

**OTTAWA HILLS VILLAGE COUNCIL
MEETING MINUTES
October 3, 2022 6:30 PM**

Call to Order – Mayor Kevin Gilmore

6:30 PM

Village Representatives in Attendance

Councilman Edward Shimborske III
Councilwoman Dana Dunbar
Councilwoman Katherine O’Connell
Councilwoman Heather Phillips
Councilman John Lewis

Solicitor Sarah McHugh
Councilman Marc Thompson
Village Administrator John Wenzlick
Mayor Kevin Gilmore

Citizen Attendees

Nasrin Afjeh

Yarko Kuk

Acting Clerk

A motion was made by Mr. Shimborske and seconded by Mr. Lewis to appoint Mr. Wenzlick as acting clerk. The motion passed unanimously.

Minutes

A motion was made by Mr. Thompson to approve the minutes from the September 12, 2022 Council meeting, and Mrs. Phillips seconded the motion. The motion passed unanimously.

Swearing In

Mr. Wenzlick introduced our newest officers and Mayor Gilmore swore in Officer Wolke and Officer Uthumalebbe.

Citizens Comments

None

Finance & Future Planning – Mr. Lewis

Mr. Lewis reported that September income tax collections continue to be 10% or \$333,000 ahead of projection, and 11%, \$347,123, ahead of 2021. The committee met and reviewed the 2022 Budget which includes an expected overall surplus of \$900,000. The committee reviewed a 2023 draft budget, including a projected operating surplus of \$84,000 and a capital deficit of \$1,187,000.00.

Human Resources – Mrs. Phillips

Mrs. Phillips reported the committee met and discussed health insurance, staffing, holidays, and the employee appreciation fund. The service department continues to struggle with using temp agency employees. The committee recommends adding one full time service department employee, increasing the total to 8 employees. Due to staffing shortages, Deputy Chief Estok has been filling in on road patrol to help cover shifts. He has not had the opportunity to take much of his vacation time, so the committee recommends removing his vacation accrual cap for 2023.

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Due to the competitive job market and difficulty in retaining employees, the committee recommends a bonus of \$5,000 to full time employees and \$2,500 to part time employees, to be distributed on December 9, 2022. The committee is recommending a 5% pay increase in 2023, along with adding 2 extra personal days.

There is money appropriated in the budget for an employee appreciation fund. These funds are received from residents as donations to the employees. A motion was made by Mrs. Phillips to authorize the expenditure of \$1500 for employee gift cards from the employee appreciation fund. The motion was seconded by Mrs. O'Connell and passed unanimously.

Safety – Mr. Shimborske

Mr. Shimborske reported the committee met with Clint McCormick, Glass City Marathon director, to review and approve the race map for 2023. There was a request for an overnight parking pass on Kirkwall, but the request was tabled until the resident is ready to proceed with his request. There is legislation on the agenda tonight to purchase a police vehicle. Due to supply chain issues, the vehicle was difficult to find and is expected to arrive in 2023.

Services & Environment – Mrs. Dunbar

None

Streets & Bridges – Mr. Thompson

Mr. Thompson reported the committee met and discussed the OPWC grant application, which will be submitted by October 7th for the 2024 road projects. Mr. Wenzlick stated the Riva Ridge bridge is near completion and we are very appreciative of Lucas County Engineers' office assisting us through the bridge project.

Utilities, Equipment, Buildings & Grounds – Mrs. O'Connell

None

Visioning Committee – Mrs. Dunbar

None

Solicitor's Report

Solicitor McHugh deferred her report to executive session.

Administrator's Report

None

Mayor's Report

None

Old Business

None

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None

Mayor Gilmore read Ordinance 2022-7

Motion to waive three readings:	Motion –	Mrs. Phillips
	Second –	Mr. Thompson
	Unanimous Approval	

Motion – Mrs. Phillips
 Second – Mr. Thompson
 Yeas (6) – Mrs. Dunbar, Mr. Thompson,
 Mrs. Phillips, Mr. Shimborske,
 Mrs. O’Connell, Mr. Lewis
 Nays (0) –

Motion to waive three readings:

Motion –	Mrs. Phillips
Second –	Mrs. O’Connell
Unanimous Approval	

Motion – Mrs. Phillips
 Second – Mrs. O’Connell
 Yeas (6) – Mrs. Dunbar, Mr. Thompson,
 Mrs. Phillips, Mr. Shimborske,
 Mrs. O’Connell, Mr. Lewis
 Nays (0) –

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Making appropriations and deductions from previous appropriations, amending Ordinances 2021-11, 2022-3 and 2022-6, and declaring an emergency.

Motion – Mr. Lewis
Second – Mrs. O’Connell
Unanimous Approval

Motion – Mr. Lewis
Second – Mrs. O’Connell
Unanimous Approval

Motion – Mr. Lewis
 Second – Mrs. Dunbar
 Yeas (6) – Mrs. Dunbar, Mr. Thompson,
 Mrs. Phillips, Mr. Shimborske,
 Mrs. O’Connell, Mr. Lewis
 Nays (0) –

Mayor Gilmore read Resolution 2022-23

Authorizing the Village of Ottawa Hills to Participate in the Sourcewell Cooperative Purchasing Program.

Motion – Mr. Lewis
Second – Mrs. Dunbar
Unanimous Approval

Motion – Mr. Lewis
 Second – Mrs. O’Connell
 Yeas (6) – Mrs. Dunbar, Mr. Thompson,
 Mrs. Phillips, Mr. Shimborske,
 Mrs. O’Connell, Mr. Lewis
 Nays (0) –

Mayor Gilmore read Resolution 2022-24

Authorizing the purchase of one Police Interceptor SUV all-wheel drive vehicle and authorizing the trade-in or sale of one Police vehicle and declaring an emergency.

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Motion to adopt legislation as an emergency:

Motion –	Mr. Shimborske
Second –	Mrs. Phillips
Yeas (6) –	Mrs. Dunbar, Mr. Thompson, Mrs. Phillips, Mr. Shimborske, Mrs. O’Connell, Mr. Lewis
Nays (0) –	

7:29 PM

Phon. J. Fla.

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