connie Mehring, here; Jamin Roe, absent (working); Jason Benedict, here; Matthew Shanahan, here. Also present were Village Administrator/Utilities Superintendent/Zoning Inspector/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Minutes from the November 5 meeting were approved as submitted.

**FINANCE and CLAIMS:** A spreadsheet of the current invoices was reviewed and approved by members. Fiscal Officer Harnishfeger pointed out that the final bill from Haley Wilkins at Winged Design for the completed new website was on the list. Her original quote was between \$1,664.00 and \$2,339.00. Her final amount was \$2,005.00, which was under the high end of her quote. We previously paid \$800.00 up front, leaving \$1,205.00 as the final payment. Councilwoman Mehring made a motion that these bills be allowed and orders drawn for same. Councilman Heckerman seconded this motion. All were in favor; motion carried.

Mayor Buehrer gave a third reading, by title only, of Resolution #893-18, a RESOLUTION TO APPROVE PUBLIC DEFENDER SERVICES. Councilman Benedict made a motion to adopt Resolution #893-18. Councilman Shanahan seconded this motion. All were in favor; motion carried.

Fiscal Officer Harnishfeger reported that he gave each member a copy of a proposed Credit Card Use Policy, drawn up by Solicitor Paul Skaff, with wording to comply with the new law which requires municipalities to have such a policy. And he gave Mayor Buehrer Ordinance #894-18, which Mr. Skaff prepared for adopting the Credit Card Use Policy. The proposed policy is in Word format, so changes can be made to it, if members wish to do so. Mr. Harnishfeger said that Mr. Skaff referred to section 6, which specifies a maximum interest rate and a maximum available balance, as points on which members may want to make changes. If we have any questions, we can ask Mr. Skaff. The final version of the policy will be attached to the ordinance. Mayor Buehrer asked members to take the proposed policy home with them, look it over, make any notes they may want to, and bring it back to the next meeting to discuss it. Mayor Buehrer gave a first reading, by title only, of Ordinance #894-18, AN ORDINANCE ADOPTING A CREDIT CARD USE POLICY.

Fiscal Officer Harnishfeger reported that Councilman Heckerman asked him to place an emergency order for Christmas lights, since our current ones weren't working properly and the tree has damaged them with growth. Councilman Heckerman commented that none of them were working and they also found some evidence of animals chewing on them. When the tree grows it pulls the lights apart. Mr. Harnishfeger reported that he went ahead and placed the emergency order to Temple Display, Ltd (where we purchased our lights last time) for 500 feet of cord in five 100-foot lengths, each with 100 sockets, and 500 colored LED lights in equal amounts of four colors, at a quoted price of \$1,175.00. That was the best price they could offer, which has come up some since our previous purchase a few years ago. They will bill after the shipment, which arrived today. The bill will also include a shipping charge. Councilman Heckerman commented that we are going to try stringing the lights vertically on the tree this time. Mr. Harnishfeger said he had explained to Councilman Heckerman that park supply money will need to be used to pay for the lights, as was done when the last lights were purchased. Members did not voice any problems with this, especially in consideration that our annual tree lighting on December 1 created an emergency need to get new lights quickly. Councilman Heckerman said he would try to pull some of the old lights off of the tree to see if they could be repaired. Councilwoman Mackey asked who is going to put the new lights on the tree. Mr. Heckerman replied that L-B Electric will do it. Mr. Heckerman also said he needed to get decorations down on Main Street, and he wanted to get out the Christmas banners to put up. Councilwoman Mehring commented that she will not be purchasing Christmas ornaments for the kids to put on the tree this year, but she would be glad to buy some, if

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members want to donate some money. Councilwoman Mackey said she probably had some old ornaments at home she could donate, and she suggested that everyone look and see if they have some they could donate and bring to the hall. Mayor Buehrer said he definitely has some. Councilwoman Mackey reminded everyone that we also need to bring cookies for after the tree lighting, and the mayor brings hot chocolate. She also said that she would like to have the spotlight shining on the wreath on the hall again, like it was when we first put up the wreath. Administrator Johnson said he would look for the spotlight. Mayor Buehrer said the spotlight sat on the ground and was probably plugged in at the tree.

**ZONING:** Nothing to report.

**UTILITIES:** Mayor Buehrer asked if we got the handheld meter reader working. Utilities Superintendent Johnson answered that it is working like new again. Utilities Clerk Harnishfeger said he worked with a technician over a couple or three days to get everything working. New software was installed on the handheld and on the utility computer, and a new connection cable was installed. Then Chad scrambled to get most of the meters read a little late, so billing could be done.

Councilman Heckerman reported that they got the street lights fixed that we asked for. They had to use one of the new street lights from the shed. He said Councilwoman Mackey told him about another one by Tim Smith's house that is out. Councilwoman Mackey added that it was reported to her today that it was not working; it is the one at the corner of Broad and North Street.

**STREETS and ALLEYS:** Mayor Buehrer reported that the county did not order the salt for this winter that they normally order. He said he always orders salt, but the problem is that he orders it through the county. So, it remains to be seen whether they will give him the salt that he ordered. When they run short, they don't want to give anyone their salt. They said there was a shortage this year, due to a mine being flooded. So, they are shipping it in from overseas, which is expensive. They also have a new superintendent at the county garage, who says he is going to do things differently to try to save the county money.

**SIDEWALKS and TREES:** Mayor Buehrer reported that the big tree at Enright's on Main Street was taken down. The top sections had holes in them. The tree had ants and bugs. He said he received at least ten calls, asking about the wood. He told everyone, "First come, first served."

Mayor Buehrer reported that they picked up two loads of leaves today. Technically, this would have been the last leaf pickup, but he intends to do one more next Monday, December 3<sup>rd</sup>, because he still has to do one more pickup in Williamsburg.

**DRAINS and SEWERS:** Nothing to report.

**CITY HALL and PARKS:** Councilman Shanahan reported that, as was printed in the paper, we did receive a grant from the Wood County park grants program. They chose the middle grant, which was \$4,245.00 to build a 9-hole disc golf course. However, the paper erroneously said the grant was for replacing soccer goal and volleyball nets at Centennial Park. Mr. Shanahan said he will ask for a reprinting, so people don't think we are buying soccer goal and volleyball nets for \$4,000.00. Mr. Shanahan told members that he contacted the disc golf company from which we had obtained a quote, and they told him they had given him a summer sales quote, so the price may be different when we actually place the order in March of 2019. They said they would drop a considerable amount off of the shipping cost to help meet the original price quoted. Mr. Shanahan said that he also spoke with his friend, who will be helping install the disc golf course, to be ready to start getting the course in the ground as soon as we get the grant check. They would like to get an overhead picture of the park to use for mapping out the course. Mr. Shanahan reported that he and Councilwomen Mackey and Mehring spoke together and

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concluded that they would like to see the basketball court resurfaced with village money, since we did not receive a grant for that. People have expressed they would like to see that done, and it would be a benefit to the village to do it. Mayor Buehrer agreed. Councilwoman Mackey added that it has now become a safety issue. Councilman Heckerman recommended doing something about the drainage before resurfacing the basketball court. Mayor Buehrer agreed. Councilman Shanahan commented that the quote for resurfacing the basketball court included taking out the old court and redoing the whole thing, so maybe we can address the drainage issue when we do that. Councilwoman Mackey stated that the quote from Morlock was for \$8,750.00 through 2019, the same amount as he had quoted to former Councilman Jim Head for the grant the year before. She asked Fiscal Officer Harnishfeger if we have the money to do that and how we would go about it. Mr. Harnishfeger replied that there is enough money in the General Fund; Council would just need to approve the amount needed on a parks appropriation line item from the General Fund as part of our 2019 permanent appropriations. Councilwoman Mackey commented that, by redoing the court and putting in a frisbee golf course, what a revitalization that will be for the park! It would be good PR for our whole community. Mayor Buehrer added that he would like to see a walking trail added to the outside edge of the park, maybe paved with asphalt or stone. People could use it, for instance, to walk around the park while their children were playing. Councilwoman Mackey suggested asking for a grant for that next year. Mayor Buehrer said he agreed with Councilman Heckerman that drainage is a major issue at Centennial Park, especially after some rain. The south end of the park slopes, so water runs into a catch basin there. The north end is the biggest problem. The mayor said he doesn't know where we would be able to drain the north end to. We would need to find someplace to drain to on the north end; otherwise we would need to cut all the way across the park to the catch basin on Crom Street, which we don't want to have to do. We need drainage between the shelter house and the basketball court, and around the playground area. The park is used a lot by residents and the school, so why not spend some money getting it in better shape. It is almost unusable after a rainstorm and can't even be mowed. Perhaps we could install a catch basin just off of the parking area behind the horseshoe pits and then run tile out of that over by Arla Mae's, if there is a drain over there. Otherwise we would have to run drainage down toward Tontogany Road along the parking area. Fiscal Officer asked who might do this work for us and what it might cost. Mayor Buehrer responded that Palmer would probably do it and it might cost as much as \$10,000.00. Maybe it is something we could apply for as a grant. One way or another, it is one of those things we need to do. When Morlock redoes the court, we want to make sure they put stone in there or something to make sure the new court is above the water. Councilwoman Mackey commented that prepping the ground for the new court was itemized as part of the quote from Morlock. Councilwoman Mehring suggested that we let Morlock know that we will want him to do the basketball court this coming spring, so he can start making plans to include it in his jobs. Mayor Buehrer agreed, and he said that they may want to tear out the old court a week or two or a month before they get the asphalt, and get various jobs scheduled. The mayor advised that we may want to ask Morlock to put in a couple of extra loads of stone to raise the court up a little higher.

Councilwoman Mackey reminded everyone that Gary Gill is going to be the honored guest to light the tree this year. His brother will bring him, and family members will be there. Yesterday, she was approached by the daughter of Louis Pauff, asking when her dad might be asked to light the tree, because she thought he would really like to do that. Councilwoman Mackey said she thanked her and said we would keep the suggestion in mind for next year.

Fiscal Officer Harnishfeger reported that there were three hall rentals in November, on the 17<sup>th</sup>, 22<sup>nd</sup>, and 24<sup>th</sup>. And there are six hall rentals scheduled for December, on the 1<sup>st</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, and the 29<sup>th</sup>. He said he created another Blanket Certificate to have enough money to cover all security deposit refunds.

Fiscal Officer Harnishfeger reported that he received a call today from Beth Hayes, reporting that the recycling bins are full a lot of the time; today they were overflowing onto the ground and she

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couldn't put her recycling in them. She asked if they could be scheduled to be dumped more often than once a week. Mayor Buehrer responded that we can give her, or anyone who wants to complain, the number to call Wood County Solid Waste Management District. That is who they need to complain to or make suggestions to about recycling issues.

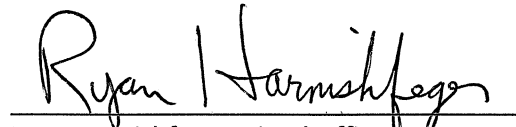
Councilman Heckerman reported that, when he rented the hall for Thanksgiving, he thought the kitchen could be kept cleaner than he found it. He scrubbed it down for their usage. He said he found some mouse droppings. He suggested maybe putting down traps to catch mice. He commented that he doesn't think our housekeeper is cleaning very well, especially in the kitchen. Mayor Buehrer explained that our housekeeper comes in only once a month, but the Odd Fellows are here every week, bringing in food and making whatever messes they make. Councilman Heckerman said he spoke with one of the Odd Fellows, who told him that a lot of the stuff filling up the refrigerator is not theirs, but items left by hall renters. Councilwoman Mackey suggested that maybe we need to think about raising the rent, across the board, in the coming year. She said she doesn't think anyone would complain if the rent was raised another ten dollars. If the Odd Fellows complain, we can explain that it is costing us more and the utilities are more. Councilwoman Mackey suggested that maybe we need to have the Odd Fellows hire the hall cleaning and have it done twice a month. Councilman Heckerman said he would ask them about it. Fiscal Officer Harnishfeger said our housekeeper charges \$37.50 for an hour and a half each month, at \$25.00 per hour.

With nothing further to discuss, Mayor Buehrer declared the meeting adjourned at 8:03 p.m.



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Todd Buehrer, Mayor



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Ryan Harnishfeger, Fiscal Officer