

## TONTOGANY VILLAGE COUNCIL

### MEETING MINUTES FROM: April 6, 2020

Council called to order in regular session at 7:00 p.m. with Mayor Matthew Shanahan presiding. Opening ceremony: Pledge of Allegiance to the Flag, led by Mayor Shanahan. Roll call of members: Brenda Mackey, here; Connie Mehring, absent; Jamin Roe, here; Jason Benedict, here; Mark Smith, here; Robert Bergfeld, here. Also present were Village Administrator/Utilities Superintendent/Meter Reader Chad Johnson and Fiscal Officer/Utilities Clerk Ryan Harnishfeger. Visitors present: Deputy Bird from the Wood County Sheriff's Office. Minutes from the March 16 meeting were approved as submitted.

**FINANCE and CLAIMS:** A spreadsheet of the current invoices was reviewed and approved by members. 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. Copies of the March Bank Reconciliation, Fund Status, Revenue Status, and Appropriation Status Reports were given to the mayor and the Finance Committee to review.

Mayor Shanahan reported that he received an email today from Hannah Smith, the outreach coordinator for the recycle bins. They have instructed the boy scouts to not continue their cleaning of the recycle bins until the COVID-19 emergency is over. So, we probably won't need to pay the \$50 monthly fee to the boy scouts while they are not performing recycling maintenance for us. In the meantime, they are asking the Village to come up with a way to maintain the cleanliness of the recycling area. The company that empties the bins weekly has told their drivers to not pick up anything that is on the ground. So, once the bins are full, if people stack recyclables outside of the bins, it will stay there unless we pick it up. He emailed Hannah back and asked if there could be a second pickup every week during this timeframe, and he asked about the possibility of getting a fourth container as well. She did not email an answer back yet. She had said that she was getting complaints about people putting bags in the containers and non-recyclable materials. The mayor commented that we cannot control that; we can't have someone at the bins to monitor what people are putting in them, nor are we going to dig through the bags put in there. Councilman Benedict reminded the mayor and members that, when the bins were first put in, we had discussed putting in security cameras. Councilman Smith commented that he thought it would be good to have four recycling bins, not just temporarily but all the time, because anytime after the weekend all three of the current bins are always full. Councilman Roe commented that there could be an issue with space for four bins by the hall. He asked if there might be another place in town where we could put two bins, so we would have two at the hall and two somewhere else, perhaps at Centennial Park in the parking area near the porta john. Mayor Shanahan pointed out that the question would be if the company that picks up would be willing to pick up at two locations. He said that he will pose all of these questions to Hannah Smith. In the meantime, he will come up Wednesday morning and do a quick cleanup. Fiscal Officer Harnishfeger asked if he should pay the April recycling bill to the scouts. The mayor answered that he had no problem paying them for April, and then putting a hold on the payments until they are able to start maintaining the bins again.

Copies of the March Incident Report were given to each member to review. Mayor Shanahan invited members to address any questions or concerns they may have to Deputy Bird. Members had no questions. The mayor asked the deputy if she had anything to report. She did not. The mayor thanked Deputy Bird and she left the meeting.

Mayor Shanahan did a third reading, by title only, of Ordinance #911-20, AN ORDINANCE ESTABLISHING SCHOOL ZONE TRAFFIC REGULATIONS. Councilman Smith made a motion to adopt Ordinance #911-20. Councilman Roe seconded this motion. All were in favor; motion carried.

Mayor Shanahan did a second reading, by title only, of Ordinance #912-20, AN ORDINANCE ADOPTING RECORDS RETENTION POLICY. The mayor commented that the 26-page policy document on the retention of various records was emailed to everyone.

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Fiscal Officer Harnishfeger reported that the two April hall renters both decided to cancel their events and they were given a full refund.

**ZONING:** Mayor Shanahan reported that he got with Zoning Inspector Brian Owens before the meeting, who turned in a zoning permit payment from Cale Swanson for a shed. The check and receipt were given to the fiscal officer. Mr. Owens did not have anything else to report. If anyone needs a permit, he asked to let him know and he will take care of it. Administrator Johnson offered to take care of this for Mr. Owens while he is away. Mr. Johnson also reported that Glen Hefflinger has been working upstairs on his building that we discussed in the past. The mayor and others commented that they had seen activity there and assumed he is getting the upstairs ready to rent.

Mayor Shanahan reported that the owner of Doc's asked him for contact information for the new owner of Moser's carryout. It sounded like they have an interest in buying the old carryout with the idea of putting a small bakery in there. Councilman Smith asked if it would be a storefront with a bakery. The mayor responded that it would. The mayor and members expressed that they thought it would be a good use of the building and a bakery would be patronized by people for various uses and events.

**UTILITIES:** Utilities Superintendent Johnson reported that he finished reading the meters yesterday. He also reported that he found the missing drinking fountain part that Councilwoman Mackey had reported at the last meeting. He had apparently noticed it was loose and fell on the ground, so he had tossed it in the back of his car. He will go to the park and check it, but we should be able to turn the fountain on now and not have to replace any missing parts.

Utilities Clerk Harnishfeger reported that he had one person call him about being laid off from work, due to the governor's emergency COVID-19 orders. They will not be able to pay their utility bill until they can go back to work, which is at least until May 1<sup>st</sup> now. Mayor Shanahan replied that we will work with them. We are not allowed to shut off utilities or charge late fees during the emergency. Customers just need to understand that utilities will have to be paid at some point, but we will work with them for now during the COVID-19 emergency.

Mayor Shanahan asked Utilities Superintendent Johnson if he heard anything more from Bowling Green about the street lights. Mr. Johnson replied that he had not. He will contact them again tomorrow, but he doesn't think they will be working on replacing bad electric poles anytime soon. Councilman Benedict asked if there were any poles on the list to be replaced that were critical. The bad ones all need replaced, but maybe we could just have them do the critical ones for now and get the rest later. Mr. Johnson said he would ask them tomorrow and give an update at the next meeting. Mayor Shanahan asked if we had received a bill yet for fixing the street lights. Fiscal Officer Harnishfeger replied that we have not received a bill for that yet. The mayor commented that he is curious to find out what the LEDs will cost us.

**STREETS and ALLEYS:** Councilman Smith reported that he noticed that our flags along the street are in disrepair. Mayor Shanahan responded that he discussed the matter with Fiscal Officer Harnishfeger on Thursday. The boy scouts typically changed the flags for us in the past, but they probably won't be doing that right now. They used to get new flags from the Legion, but last year Councilman Heckerman bought new flags through the Village's account at Main Street Ace Hardware in Bowling Green. Councilwoman Mackey reported that she spoke with Steve Powell the other day, who said he would be more than happy to take his truck and help take down old flags and put up new ones, if we need someone to help out. Mayor Shanahan commented that he will find out if the scouts would like to do it or not this year. If not, he will touch base with Steve Powell after purchasing some new flags on the Village's account at Ace Hardware. The mayor also commented that the flag at the hall is tattered and needs to be changed. Councilwoman Mackey reminded everyone that the Legion has a receptacle for old flags.

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Mayor Shanahan asked Councilman Smith if he had spoken with his father-in-law yet about street paving considerations. Mr. Smith answered that he had not had a chance to talk with him yet, but he will do so and get the information to Council. The mayor asked Councilman Roe for his thoughts about how to rate streets to know which ones should be a priority for repaving. Mr. Roe responded that you would start with a visual check for things like rutting, cracking and alligator cracking. Drainage can be an issue too, since standing water can ruin a street in a hurry. Crom Street doesn't have very good drainage. Broad Street is a candidate for repaving. We had crack sealing done on Tontogany Creek Road a few years ago; it is getting close to needing to be done again. The mayor added that Chad Hartman had raised some concerns about a big crack in Harley Woods. Mr. Roe pointed out that we previously received quotes from Morlock and from Rutter & Dudley, but we might want to get a quote from Chad Hartman's company too. Councilman Smith asked whether milling is needed. Mr. Roe answered that it depends on the condition of the street. Broad Street, for instance, is low enough that we could just pave on top of it. Mr. Smith commented that it would be better if we can find a cost-effective way to solve road problems now, rather than putting it off for three years and then needing to do something much bigger. Utilities Superintendent Johnson reminded everyone that the water line down Broad Street between Washington Street and Wall Street needs replaced. Mr. Roe acknowledged that we were waiting to repave the road until that was done, but our water fund doesn't have the money for a water line replacement. Mr. Johnson commented that the township just calls Tim Murphy to look at streets, and he could ask him to take a look at ours to give his opinion of which ones have the greatest need to be repaired.

Councilman Benedict reported that Randy Becker was asking him about where it floods around his corner. There are catch basins in other places but not where the water lays in his yard. Mayor Shanahan commented that there are also a lot of potholes on Crom Street as you go toward the park. He said that he stopped in and talked to the lady with a pothole at the end of her driveway and let her know that it was on our agenda to fix it.

Mr. Roe pointed out that he noticed that the crosswalk at Crom is getting pretty worn. The plastic lines are getting chipped away by the snow plow in the winter. If we are going to have new speed signs there, we might want to look at redoing the crosswalk. The existing markings would have to be removed before putting down new ones.

**SIDEWALKS and TREES:** Councilwoman Mackey asked when we might have a brush pickup. Mayor Shanahan responded that he texted Scott Alexander and let him know that we had brush pickup on May 20<sup>th</sup> last year but wanted to do it a little earlier this year. He didn't respond yet, so he will contact him again. Councilman Roe warned that we do not want Scott to decide all of a sudden to do it and not give us enough time to let the residents know to get prepared, as happened last fall. Councilwoman Mackey said she would get flyers out when the mayor lets her know the date, and she will let the fiscal officer know to have it posted on the website.

Councilman Bergfeld reported that there are some racoons living in a rotted tree in front of his neighbor's house just north of him on Broad Street. The tree is between the sidewalk and the street, so it is the Village's responsibility. The neighbor was quoted \$800 just to trim up two trees there. Councilwoman Mackey offered to contact Abe Rowe to look at it and give us a quote. Councilman Roe asked about a tree on Main Street cut down last year, if the stump just recently got ground or if it has been like that. He wondered if we should take care of cleaning up the pile of chips left there. The mayor commented that, if Abe takes down the rotted that tree Mr. Bergfeld reported, we want him to cut up the pieces smaller, so people can handle them easier to take them. Councilwoman Mackey responded that there will be an additional charge to do so. The mayor responded that he can give us a quote and we will talk about it.

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

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**CITY HALL and PARKS:** Councilman Smith reported that he noticed that the cover of the junction box for the basketball lights at the park is skewed and needs to be fixed. Mayor Shanahan asked Utilities Superintendent Johnson to look at it.

Mayor Shanahan reported that Josh Heckerman stopped him last week and told him that his original quote was referring to trimming the lower part of trees at the park, but, after looking at them more closely, he realized that the upper part of the trees needs trimming instead of the lower part. Josh thought it would change the cost, so the mayor asked him to submit an adjusted quote, but informed him that the current emergency may cause us to be more cautious in our spending decisions.

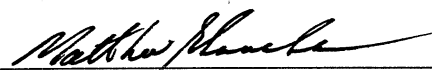
Mayor Shanahan asked members, in consideration of the current coronavirus emergency, if they thought we might want to rope off the basketball court to prevent the possibility of ten kids playing basketball together. We already took away access to the play structures, based on the governor's recommendations. Members discussed the matter and expressed no need to rope off the basketball court at this time, since there are rarely ten kids playing at one time anyway. In connection with that, Councilwoman Mackey asked what we intend to do about porta johns. Mayor Shanahan responded that we should hold off as long as we can and save the expense. He also said he called the person who built the porta john enclosure at Centennial Park and asked for them to come look at it and give a quote, but they have not called back yet. Councilwoman Mackey reported that one of the basketball nets was ripped up, so she and Ron bought a couple of nets, replaced the bad one, and have the other one as a spare. Mayor Shanahan offered for the Village to reimburse the cost of the nets, but Ms. Mackey said it wasn't necessary.

Councilman Benedict reported that he received a quote from Eric Palmer for the park drainage. Mayor Shanahan asked him to send it to Fiscal Officer Harnishfeger so he can email copies to the mayor and members. Mr. Benedict briefly described some of the things Palmer wants to do. The mayor asked the overall cost. Mr. Benedict said it was \$16,000.

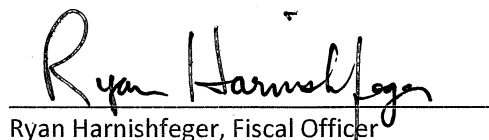
Councilman Smith asked if we could do something with the large wreath on the side of the hall. Councilwoman Mackey agreed that we need to take it down till next year. She said she spoke with Steve Powell about helping us get it down, but his truck is not tall enough. Mayor Shanahan said he would bring a ladder on Wednesday and take the wreath down.

Mayor Shanahan announced that the next meeting is in two weeks, when they are saying we will be at the peak of the virus. Solicitor Skaff has pushed for possibly conducting electronic meetings. However, if everyone is good with meeting like we did tonight, using social distancing, we could do that again. Or, if we don't have anything major on the agenda, we could just cancel the meeting, if we feel that would be called for, since we already approved the fiscal officer to pay any bills. Members mentioned the park drainage project as something we need to attend to and get it approved so Eric Palmer can get it on his schedule. Mayor Shanahan concluded that we will plan on meeting in person, unless something changes, such as receiving a special order from the governor. Councilman Benedict pointed out that Palmer's quote does not say anything about re-seeding after he is done. He can ask him about that. Mayor Shanahan advised that we should keep the extra budgeted money for this project available to cover unforeseen expenditures.

With nothing further to discuss, Mayor Shanahan wished everyone a happy and healthy Easter and declared the meeting adjourned at 7:58 p.m.



Matthew Shanahan, Mayor



Ryan Harnishfeger, Fiscal Officer