

# VILLAGE OF SWANTON

Council Meeting Minutes

December 14, 2020

6:15 p.m.

Prayer

Pledge of Allegiance

Roll Call:	Kathy Kreuz	Michael Rochelle
	Tony Stuart	Craig Rose
	J. David Pilliod	Dianne Westhoven

*Motion to approve the agenda made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll call. ALL YES. Motion passed 6-0.*

*Motion to approve regular Council November 23, 2020 meeting minutes as amended made by Councilwoman Kreuz, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.*

Committee Reports: Councilman Rose provided a summary of Committee of the Whole: quarterly Credit Card Compliance; renew Smartbill Contract; Safe Routes contract administration; WRRF master plan.

Old Business:

*Third Reading Ordinance 2020-XX: Authorizing the Village Administrator to renew the agreement for a countywide Emergency Management Agency made by Councilman Rose, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.*

*Third Reading Ordinance 2020-XX: Authorizing the Village Administrator to enter into an agreement with Fulton County Commissioners to provide for Indigent Legal Services in Fulton County Eastern District Court made by Councilman Rochelle seconded by Councilman Rose. Roll Call. Motion passed 6-0.*

New Business:

*Motion to approve quarterly credit card compliance review made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

*Motion to approve one-year contract with Smartbill made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

*Motion to approve 3555 Waterville-Swanton contract made by Councilman Rose, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.*

Amending Ordinances 2020-07 and 2020-20, 2020 Permanent Appropriation Ordinance

- a. Received more funds through the CARES Act
- b. Must amend appropriations to reflect the increase in monies

*Councilman Rose moved to suspend the rules for Emergency Ordinance 2020-XX: Amending Ordinances 2020-07 and 2020-20, 2020 Permanent Appropriation Ordinance, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

*Motion amending Ordinances 2020-07 and 2020-20, 2020 Permanent Appropriation Ordinance motion made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

*First Reading 2020-XX: Amending Chapter 74 (Parking Generally) of the Codified Ordinances motion made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

*Motion to authorize Administrator to enter into contract with Fishbeck engineering firm for the purpose of developing a WRRF Master Plan, not to exceed \$48,500 made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

Mayor's Report:

Mayor Toeppe reported he attended several meetings: Planning Commission; EMS Levy Meeting; Mayors Association of Ohio; weekly meetings with Administrator Hoelzle. He also reviewed WRRF Master Plan proposals and agrees with Fishbeck recommendation. Mayor Toeppe also mentioned addressed several residents' concerns regarding water issue and sidewalk issue.

Administrator's Report:

1. Operations affected by COVID-19 pandemic
  - a. Municipal Building continues to be closed to public foot traffic until January 3
    - i. If the cases do not stabilize, over the next few weeks, this may be extended

- ii. This closure is one way we are trying to mitigate any exposure
    - iii. Further, some staff may be working remotely as another method to limit exposure
  - b. 2021 Facility Rentals
    - i. Staff will begin taking reservations on January 5 for 2021 events
    - ii. There are some changes to the reservation process
    - iii. Please check the website, the upcoming newsletter or call the Administration Office for more details
- 2. General COVID-19 topics
  - a. Weekly calls with Lucas County local governments and Health Dept.
    - i. Main discussion is vaccines
  - b. Monthly calls with Fulton County local governments and Health Dept.
    - i. Next meeting on December 16
  - c. Village of Swanton has disposable masks and will begin distributing to businesses and other organizations which may benefit from them
- 3. Planning Commission
  - a. December meeting, the Planning Commission approved the Conditional Use application for a dynamic display sign for Faith Lutheran Church
- 2. Village Voice Winter Edition
  - a. Next edition of the e-newsletter will be out later this month
  - b. If Council wishes to have anything in the newsletter, please let me know
- 3. TMACOG General Assembly
  - a. Held virtually from January 19-22
  - b. I've been asked to facilitate Village caucuses once again
  - c. Keynote Speaker will be Joseph Comartin, Consul General of the Canadian Consulate in Detroit
    - i. He will share a construction update on the multibillion-dollar Gordie Howe International Bridge. Set to open in 2024, this structure will offer the only direct highway-to-highway connection between Canada and the United States in the Detroit-Windsor area. The Consul General will discuss how communities along the I-75 corridor may leverage the economic potential of this project.
  - d. Please let administrator Hoelzle know if you would like to register
- 4. Storm Water Charge- annual billing

- a. Residential property owners who have tenants residing on their property will be sent a letter regarding the storm water charge
  - b. \$3 monthly charge currently billed monthly
  - c. Looking to bill annual for \$36 to streamline process
5. Lucas County Budget Commission update
  - a. Budget Commission met on December 11, 2020
  - b. The meeting includes approving the 2021 allocation of the Local Government Fund
  - c. During the meeting, I asked, for the record, if it was possible to get clarification on the formula used for allocation
  - d. Of the over \$13 million distributed, the Village of Swanton will receive \$25.71 for the entire year
  - e. This is the same question we have asked Fulton County
6. Youth Leadership Toledo
  - a. Went virtual
  - b. Still grateful to discuss the Village and local government in general
7. Engagement Check In Follow up
  - a. Sent brief survey to employees regarding the check ins
  - b. Received a response from almost half of the employees I met with
  - c. 72% would be interested in check ins again in the future
  - d. 55.6% said once a year, 27.8% twice a year, 16.7% more than twice
8. 13950 Airport Highway
  - a. Ordinance to amend zoning classification
  - b. First reading on September 14; there were only four (4) members of Council
  - c. Actual passage is based on third reading when the vote is taken
  - d. This will be presented in January for second reading
9. Project Updates
  - a. Safe Routes to Schools
    - i. Sent revised plans to Norfolk Southern regarding the Z-gates at the grade crossing on Main Street
    - ii. Still on track for 2021 construction but dates may be amended depending on what/when NS provides
  - b. Beard Pavilion
    - i. PDG is finalizing the necessary steps to go out to bid

Personnel Report:

1. Annual recognition

- a. 10 years of service
  - i. Steve Kovar- Water Treatment Plant
- b. 5 years of service
  - i. Chad Branum- Fire and Rescue
  - ii. Zachary Holdridge- Public Service
  - iii. Lee Kusz- Police
  - iv. Neil Tedrow- Public Service
  - v. Jim Zywocki- Fire and Rescue

2. Creation of position

- a. Job position
  - i. Committee of the Whole recommends creation of Community Development Assistant Position

*Motion to approve position of Community Development Assistant made by Councilman Rose, seconded by Councilwoman Kreuz. Roll Call. Motion passed 6-0.*

b. Job description

*Motion to approve job description of Community Development Assistant made by Councilman Rose, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.*

3. Resignation

- a. Carleton Arnold, Firefighter, has submitted letter of resignation from full time employment. Mr. Arnold wishes to remain on part time

*Motion to approve resignation of Carleton Arnold effective December 26, 2020 made by Councilwoman Kreuz, seconded by Councilwoman Westhoven. Roll Call. Motion passed 6-0.*

4. Hiring

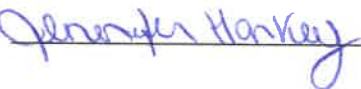
- a. Public Service
  - i. Interviewed candidates for Public Service position
  - ii. Recommend hiring Benjamin Parker effective January 4, 2021 at \$16.00/hour

*Move to approve hiring of Benjamin Parker as full-time Public Works & Utilities Laborer, at \$16.00/hour contingent upon a successful completion of pre-employment background check and drug screen. Employment will be effective January 4, 2021. Mr. Parker will have a one (1) year introductory period effective January 4, 2021. Mr. Parker will accrue sick leave in accordance with policy. Mr. Parker is entitled to personal leave in accordance with policy. Mr. Parker will be granted 80 hours of vacation leave upon hire made by Councilwoman Kreuz, seconded by Councilman Rose. Roll Call. Motion passed 6-0.*

Adjourn:

*Motion to adjourn meeting at 7:00 p.m. made by Councilman Rose, seconded by Councilman Stuart. Roll Call. Motion passed 6-0.*

  
\_\_\_\_\_  
Neil Toeppe, Mayor

Attest:   
\_\_\_\_\_  
Jennifer Harkey,  
Fiscal Officer

## Committee of the Whole

December 14, 2020

6:00 p.m.

1. Credit Card Compliance
  - c. Nothing has changed from last report
  - d. Mrs. Harkey will touch on the document
  - e. Mr. Rochelle will need to sign
  
2. Smartbill- contract
  - f. Smartbill is the vendor used to process utility bills
  - g. Originally entered into agreement in 2015
  - h. This is the renewal; presenting for one (1) year
  - i. Staff will evaluate over the next year with regard to work flow in two regards
    - i. Paperless billing
      1. There was a large increase in paperless bills in 2020
    - ii. Digital meter readings
      1. More time internally

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Proceed with one-year contract</i>			

3. Safe Routes Contract Administration
  - j. Due to funding structure the Village will need to have a different firm administer the contract for Safe Routes to Schools
  - k. RFQ was sent out and the Village received one proposal
    - i. MAAKIL Group out of Bowling Green
  - l. Reference check shows they have experience in Local Public Agencies (LPA) and projects which have federal funding aspects (ODOT receives federal funds and using them for the Safe Routes grant program)

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Proceed</i>			

4. WRRF Master Plan

- m. Received proposals for WRRF Master Plan
- n. The intent of the Master Plan is to evaluate, mainly, the WRRF but also the larger wastewater collections system
- o. For example, there were issues at the north life station, over the past month, mainly due to wipes marketed as “flushable”, rags, and the like damaging pumps
- p. The objective is to engage with a firm to provide the analysis and produce a document which will help Council decide the path forward on capital improvements and other projects related to water resource recovery
- q. Staff recommends engaging with a firm called Fishbeck
- r. Proposal is under Administrator Hoelzle’s \$50,000 spending limit so no ordinance would be needed however it would be nice to have a simple motion for record purposes

<i>More Discussion Needed</i>	YES	NO	If yes, resume when:
<i>Decision/Recommendation</i>	YES	NO	No Decision Needed
<i>Decision Details/Comments: Proceed with Fishbeck</i>			