



MEETING MINUTES

GRAND RAPIDS COUNCIL REGULAR SESSION



Held: November 27, 2023

Page 1 of 6

The Council of The Village of Grand Rapids convened in regular session from 7:00 P.M. to 7:59 P.M. in the Old Fire Hall. Mayor John Berry called the meeting to order with the following members and visitors present:

Rachel Smith – Present
Rick Tolles – Present
Jody Donsbach – Present

Martha Frantz - Present
Lynn Sylvain – Present
Louise Estep - Present

EMPLOYEES: Chad Beyer and Kristel Beyer

VISITORS: None

Mayor thanked Fowler for videoing this meeting. Mayor wanted to note that anything on the video would not be approved until next meeting.

MINUTES: Smith made a motion, seconded by Frantz to approve the minutes of the meeting held on November 13, 2023.

Sylvain stated she has some additions. At the last meeting she referenced the sunshine law which states a public body must keep full and accurate minutes of the meetings, these meetings do not need to be an exact transcript of every word but the minutes must be promptly prepared/filed to be available for public inspection. Sylvain's reference was the last minutes we received the same day of council and these minutes were received Friday at 4:14 pm, basically a Holiday day, effectively one day in advance. Sylvain feels it is not meeting the requirement of the sunshine laws and feels the sunshine law needs to be referenced here and is not her saying they are not timely. Frantz said it is in the last meeting minutes in the first paragraph word for word. Estep stated we discussed at the last meeting that Friday would be fine and that is why she sent them out on Friday. Sylvain does not think anyone said Friday is fine and she asked for them to be done within 24 hours, no one agreed and she asked for 48 hours and no one agreed. Estep stated when she was on Council previously the packets were delivered to our homes on Sunday and was never an issue, she feels receiving them on Friday is enough time to review them. Sylvain asked for the minutes the Friday before so she can have more time to research. Estep asked what research does Sylvain need, she just needs to read them and stated she is at the meeting. Sylvain stated there are always things to check out. Smith stated she thinks getting the minutes along with the rest of council packet works. Sylvain stated Ordinance 2023-3 is the Ordinance to force Village employees to take direct deposit, she referenced ORC 9.37g, she would like that referenced. Donsbach stated as referenced in the Sunshine Laws it does not need to be an exact transcript of every word. Sylvain feels that if the audience would like to validate what is being said on an ordinance, we should give them that reference material. Sylvain said there was a comment on the needs assessment, Smith said that Sylvain wanted hydropower on the needs assessment and Sylvain brought in the proposed needs assessment. Estep stated we are discussing the minutes not what was previously discussed. Smith said during the needs assessment discussion when we were discussing alternative power sources, Sylvain said we have the dam we should be utilizing it for hydro power, Sylvain said it is not on the needs assessment, Smith said again it was part of our discussion.

Votes were:	Frantz - yes	Smith - yes	Tolles – yes
	Estep - yes	Donsbach - yes	Sylvain – no

MOTION APPROVED

BILLS:

Donsbach made a motion, seconded by Tolles to approve the bills from November 10 - November 23, 2023 in the amount of \$11,400.88.

Sylvain has questions and thanked Estep for bringing the bills in for review. Sylvain's first question, Cam-Tech invoice states jet truck helped with bridge street pump there was no scope of work so it was difficult to see what was done. Administrator stated they helped pump out Bridge Street pump station while we did repairs. Sylvain asked if the \$500 would be time and material, Administrator said yes, she asked how many hours, Administrator said about 4 hours. Sylvain questioned Panning Excavating \$2,754 she did not see a quote, is this time and material as well. Administrator stated they gave us a quote and he told council about this a while ago. He said they replaced a storm sewer off Beach Street, replaced curb box valve from an accident there is an insurance claim. Sylvain questioned the zeros on the Hill Asphalt invoice like paint. Fiscal Officer stated she believes that was them listing the project of painting and itemizing throughout the rest of the invoice. Sylvain stated there were half dozen zeros what were they for? Fiscal Officer does not have the invoice in front of her to answer that currently. Sylvain asked for a follow-up. The HIM Module invoice stated verbal Chad do we issue purchase orders for things we purchase; did we issue a purchase order for this, Administrator can look. Sylvain did not see a receipt on this, did we receive the item, Administrator said yes. Sylvain questioned the Casa Bella invoice they are at net zero which means we pay immediate, we either are paying late or paying before approval and asked Fiscal Officer which one are we. Fiscal Officer stated we pay when we receive. Sylvain stated they are paid before approved then, Fiscal Officer said these have not been paid yet, Sylvain stated then we are late, Fiscal Officer said we are not late. Sylvain questioned the MASl invoice and the two invoices on the same day, we should request a consolidated invoice. Administrator said it is for different water and sewer testing. Sylvain said a consolidated invoice is a way to save money and we should request them to do that. Sylvain questioned the Printing Systems Invoice, it states purchase order Kristel was there a purchase order, Fiscal Officer stated that is there because she authorized the company to proceed with printing the utility bill paper stock. Smith said frequently when we order something over the phone or via email it will say purchase order verbal on the invoice and then a purchase order is created after the invoice is received. Smith said a lot of times vendors do not require purchase orders when a relationship is established. Sylvain asked if we require purchase orders, Smith said we would have to do a purchase order after receiving the invoice. Sylvain said most companies issuing after the fact shows lack of control, Smith said that is not true. Sylvain did not see a receipt for that, Fiscal Officer said the packing slip is attached to the invoice, Sylvain did not see a signature, Fiscal Officer said her signature goes with the delivery. Sylvain stated the invoice for Jones & Henry Lab \$365 stated attention Chad Hoffman, we might want to get that updated. Fiscal Officer stated we have asked them. Sylvain questioned Suburban Natural Gas there are two accounts listed at 24282 Front Street, one states Police Department. Estep stated we contract with the Sheriff department so we provide them an office. Sylvain stated there are two meters at 17460 Sycamore do you know where they are, Administrator said one for the garage and one for the offices. Sylvain stated on the suburban utility bill it lists an infrastructure replacement rider and a few other items and asked Kristel if she knew what those were. Fiscal Officer stated Sylvain can contact Suburban to find out what those items are. Sylvain asked the Administrator if

anyone he contracted with are his relatives, Administrator said no. Fiscal Officer clarified the Hills Asphalt bill with the question on the zero-dollar amounts. The first zero is for striping Sherwin Williams traffic paint white this is the product they used for the areas, it states this again on another page, the other zeros are notes, basketball court lot, pool baseball field lot, admin lot by water tower, lot east of car wash, mill street, this was them noting what project areas they were at.

Votes were: Smith - yes Tolles - yes Estep - yes
Donsbach - yes Sylvain - yes Frantz - yes

MOTION APPROVED

INTRODUCTION OF VISITORS APPEARING BEFORE COUNCIL: None

SHERIFF'S REPORT: None

MAYOR'S REPORT: Mayor thinks the town looks really nice with all the Christmas decorations up and thanks everyone involved in doing it. He noticed the town has been busy and hopes it gave good commerce to the stores. The group that decorated the Christmas tree did a great job and it was nice hearing the Christmas songs as it was being lite. Mayor attended the performance at the Town Hall that evening and it was great to see. He hopes everyone had a great holiday over thanksgiving, many thanks to all who we are grateful for, we are very lucky to be right here in Grand Rapids compared to a lot of other places in the world. Light up the night is coming up next. He appreciates everything everyone has done and he hears it from others around town. Mayor stated Sylvain had asked about tornado places a few meetings ago. Mayor stated there is a church for tornado shelter mostly for the people in the trailer court, the fire department would open the basement at the church on Woodburn Ave. Mayor stated most generally people stay in their home, he said there is not a designated tornado shelter in town, so the best thing would be friending your neighbors if they have a basement or offer yours if you have a basement. Mayor clarified we do not have a designated shelter for people in town. Sylvain asked if we will be publishing on the website. Mayor stated he would discuss with the fire department first.

ADMINISTRATOR'S REPORT: Administrator said Buckeye Pumps should be here on Friday to pull out two pumps at the Bridge Street Lift Station and hoping one pump is fine and will be sending the other pump in. We had some underground wires corrode and Speiser Electric should be here this week to install underground electric at the wastewater plant. He had Panning Excavating come in to install a new storm sewer catch basin and fixed a curb box. They will be getting things ready for winter this week to make sure everything is good to go. Frantz asked how they know something is wrong, do you get an alarm, Administrator said yes, we get alarms on our phones.

FISCAL OFFICER'S REPORT: Fiscal Officer stated we have two third readings of an Ordinance and a Resolution that can have a motion for passage tonight, and then we have a first reading of an Ordinance.

READING OF COMMUNICATIONS: Mayor received a letter from Northwest Wood Ambulance District and we need to appoint a new member to the board for a new three-year term starting January 1, 2024 through December 31, 2026. Mayor is still looking for someone and stated the person would help run the operation of the emergency squad.

COMMITTEES: Estep read the Finance, Wages & Audit Committee meeting minutes.

ORDINANCES/RESOLUTIONS:

Mayor gave the first reading to Ordinance 2023-4: An Ordinance Amending and Establishing Pay Schedules for the Village of Grand Rapids, Ohio

Estep made a motion seconded by Smith to suspend the rules and give Ordinance 2023-4 three readings tonight.

Votes were: Estep - yes Donsbach - yes Sylvain - no
 Frantz - yes Smith - yes Tolles - yes

MOTION APPROVED

Mayor gave the second and third reading to Ordinance 2023-4: An Ordinance Amending and Establishing Pay Schedules for the Village of Grand Rapids, Ohio

Estep made a motion seconded by Smith for passage of Ordinance 2023-4: An Ordinance Amending and Establishing Pay Schedules for the Village of Grand Rapids, Ohio

Votes were: Tolles - yes Smith - yes Frantz - yes
Sylvain - without a plan to update his skills to the qualifications required, no
Donsbach - yes Estep - yes

MOTION APPROVED

Mayor stated Ordinance 2023-4 has passed.

Mayor gave third reading to Ordinance 2023-3: Ordinance to Mandate Direct Deposit of Compensation for Village Employees and Elected Officials, Effective January 1, 2024.

Estep made a motion seconded by Donsbach for passage of Ordinance 2023-3. Sylvain stated this was presented as an opportunity to save money for the village and asked how much money will this save on changing three checks to direct deposit. Estep stated we do not have that because it is also the time of voiding checks and then the time of creating an unclaimed monies account with the State because of the non-cashed checks.

Votes were: Frantz - yes Smith - yes Tolles - yes
 Estep - yes Donsbach - yes Sylvain - no

MOTION APPROVED

Mayor stated Ordinance 2023-3 has passed.

Mayor gave third reading to Resolution 2023-08: Temporary Appropriation for the Village of Grand Rapids, Ohio.

Votes were: Donsbach - yes Estep - yes Tolles - yes
 Smith - yes Frantz - yes Sylvain - yes

MOTION APPROVED

Mayor stated Resolution 2023-08 has passed.

UNFINISHED BUSINESS: Estep said it was discussed at the October 23rd meeting that we need to discuss taking down the garage and removing it, this is the building next to the Town Hall. Estep cannot support the Village doing that or contracting to do that. Estep looked on the County Auditor website and yes most of it is on Village property, however, the Village did not build it or have items stored in it and have not been maintaining it. Estep feels the right thing to do is to have our Village Solicitor to send the property owner a letter to have the building moved. Estep does not feel the Village should take it down since we did not put it up or maintain it, it would not be a neighborly thing to do. If the Village decides to move forward with that, she does not support that. Estep stated David Fowler asked us to look at our Public Records Policy and the amounts we are charging. Estep did do this, she looked at Tontogany, Weston, Haskins, Northwest Water & Sewer, and

the Ohio Attorney General's Office they all do charge for records when they are requested. He had highlighted email is to be treated in the same fashion as records in other formats and should follow the same retention schedules. Estep said to her that is talking about records retention not by when you are sending something by email, Estep said I am sure most of the records that are being requested would need to be scanned in and sent, to her that is the same as making a copy and should be charged at that rate of whatever the village decides to charge. Estep said the Village office does have a night drop since it was also mentioned it is an inconvenience to pay for documents. Estep said she is not in favor of changing that, we are right in accordance with the other villages and Ohio Attorney General's Office, they also charge for documents. David Fowler stated by the Sunshine Law she is not required to create a digital copy if it is not. Estep said she is not going to request any changes in that at this time based on the research she did. Estep asked Sylvain how the bid document policy was going that she stated she would work on. Sylvain said she has a draft form that needs a final look through, she stated it is 10 pages and it covers purpose, scope, breach, rules and responsibilities, transparency, accountability, delegation of authority, spend threshold, etc. Estep asked when will it be ready, Sylvain stated possibility by next meeting. Sylvain asked about the lighting and stated John was working on that. Mayor said he received an email today and is still working on it. Sylvain asked about the Pavilion and the header for the Town Hall. Administrator said he has not heard back from them and will continue to contact them or may have to find someone else. Sylvain asked about the computers and what we are going to do with those. Mayor said we could look into possibly donating by the first of the year. Sylvain stated it was brought up to discuss the employee handbook and council rules. Estep stated she had this under new business since approval of the Ordinance we will need to revise the employee handbook because now we have an hourly village administrator.

NEW BUSINESS: Sylvain stated Kevin Olman paved his alley beside his house and asked what the protocol on that was. Administrator stated he had asked permission and it has been stated if something ever happens the village is not responsible for fixing it, it would be on Kevin Olman to fix. Sylvain stated he is parking in the alley and it appears he is using it as his driveway. Administrator said we can ask him to park in his driveway. Sylvain asked so a change to Village property does not need to go to the planning commission. Administrator said no. Sylvain asked if someone needs an exemption to a zoning code does that go through the Planning Commission, Smith stated yes. Sylvain said on talking about transparency and small-town corruption, there is a really good document called the Center for Advancement of Public Integrity by Columbia Law School, there are some helpful hints and guidelines, she feels one of the committees should work on ethics next year. Smith met with members of the Historical Society last week prior to receiving David Fowlers email concerning the Town Hall. We discussed the Town Hall and some other items which are already being addressed by the Administrator and the Mayor. She asked them to provide a needs list and a wish list, once received she will be scheduling a Buildings, Parks, Properties & Maintenance Committee meeting. Donsbach stated she scheduled an Industrial & Commercial Development Committee meeting on Dec. 7, 2023 at 7 pm to discuss 2024 projects and a Safety & Welfare Committee Meeting on Dec. 7, 2023 at 7:30 pm to discuss 2024 Eclipse both are in the Town Hall. Mayor stated we will also need a parks committee meeting to discuss possible location of bronze tree if we decide to move forward with it.

November 24 - December 7, 2023 Bills

Toledo Edison	\$3,754.92	Electric Bill
UBS Credit Card	\$138.62	Trash Bags, Light Bulbs, Google Storage, Continuing Ed Course for Chad
Postmaster	\$310.00	Annual Mailing Permit Fee
Mid-Wood	\$629.84	Fuel, cable and clamps
Casa Bella	\$240.00	Public Restroom Cleaning
WC Sheriff	\$7,801.92	Contract Service
Culligan	\$27.50	Water Testing Supplies
Municipal Utilities	\$15,876.29	Wholesale Water
Craun Liebing Company	\$2,890.00	Mill Street Lift Station Controller
Rumpke	\$79.56	Monthly Trask Pickup
Treas State of Ohio	\$101.25	Town Hall Elevator Certification Fee
Frontier	\$334.11	Landline Phone/Fax
Verizon	\$106.00	Cell Phones
Buckeye Pumps	\$2,978.00	Bridge Street Lift Station Repair
Total	\$35,268.01	

*Council Approved 4-1, Sylvain voting no

To: Village Council
Date: December 11, 2023

RE: Council Meeting –

1. Buckeye Pumps removed the pump that needs repaired, and made sure nothing was damaged. They also pulled the other pump out and inspected it making sure nothing was wrong with it and then reinstalled it. Bridge Street lift station is back to running normal.
2. Speiser Electric came in and ran two new underground conduits, one for the existing problem and then another for a backup if this happens again. The road had to be cut for the new conduit and some sidewalk had to be removed. I will look into the road and sidewalk repair when the weather warms up.
3. I have received quotes for a couple of trees to be taken down. Envirocare will be taking the tree down at 24338 W Second Street possibly this week.
4. Twisted Timber said they would try to be here to do the repairs on Wright Pavilion this week.

