

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

**July 8, 2013 6:030 p.m.**

**CALL TO ORDER:** 6:00 p.m. by Mayor Clark

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:** Council President Ben Prescott, Bill Zoller, Giles Seith, John Clark, Paul Janson, and Marty Hura.

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

**CITIZENS:** Victor Grimm, candidate for Village Administrator.

**Interview with Victor Grimm:**

Council interviewed Victor Grimm, one of the candidates for Village Administrator. Paul asked him what his intentions are for working, part time or full time. Vic said he would like 6 months to phase down his business, if a full time opportunity is available. Bill asked him if he would be interested in a part time position such as maintenance and Vic said he applied for the full time Village Administrator position, but he is asking to start out part time because he has some customers he still wants to take care of. Paul asked him if he intends to keep certain customers and remain in business. Vic said yes, just scale his business down. John asked him how many hours he wants to work. Vic said 30 hours, and he would keep his other business local and give the road jobs to his assistant.

Paul said regarding the Township Trustee position versus the Village position, where would his priorities lie if there were situations going on in each place. Vic said the Township now has three full time guys, so he doesn't get called out much like he used to. John asked him if there were a big snow storm, what he would do. Vic said he would plow the Village. The township has back up people on standby if they need additional people to plow. Paul asked him when his Trustee meetings are. Vic said they are held the first and third Thursday of each month at 7:30.

Paul asked him if he has had any experience working in water or wastewater treatment plants. Vic said he has worked at many, and he listed several and described the work he did at them. Linda asked him if he has experience on a back hoe, and if he would consider himself to be knowledgeable, intermediate, or excellent. Vic said he owns his own backhoe, and each one has a learning curve. He said he considers himself knowledgeable. Ben asked him if he can repair hydrants. Vic said he worked on several at Sea World.

John asked him if he has any experience in filling out paperwork for grants. Vic said yes, he does the applications for the Issue 2 grants every year, and only twice have they not gotten approval because it was someone else's turn to receive a grant. He also has applied and received the Local Small Government Grant which usually goes to Villages for street paving. Linda asked him why he feels like he is the best candidate. Vic said he has 15 years experience working in the Township government, he has lots of contacts, is capable of doing repairs on vehicles and equipment.

John asked him if he works on pumps. Vic said mostly magnetic, but has worked on some centrifugal pumps. He can replace seals also. He has done a lot of work with Kline and Kavelli.

Linda said the maintenance is a very important part of this job and she and Council know how capable he is. She is interested in knowing how he is on the administrative end. Vic said he takes care of the on-line reporting and has been doing the budgeting for 15 years along with the Fiscal Officer. Linda asked him if he can set up and manage a budget for each fund. Vic said yes, he is familiar with the UAN reports. He always shops around for the best pricing before submitting for a purchase order. Ben asked him about his computer skills. Vic said he is light on computer skills, but is getting better.

Linda asked him if he felt that he could dig out a fire hydrant to replace or work on it. Vic said yes. He said he also can dig graves. If it is a real tight place, he would ask someone with a mini excavator to do it.

Linda said even with an Administrative Assistant, there are times when the Village Administrator has to shut people off or work out payment plans. How would he handle this? Vic said if they had a certain circumstance causing the problem, he would make them come up with some of the money and then set up a payment plan.

Giles said when there were emergencies; Vic has come to the village and repaired out equipment for us. At this time, Vic was thanked for coming in and he left the meeting.

- ❖ Motion to go into executive session at 6:28 for Personnel matters by P. Janson, with a second from B. Prescott. All ayes on vote.
- ❖ Motion to return to the special Council meeting at 7:17 by M. Hura, with a second from B. Prescott. All ayes on vote

#### **Filling the position of Village Administrator**

Mayor Clark said at this time she is not ready to make a recommendation for her candidate of Village Administrator. There are still a few things she is checking out and hopes to have a recommendation at the Tuesday Council meeting. She will be contacting Mr. Grimm for a second interview to ask him some questions that came up in executive session.

#### **Filling the position of Assistant Clerk**

Council agreed that outsourcing the taxes does not seem to be the way they want to go. Jenny will still have to create the database and be almost as involved as she is now. Bill Zoller suggested that we hire Kate Rogers as Assistant Clerk, who has a tax background and consider doing something different at the end of Jenny's term.

- ❖ Motion to approve hiring Kate Rogers as Assistant Clerk by B. Prescott, seconded by P. Janson. All ayes on vote.

#### **Adjournment:**

Motion to adjourn the Special Council Meeting at 7:19 by P. Janson, seconded by B. Prescott. All ayes on vote.

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Linda Clark, Mayor

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Jenny August, Clerk-Treasurer