

**SPECIAL COUNCIL BUDGET WORKSHOP MINUTES**  
**VILLAGE OF MANTUA, OHIO**

April 23<sup>rd</sup>, 2013 6:30 p.m.

**CALL TO ORDER:** 6:30 p.m. by Mayor Clark

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Council President Ben Prescott, Bill Zoller, Linda Schilling, Paul Janson, and Marty Hura. Giles Seith was absent.

Motion to excuse Giles by P. Janson, seconded by B. Prescott. All ayes on vote.

**OTHERS PRESENT:** Mayor Linda Clark, Clerk-Treasurer Jenny August, Solicitor Michele Stuck Police Chief Harry Buchert.

**CITIZENS:** None

**DISCUSSION ABOUT THE 2014 BUDGET:**

Mayor Clark started the discussion with Chief Buchert. His budget is partly increased due to the School Resource Officer. He will be asking the school for an increase from \$17.18 to \$20 per hour. He expects that the school will agree. The fast cop grant is coming around again that pays for wages for a full time officer for three years and then we would have to pay the fourth year. His concern is what we would do with the officer after the four years. Mayor Clark said this budget is \$16,000 higher than the budget Jenny created. Jenny said her budget is in line with what we actually used in 2012. She felt we should try to keep our spending where it is because we will lose another \$25,000 in Local government funds and also we are setting aside \$1,000 per month from the General Fund for the St. Gobain Capital Project. Ben said the General fund may have to support some expenses from the sewer fund also. Harry said he also plans to use more Auxiliary Officers to help save money. Jenny asked about the bullet proof vest grant. She thought Harry said it was going to be charged to Uniforms. Harry said he is hoping for a 100% grant, but if it isn't we would have to address that.

Harry asked who does the Parks budget. The Parks wages have increased. Jenny said it is because part of Lisa's pay now comes out of Parks.

Mayor Clark suggested taking \$1,000 off Park wages towards the St. Gobain project. Jenny said there are several projects scheduled at the Park that may require our employee's labor hours. Jenny suggested that there may be room in Tree Care. Council said to take \$1,000 from Parks and \$1,000 from Tree Care.

Michele asked if the OPERS is changing. Does everyone still have to pay into it even though they aren't earning credit?

Jenny said we may end up with wiggle room in the insurance cost that we can move later in the year if we need it somewhere else. Mayor Clark asked about the training in the Clerk-Treasurer's office. Linda Schilling asked if Jenny has to go. Jenny said she is required to attend every year. At least we won't have audit fee's next year.

Mayor Clark asked if the Engineering Services include what DMRC pays. Jenny said she basically just budgeted for the monthly retainer. Council said to take \$1000 off Income Tax refunds for St. Gobain money.

Bill asked about the increase in Street wages. Mayor Clark said we increased Street wages slightly because any work that was done in the Storm Sewers now must be charged to Streets.

Mayor Clark suggested that we invite the Cemetery Board to a meeting in late fall so we can have our Cemetery "wish-list" submitted by year end.

Regarding the decrease in Streets Equipment repairs, we have reduced repair expenses since we got some decent trucks. Several funds have about \$1500 budgeted towards other new or used vehicles. We need to get Anthony out of the Freightliner because the diesel bills are pretty high.

Linda Schilling said the gas bill at the water plant has really increased for 2013, and then dropped back down. Jenny said it is because of that humidity issue. We thought we were going to need extra, but looking at what was actually spent, we budgeted towards that amount. Mayor Clark asked if we can use money from the Water Operating towards the St. Gobain project if we don't use it all. Jenny said the St. Gobain money should come from Income Tax since it originated from an income tax overpayment.

Linda Schilling asked why Sewer wages are so high. It keeps creeping up. Jenny said in 2010 we had Trego as our operator. Now that Ed is gone, we are paying for an Operator of Record, plus Mike May to do maintenance. Also Tom, Daryl, Anthony and Lisa are all being paid out of sewer. Tom & Daryl read the meters, and Lisa does the billing, so there are legitimate hours. That will have to be looked at.

Mayor Clark said the end totals are about \$80,000 less than last year. Jenny said part of that would be the Cemetery paving and Permissive paving projects that we can't really count on. Jenny said she was conservative with the expected revenues on page one, so hopefully we will get more than that. Mayor Clark suggested that everyone take the budget home and look it over some more.

Motion to adjourn the Council Workshop at 7:15 by Ben Prescott, seconded by Paul Janson.

All ayes on vote.

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Linda Clark, Mayor

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Jenny August, Clerk-Treasurer

**SPECIAL COUNCIL MEETING MINUTES**  
**VILLAGE OF MANTUA, OHIO**

APRIL 23<sup>rd</sup>, 2013 7:23 p.m.

**CALL TO ORDER:** 7:23 p.m. by Mayor Clark

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:** Council President Ben Prescott, Bill Zoller, Linda Schilling, Paul Janson, and Marty Hura, Giles Seith was absent.

Motion to excuse Giles Seith by L. Schilling, seconded by B. Prescott. All ayes on vote.

**OTHERS PRESENT:** Mayor Linda Clark, Clerk-Treasurer Jenny August, Solicitor Michele Stuck.

**CITIZENS:** None

**DISCUSSION:**

**Authorizing the use of Council Chambers for certain events:**

Mayor Clark explained that PARTA had reserved the lodge for a meeting on May 7<sup>th</sup> over a month ago. Then the Village received a letter from the Board of Elections that they would be using the lodge on May 7<sup>th</sup> for voting. There was nowhere else to allow them to hold their meeting, and Michele verified that they would need special permission to use Council chambers, so Council thought in the future legislation could be written to allow use of Council Chambers on certain occasions.

Motion to allow PARTA to use Council Chambers on May 7<sup>th</sup> by L. Schilling, seconded by B. Prescott. All ayes on vote.

**Zoning Permits:**

Mayor Clark said there are three zoning permits that she is working on.

- The first is Italian Gardens. He painted over the existing awning, so that one is okay. He painted a sign on the side wall of the building. She plans to charge him \$20.
- The second is Stamm Construction. Ellie would like to place a 2X3 sign on the west side of 44 in the tree lawn. According to the Zoning Code Section 450.10.C.2, permanent information or directional signs are permitted. The signs must not exceed 2 square feet, which makes it in violation. If it is considered a temporary sign, it can only be there for 30 days, and she wants to leave it up for three months. Bill suggested that Council makes an exception since it is bringing in new business. Michele said we would be forgoing enforcement, which is discretionary. So if it is not enforced for 90 days instead of 30. The Mayor said she plans to approve it and charge her \$9.50.
- The third zoning issue is Atlantic Gardens wanting to put up a clear span building that is 170 feet long, 64 feet wide, and 30 feet tall to cover their outside stuff. Michele said it sounds like the kind they put up for plant sales. It might be under accessories. Paul asked if it is a permanent structure. The Mayor thought it was. Then it needs to go to Planning for a site plan. Bill said it may not be a permanent structure, and we need to let this happen for them because they have already been looking for another building to move into that would accommodate their needs. Michele said they need to meet the lot and yard requirements.

### **Cemetery Fee Issues:**

Mayor Clark explained that the Auditor called her in to discuss a receipt from Jeff Blunk for \$45 for a foundation that stated that she authorized him to get this rate. Jeff had approached her last August and asked if there was anything the Village could do to help him get his foundation for his parents grave, and he didn't really have any money. She referred him to Anthony. When Anthony asked her about it, she said he is the sexton. She was aware of the situation but didn't follow up on it. The Auditor asked why she authorized charging him for 1 square foot when the footer was actually 18 x 52 inches. When the Auditor spoke with Anthony, he said the Mayor authorized it. Anthony said he didn't say that. Anthony wrote a letter for the Mayor to read to Council stating that because of Jeff's hardships, he had allowed Jeff to do a complete setup and installation of his parents foundation. Jeff paid for the concrete, dug out and formed up the foundation. He came back and removed his forms, back filled, seeded and strawed the area. Anthony said he gave Jeff the okay to do this without Mayor Clark's approval. Mayor Clark said we may get a finding in our audit because of this. Michele said Council could retroactively approve the Village Administrator's approval of a reduced fee since the citizen did a substantial portion of the work himself. Linda Schilling asked if this will leave it open for others to do this. Mayor Clark asked if something like this comes up again that Jenny feels that she needs to put a note on it, to please bring it to her attention. Jenny said when she brought her concerns about the uniform issue to Finance, it didn't do any good. Mayor Clark said Council told her it would be addressed at Service, and it was addressed but never put in the minutes. Service didn't like that it was done and said it would not happen again. Mayor Clark said she would see that it is in the next minutes. Michele will prepare legislation for the next meeting for the Cemetery fee issue.

### **Proposed Audit Adjustments:**

Council had a paper to review of the adjustments that needed to be made as a result of the 2011-2012 audit. Michele said there would be legislation to approve these adjustments at the next meeting.

Motion to adjourn the Council Workshop at 7:49 by Ben Prescott, seconded by Linda Schilling. All eyes on vote.

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Linda Clark, Mayor

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Jenny August, Clerk-Treasurer