

**OTTAWA HILLS VILLAGE SPECIAL COUNCIL
MEETING MINUTES
October 29, 2024 8:00 AM**

Call to Order – Mayor Thompson

8:00 AM

Village Representatives in Attendance

Mayor Thompson
Councilwoman Dana Dunbar
Councilman Dan Wimmers
Councilwoman Wendy Greeley
Solicitor Kati Tharp
Deputy Chief Gregg Estok

Councilman Edward Shimborske III
Councilwoman Heather Phillips
Councilman John Lewis
Village Administrator John Wenzlick
Finance Director April McDonald

Citizen Attendees

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Minutes

A motion was made by Ms. Phillips and seconded by Mr. Shimborske to approve the minutes from the September 16, 2024, Council meeting. The motion passed unanimously.

Citizen Comments

Administrator's Report

No Report

Mayor's Report

Mayor Thompson asked Ms. McDonald to give a report on the grant funding for the bridge. Ms. McDonald stated that it was announced last week that we were granted the cap amount of \$2.5 million, and the project will begin in spring 2027. She stated the Village will also be able to apply for OPWC funding. She stated that we will be reaching out to Lucas County to be the inspector again, as they did for Riva Ridge.

Old Business

No Report

New Business

A motion was made by Mr. Lewis and seconded by Mr. Wimmers to approve the payment to Kati Tharp in the amount of \$1,113.00 for the period of September 2024. The motion passed unanimously.

Mayor Thompson stated that the Ohio Revised Code establishes that the Administrator is appointed by the mayor with confirmation of Council. Mayor Thompson stated he wants to make this a collaborative process with Council members being involved in the selection process. Mayor Thompson stated that we have confidence in Ms. McDonald and the other key people in the organization and he does not want to rush into this process.

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Mayor Thompson reviewed some of the advantages and disadvantages as far as a candidate search. We have a wonderful community and it's a great place to live with a strong sense of pride. We have a good financial situation, although we do have some challenges. The staff are great and the next person coming into this position will have good people to work with. Our council is a solid group of individuals that serve our community well. For those reasons, this will be an attractive job. However, on the downside we are a small community, and our size has some relationship to growth and progression.

Mayor Thompson stated we would be looking for someone with 5-7 years of experience and with some public sector experience. Mr. Shimborske stated the management part of the position would be the most important part of it, it would be nice if someone had a law degree, but it wouldn't be necessary. Mayor Thompson stated we want to identify the characteristics we are looking for. This is not an employer market right now and we do not want to make a narrow search. Mrs. Dunbar stated that 5-7 experience makes sense. Ms. McDonald stated she understands this could be a lengthy process and would like to be patient to find the right candidate. Ms. Phillips stated we need to recognize that Ms. McDonald will be doing two full-time jobs, and we need to be aware of the workload.

Mr. Shimborske stated the Council deals with a lot of residents, and we may find an interested candidate that lives here. Mayor Thompson stated residency seems uncertain with this position, he asked if it can be required. Mr. Wenzlick stated for some of the higher-level positions, other places uphold those requirements. Mayor Thompson stated that the Ohio Revised Code states the Administrator must live within the village within 6 months or it must be waived by Council. Mr. Wenzlick stated the city of Toledo has some residency requirements for their police and fire and the court found they could not require that. He stated he believes we will limit the candidate pool if we require residency. If we require residency, we will need to increase the pay to allow the person to afford to live here. Mr. Lewis stated if we have a candidate that is moving into the area, we could encourage them to live in the village. Also, if they already lived near the village, we could waive it.

Mr. Shimborske asked the mayor, based on his experience to this manner, has he found that applicants are relocating and what kind of education do they have. Mayor Thompson stated most people have a graduate degree and a lot of them have some kind of public policy and/or administration experience. In terms of residency, the cost of moving and housing are big factors. Mr. Mockensturm asked what the salary range is for this position; Mr. Wenzlick stated the salary range is between \$123,000 to \$149,000. Mayor Thompson stated this range is appropriate and we will be competitive in the market. Ms. Phillips asked if the size of our current administration is adequate. Mayor Thompson stated he thinks this works against us a little, as over the years we have done a lot of things to improve efficiency but in this case it's a little less attractive to an employee.

Mayor Thompson stated that Mr. Wenzlick contacted the Ohio Plan regarding an applicant search. Mayor Thompson stated the Ohio Plan is a consortium of governments in Ohio that we buy insurance from. The Ohio Plan helps their clients with a variety of things such as risk management, job descriptions and can provide applicant searches for their clients. We will need to decide if we

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want to use a company for an applicant search or conduct it internally. The quote from the Ohio Plan is between \$10,000 to \$12,000. Mayor Thompson stated that in terms of development, we would create postings and then review the applicants. We could look at them through the HR Committee or start a new committee specifically for this. Mr. Lewis stated he is not inclined to do it internally and Ms. Phillips stated it would take a lot of time that office staff could be utilizing on other tasks. Mrs. Greeley asked if they would do it exclusively, if we went with Ohio Plan, would they cover all the bases. Mayor Thompson stated yes, and one of the things they would do is ask what the advertisement would say. Mayor Thompson asked Mr. Wenzlick if it would include the cost of the advertisement, Mr. Wenzlick stated it would. They would be very flexible on the involvement. Mr. Shimborske stated that we are more than capable of doing it ourselves, and he would donate his time. Mrs. Greeley asked if they do LinkedIn or are they like headhunters, if it's a matter of putting ads in, she will want to know what they would do. Mayor Thompson stated we would need to get a specific proposal from them.

Ordinances & Resolutions

Mayor Thompson read Ordinance 2024-8:

Ordinance 2024-8	Confirming the appointment of Gregg Estok as Interim Police Chief of the Ottawa Hills Police Department and waiving the residency requirement as described in section 737.15 of the Ohio Revised Code, and declaring an emergency.
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Motion to waive three readings:

Motion –	Mr. Shimborske
Second –	Ms. Phillips
	Unanimous Approval

Motion to declare an emergency:

Motion –	Mr. Shimborske
Second –	Ms. Phillips
	Unanimous Approval

Motion to adopt legislation:

Motion –	Mr. Shimborske
Second –	Ms. Phillips

Yeas (6) –	Mrs. Dunbar, Mr. Wimmers, Ms. Phillips, Mr. Lewis, Mr. Shimborske, Mrs. Greeley
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Nays (0) –

Mayor Thompson read Ordinance 2024-9:

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Ordinance 2024-9 Confirming the appointment of April McDonald as Interim Village Administrator of the Village of Ottawa Hills and waiving the residency requirement as described in section 735.273, and declaring an emergency.

Motion to waive three readings:

Motion – Mr. Shimborske
Second – Ms. Phillips
Unanimous Approval

Motion to declare an emergency:

Motion – Mr. Shimborske
Second – Ms. Phillips
Unanimous Approval

Motion to adopt legislation:

Motion – Mr. Shimborske
Second – Ms. Phillips

Yeas (6) – Mrs. Dunbar, Mr. Wimmers,
Ms. Phillips, Mr. Lewis,
Mr. Shimborske, Mrs. Greeley

Nays (0) –

Mayor Thompson read Ordinance 2024-10:

Ordinance 2024-10 Amending ordinance 2023-13 fixing salaries for village employees for calendar year 2024, and declaring an emergency.

Motion to waive three readings:

Motion – Ms. Phillips
Second – Mrs. Greeley
Unanimous Approval

Motion to declare an emergency:

Motion – Ms. Phillips
Second – Mrs. Greeley
Unanimous Approval

Motion to adopt legislation:

Motion – Ms. Phillips
Second – Mrs. Greeley

Yeas (6) – Mrs. Dunbar, Mr. Wimmers,
Ms. Phillips, Mr. Lewis,
Mr. Shimborske, Mrs. Greeley

Nays (0) –

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Mayor Thompson read Ordinance 2024-11:

Ordinance 2024-11	Making appropriations and deductions from previous amending ordinances 2023-12, 2024-2, 2024-7, and declaring an emergency.
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Motion to waive three readings:

Motion – Second –	Mr. Lewis Ms. Phillips Unanimous Approval
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Motion to declare an emergency:

Motion – Second –	Mr. Lewis Ms. Phillips Unanimous Approval
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Motion to adopt legislation:

Motion – Second –	Mr. Lewis Ms. Phillips
Yeas (6) –	Mrs. Dunbar, Mr. Wimmers, Ms. Phillips, Mr. Lewis, Mr. Shimborske, Mrs. Greeley
Nays (0) –	

Mayor Thompson read Resolution 2024-25:

Resolution 2024-25	Authorizing the addition to the salt storage facility at the service building, and declaring an emergency.
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Motion to waive three readings:

Motion – Second –	Ms. Phillips Mr. Shimborske Unanimous Approval
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Motion to declare an emergency:

Motion – Second –	Ms. Phillips Mr. Shimborske Unanimous Approval
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Motion to adopt legislation:

Motion – Second –	Ms. Phillips Mr. Shimborske
Yeas (6) –	Mrs. Dunbar, Mr. Wimmers, Ms. Phillips, Mr. Lewis, Mr. Shimborske, Mrs. Greeley

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Nays (0) –

Next Meeting Date
November 11, 2024

Adjournment
9:00 AM

A handwritten signature in black ink, appearing to read "Mayor J. Thompson", written over a horizontal line.

Mayor Thompson