

**OTTAWA HILLS VILLAGE COUNCIL
MEETING MINUTES**

November 13, 2023 7:00 PM

Call to Order – Mayor Gilmore

7:00 PM

Village Representatives in Attendance

Councilman Edward Shimborske III
Councilwoman Dana Dunbar
Councilwoman Heather Phillips
Mayor Gilmore
Interim Finance Director April McDonald

Solicitor Sarah McHugh
Councilman Marc Thompson
Councilwoman Katherine O’Connell
Village Administrator John Wenzlick

Citizen Attendees

Nasrin Afjeh
Dan Wimmers

Larry Nameche

Acting Clerk

A motion was made by Mr. Shimborske and seconded by Mrs. O’Connell to appoint Ms. McDonald as acting clerk. The motion passed unanimously.

Minutes

A motion was made by Ms. Phillips to approve the minutes, from the September 11, 2023 Council meeting, and Mrs. O’Connell seconded the motion. The motion passed unanimously.

Citizens Comments

None

Human Resources – Mrs. Dunbar

Mrs. Dunbar stated the police department is planning to hire a lateral applicant that is currently certified as a police officer in another state. The applicant will need approximately 400 hours of Ohio police officer training to become certified in Ohio. The police department received a grant to reimburse the Village the cost of the police academy and uniforms.

Mrs. Dunbar stated the Committee is supportive of Mayor Gilmore’s intent to appoint April McDonald as the Village’s Finance Director.

Mrs. Dunbar stated a motion will be necessary to distribute the \$4,000 in the employee appreciation fund. The Village will provide each employee a gift card: approximately \$150 for full-time employees and \$74 for part-time employees. These funds are in this year’s budget, and were based on 2022 donations to the Village from residents. The department heads are currently reviewing options for further recognizing staff, and their accomplishments, in the future. Recommendations made by the department heads will be considered for implementation into a plan, which we anticipate having in place at the first of the year. Mrs. Dunbar stated it is very important to recognize everyone that works for the Village. An additional \$5,000 was placed in next year’s budget to fund the efforts.

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Mrs. Dunbar stated the Committee discussed a potential bonus for Village employees this year. The bonuses were part of a larger discussion related to employee pay and factored into the final recommendation for next year's pay increases. Ms. McDonald also noted we anticipate ending the year about 6% under operating budget. The Committee recommended a \$3,000 bonus for full-time employees and \$1,500 for part-time employees, to be distributed prior to the end of the year.

Mrs. Dunbar stated Ordinance 2023-11 is on the agenda to appropriate the required funds for the bonus. It also increases the tax refund budget by \$25,000. This is necessary due to two large, unexpected, refund requests. The ordinance also increases Village Life's professional services budget by \$5,000, to cover the costs of additional instructor fees. We anticipate the additional funds necessary for Village Life will be offset by increased Village Life revenues. These moves do not increase the overall budget.

Mrs. Dunbar stated the Committee reviewed historical figures related to employee compensation and the CPI, considered the current employment market, recognized the service provided by our employees, and placed a strong consideration on future financial wellness for the Village. The Committee recommended a 4% wage increase for Village employees. Additionally, a review of Service Department employees was conducted. The Committee recommended an additional 5% increase for the positions of Crew Members I & II, and also Crew Leader. The wage modifications for these positions will bring them closer to the local market average for similar employees.

A motion was made by Mrs. Dunbar to authorize the distribution of \$4,000 in the employee appreciation funds, and Ms. Phillips seconded the motion. The motion passed unanimously.

Safety – Ms. Phillips

Ms. Phillips stated there are still 15-20 children crossing at the Bancroft and Evergreen area. The Service Department is waiting on a part for the RRFB so the light can be installed, and it will be pedestrian activated.

Finance & Future Planning – Mr. Thompson

Mr. Thompson stated the October income tax was slightly ahead of projection and continues to be 6% over projection year to date. Items on the agenda tonight include appointing RITA delegates, legislation for RITA, appropriation legislation, and our 2024 budget.

Streets & Bridges – Mr. Thompson

Mr. Thompson stated we received cost estimates from Fishbeck for Bancroft Street depending on the approach that we take. The study contains information about intersection safety, bicycle safety, the potential of sidewalks and crossing points with raised crosswalks. These would allow residents to cross at mid-block and as a driver, you would see those and slow down naturally. Mrs. Dunbar stated you can change the traffic flow as needed with a signalization update. Mr. Thompson stated traffic signals can adapt to different times of day and traffic conditions. Our hope is that we could receive grant funding for the potential Bancroft project. Mr. Wenzlick stated we have encumbered

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\$5,000 for Fishbeck to start an application on the Evergreen bridge, keeping in mind the application process takes a while.

Services & Environment – Mrs. O’Connell

Mrs. O’Connell stated the next meeting is December 19th and the Committee will discuss the items the Committee has worked on this past year and the GoZero composting program. Mrs. Dunbar stated it would be nice to discuss composting pumpkins for Village residents.

Utilities, Equipment, Buildings & Grounds – Mr. Shimborske

None

Solicitor’s Report

Ms. McHugh stated in regard to the litigation with Lewandowski Engineers, we have agreed to stay the case, pending mediation, with both sides agreeing to participate. We will establish a date for that purpose, and she will keep Council updated.

Administrator’s Report

None

Mayor’s Report

None

Old Business

None

New Business

Mr. Wenzlick stated that April McDonald started with the Village in 2021 and has been an asset to the Village. She has completed numerous Ohio Auditor training sessions since she became Interim Finance Director and will continue with annual required training. Ms. McDonald shared her previous work experience and stated she has completed the CPIM training and required fiscal training for new finance directors. She stated she recently attended the fiscal officer training in Perrysburg and was able to meet other finance directors and state auditors, which she can contact, if necessary.

A motion was made by Mrs. Dunbar and seconded by Mrs. O’Connell to confirm the Mayor’s appointment of Ms. McDonald as Finance Director. The motion passed unanimously.

A motion was made by Mr. Thompson and seconded by Mrs. O’Connell to confirm the Mayor’s appointment of Ms. McDonald as the delegate for RITA and Mr. Wenzlick as the alternate. The motion passed unanimously. The Regional Council of Governments (RCOG) is the oversight entity for RITA. The delegate has the ability to cast a vote on RCOG business, such as the election of individuals to the RITA Board of Trustees.

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Ordinances & Resolutions

Mayor Gilmore read Ordinance 2023-9

Ordinance 2023-9	Amending Ordinance 2015-10 known as the income tax ordinance to include changes necessary to facilitate joining the Regional Income Tax Agency and include changes to Ohio Revised Code Section 718.
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Motion to waive three readings:	Motion – Mr. Thompson Second – Mr. Shimborske Unanimous Approval
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Motion to adopt legislation:	Motion – Mr. Thompson Second – Mr. Shimborske Yeas (5) – Mrs. Dunbar, Mr. Thompson, Ms. Phillips, Mr. Shimborske, Mrs. O’Connell Nays (0) –
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Mayor Gilmore read Ordinance 2023-10

Ordinance 2023-10	Amending ordinance 2022-11 fixing salaries for village employees for calendar year 2023, and declaring an emergency.
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Motion to waive three readings:	Motion – Mrs. Dunbar Second – Ms. Phillips Unanimous Approval
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Motion to declare an emergency:	Motion – Mrs. Dunbar Second – Ms. Phillips Unanimous Approval
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Motion to adopt legislation:	Motion – Mrs. Dunbar Second – Ms. Phillips Yeas (5) – Mrs. Dunbar, Mr. Thompson, Ms. Phillips, Mr. Shimborske, Mrs. O’Connell Nays (0) –
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Mayor Gilmore read Ordinance 2023-11

Ordinance 2023-11	Making appropriations and deductions from previous appropriations, amending ordinances 2022-10, 2023-3, 2023-4 and 2023-7, and declaring an emergency.
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Motion to waive three readings:	Motion – Mr. Thompson Second – Mr. Shimborske Unanimous Approval
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Motion to declare an emergency:	Motion – Mr. Thompson Second – Mr. Shimborske Unanimous Approval
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Motion to adopt legislation:	Motion – Mr. Thompson Second – Mr. Shimborske Yeas (5) – Mrs. Dunbar, Mr. Thompson, Ms. Phillips, Mr. Shimborske, Mrs. O’Connell Nays (0) –
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Mayor Gilmore read Ordinance 2023-12

Ordinance 2023-12	Annual appropriation Ordinance.
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Motion to waive three readings:	Motion – Mrs. Dunbar Second – Ms. Phillips Unanimous Approval
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Motion to adopt legislation:	Motion – Mrs. Dunbar Second – Ms. Phillips Yeas (5) – Mrs. Dunbar, Mr. Thompson, Ms. Phillips, Mr. Shimborske, Mrs. O’Connell Nays (0) –
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Mayor Gilmore read Ordinance 2023-13

Ordinance 2023-13	Fixing the salaries for Village employees for 2024 and repealing Ordinance 2020-16, Ordinance 2021-6, Ordinance 2021-8 and 2022-11.
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Motion to adopt legislation:

Mayor Gilmore read Resolution 2023-23

Motion to adopt legislation:

Mayor Gilmore read Resolution 2023-24

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Motion to waive three readings:

Motion – Mr. Thompson
Second – Mr. Shimborske
Unanimous Approval

Motion to declare an emergency:

Motion – Mr. Thompson
Second – Mr. Shimborske
Unanimous Approval

Motion to adopt legislation:

Motion – Mr. Thompson
Second – Mr. Shimborske
Yeas (5) – Mrs. Dunbar, Mr. Thompson,
Ms. Phillips, Mr. Shimborske,
Mrs. O'Connell
Nays (0) –

Mrs. O'Connell stated that it has been a privilege to represent the Village on Council. She wishes the Village and Council members continued success. Mayor Gilmore stated it has been a tremendous privilege to be able to serve as Mayor and he thanked Council and his family members. Mr. Thompson stated it has been an honor to work with Mayor Gilmore and Councilwoman O'Connell.

Next Meeting Date

TBD

Adjournment

7:38 PM



Mayor