

**Village of Milan  
Council Meeting  
June 26, 2024**

June 26, 2024, Council Meeting was called to order with the Pledge of Allegiance by Mayor Pam Crosby at 6:30 P.M.

Roll call: Rospert – yes, Taylor – yes (arrived at 6:54PM), Shafer – yes, McManus – yes, McIlrath – yes, Naufel – yes.

Also, present – Mayor Pam Crosby, Village Administrator Rospert, Fiscal Officer Joanne Clapp, and Solicitor James Barney.

**PUBLIC HEARING FOR 2025 COUNTY TAX BUDGET**

Motion by McManus, seconded by McIlrath to open the Public Hearing at 6:31PM.

Roll Call: McManus – yes, McIlrath – yes, Rospert – yes, Taylor – absent, Shafer – yes, Naufel – yes.

Fiscal Officer Clapp explained that general fund expenditures estimated are mostly the same as Year 2024 except for increasing personal services by about 5%; the enterprise funds are estimated mainly using the estimated revenue we expect to receive in; the remaining funds are estimated mostly using the total available for expenditures. Over the next five years possible capital expenditures are the purchase of a new police cruiser, new dump truck and pick up truck for the Street Department, new backhoe, continue with sidewalk repairs and road paving. In September the Department heads will start working on the Year 2025 Appropriations.

Motion by Rospert, seconded by McManus, to close the Public Hearing at and resume their regular Council meeting at 6:33PM.

Roll Call: Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – absent.

Motion by McManus, seconded by Rospert, to approve the Minutes of the May 22<sup>nd</sup> Regular Council Meeting. Roll Call: Taylor – absent, Shafer – yes, Naufel-yes, McManus – yes, McIlrath – yes, Rospert – yes.

Motion by McIlrath, seconded by Rospert, to approve the Minutes of the June 13<sup>th</sup> Council Work Session Meeting. Roll Call: Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Naufel – abstain, Taylor – absent.

## **CITIZEN PARTICIPATION**

Melissa Murphy requested to use the Village square on July 12<sup>th</sup> and August 16<sup>th</sup> during the hours of 6:00PM – 8:30PM for a prayer revival, however she is unable to obtain insurance and inquired from Council if there is an alternative available. Administrator Rospert explained that our Village insurance providers require Event host to provide the Village with a copy of their liability insurance showing the Village as an additional insured. Council recommended to contact other churches for possible sponsor.

Motion by McIlrath, seconded by McManus, to approve the use of the Village square on July 12<sup>th</sup> and August 16<sup>th</sup> contingent on providing the Village with the proper insurance.

Roll Call: McManus – yes, McIlrath – yes, Rospert – yes, Taylor – absent, Naufel – yes, Shafer – yes.

Jolene Buehrer with Friends of the Milan-Berlin Library District requested permission to install a Little Free Library at Lockwood Road Park.

Motion by McManus, seconded by Naufel, to approve.

Roll Call: McIlrath – yes, Taylor – absent, Naufel – yes, Shafer – yes, McManus – yes, Rospert – yes.

Administrator Rospert presented the Milan Melon Festival Committee festival contract for this year to Council and the change from last year, is the enforcement of No Parking on South Center Street between Church Street and Broad Street from Thursday prior to Labor Day, until the Tuesday after Labor Day (both the east and west sides of the roadway).

Motion by McIlrath, seconded by Shafer, to accept the 2024 Melon Festival Contract as presented.

Roll Call: Naufel – yes, Rospert – yes, Taylor – absent, Shafer – yes, McManus – yes, McIlrath – yes.

Mayor Crosby presented the request from Edison Music Department to use the parking lot behind Jim's Pizza Box during the Melon Festival.

Motion by Rospert, seconded by Naufel, to allow the Edison Music Department to use the parking lot behind Jim's Pizza Box during the Melon Festival.

Roll Call: Naufel – yes, Rospert – yes, Taylor – abstain, Shafer – yes, McManus – yes, McIlrath – yes.

Pam Crosby requested extending dates of Milan's Ole Village Markets in the Village Square.

Motion by McIlrath, seconded Rospert, to allow the dates of Thursday July 11<sup>th</sup> from 4:00PM – 8:00PM, Saturday July 27<sup>th</sup> from 11:00AM – 3:00PM, Thursday August 8<sup>th</sup> 4:00PM – 8:00PM, Saturday August 24<sup>th</sup> 11:00AM – 3:00PM, Thursday September 12<sup>th</sup> 4:00PM – 8:00PM and Saturday September 28<sup>th</sup> 11:00AM – 3:00PM.

Roll Call: McIlrath – yes, Naufel – yes, Taylor – yes, Shafer – yes, McManus – yes, Rospert – yes.

## **OLD COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – Erie County Regional Planning accepted RMH Concrete bid for the west side of the Village Square Sidewalk/Curb Project. RHM is scheduled to begin the project the week of July 1<sup>st</sup>. This project was made possible through a CDBG Grant.

Administrator Rospert followed up with ODOT District 3 on the US Route 250 Guardrail Project to see why Williams Street was not included with the repairs and was informed that this section of guardrail was out of ODOT's right-of-way and that it is the Village's responsibility to repair/replace. The Council stated to get estimates for the guardrail and to use Capital Improvement to pay for the repairs. Solicitor Barney will draw up the Ordinance for the July meeting.

A.J. Riley completed the Lockwood Road Paving Project the week of June 17<sup>th</sup>. There are a few minor issues with the pavement that they will address. The Street Department backfilled the roadway once completed and assisted with painting the roadway.

**Safety** – None

**Finance** – None

**Regional Planning, Building Codes & Inspection** – None

**Utilities** – The new Generac generator was installed at the Wastewater Treatment Plant by Great Lakes Electric on May 15<sup>th</sup>. Great Lakes is working with Generac in troubleshooting some mechanical issues and Generac is scheduled to be in on June 27<sup>th</sup>.

The Design and Construction Loan Application for the Water Tower Rehabilitation Project was submitted to the Ohio EPA. Also submitted was an Ohio Department of Development WWIG Grant for the complete rehabilitation project. However, the Village did not receive this grant funding through the WWIG Grant and should hear sometime this month on the Design Loan from the EPA. The OWDA Board will review the loan on June 26<sup>th</sup>.

Frontier Communications began installing fiberoptics within the Village this week.

**Civic Contracts and Historical Preservation** – None

**Parks and Trees** – Two trees were approved by the Tree Commission for removal. One was located at 102 Center Street and one at 34 Huron Street. Both trees were removed by Ohio Tree. The Street Department restored the lawns after the stumps were removed.

**Records Commission** – None

**OLD COMMITTEE BUSINESS – cont.**

**Citizen Property Maintenance** – The property owner of 1 East Front Street began working on the structure to comply with Village’s Property Maintenance Code. The property owner has not provided the Village with a timeline to comply. Council instructed the Village Solicitor to draft criminal complaint to be sent to the property owner and if there is no response, proceed to court.

Mayor Crosby informed Council that she met with the property owner of 73 South Center Street. The property owner indicated he is planning on placing the property up for sale within the next few months and the property owner provided a list of other properties which he felt was in violation of the Village’s Property Maintenance Code. Mayor Crosby will follow up and report back to Council in a few months on the progress.

**NEW COMMITTEE BUSINESS**

**Streets, Sidewalks and Storm Sewers** – The Street Department completed the following tasks: Continued mowing parks and roadsides, worked on the sidewalk and street projects, sprayed weeds, swept streets, and put down stone in Milan Manor. Trimmed trees in Milan Manor, over sidewalks and assisted the Electric Department with trimming trees in power lines on Center Street. Began installing concrete blocks at the Street Barn for storage of stone and topsoil. Assisted the Water Department in cleaning up from the water leak on Seminary Road and watered the newly planted young trees.

Administrator Rospert informed the Council that uses of the Huron County Permissive Tax Fund can be used on Old State Road and State Route 601 only. The Council stated to have Solicitor Barney create an Ordinance to use Capital Improvement to pave Melanie Lane.

Administrator Report submitted for 400 tons of rock salt through Erie County Salt Bid for 2025 Calendar Year.

**Safety** – Mayor Crosby and Village employees attended AMP Safety Training and the topic was, Due Diligence.

**Finance** – Fiscal Officer Clapp stated the Village received \$24,087.68 in interest for May.

Motion by McIlrath, seconded by McManus, to approve the Council Bills for the period of May 23<sup>rd</sup> – June 26<sup>th</sup>. Roll Call: Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor –yes.

Motion by Rospert, seconded by Naufel, to approve the Utility Bills for the period of May 23<sup>rd</sup> – June 26<sup>th</sup>. Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes.

**NEW COMMITTEE BUSINESS – cont.**

Motion by McIlrath, seconded by McManus, to approve the May Financial Reports as presented. Roll Call: Naufel – yes, Rospert – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes.

Motion by Rospert, seconded by McIlrath, to approve Love Insurance Package Proposal for Property and Casualty Insurance through the Ohio Plan.  
Roll Call: McManus – yes, McIlrath – yes, Rospert – yes, Taylor – yes, Shafer – yes, Naufel – yes.

Motion by Naufel, seconded by Shafer, to adopt the new Cyber Security Policy as presented and install it into the Employee Personnel Policies as Chapter 13 Cybersecurity Policy.  
Roll Call: Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes.

**Regional Planning, Building Code, and Inspection** – The Zoning Inspector has scheduled a Design Review Board meeting for July 8<sup>th</sup> at 6:30PM for the Invention Restaurant for an awning and for the Little Village Hair Shop for cultured stone veneer. The Zoning Inspector is in the process of scheduling a Planning Commission Meeting for an application to change the Zoning Code from an R-2 to C-1 for the property of 22 W. Church Street.

Issued Zoning Permits to 68 Lockwood for a garage addition, 96 S. Main Street for a garage addition and rear yard fence, and 309 S. Main Street for a fence replacement.

Issued Building Permits to 11 E. Front Street for repairs to fire damaged house.

**Utilities** – Water/Wastewater performed the following tasks: Along with their normal maintenance duties and testing requirements for the EPA, read meters, assisted other departments, and hydrant flushing on East Church Street, East Front Street, North Edison Drive, and Riley Road. On May 23<sup>rd</sup> Leak Seekers, a water leak detection company, was in to survey the Village's complete water distribution system. The water system test did not detect any significant leaks within the system. They submitted the 2023 Consumer Confidence Report to the Ohio EPA. This report is known as the water quality report and is submitted to the EPA annually. This report is also posted at the Administration Office and the Village's website. Collected 10 Lead and Copper samples, these samples came back within the allowable levels. Collected TTHM and HAA5 samples as part of the quarterly testing for the water distribution system from two locations, both samples came back within allowable levels as well.

The Electric Department performed the following tasks: Along with their normal duties read meters, assisted other departments, continued with the Electrical Upgrade Project by installing 2 spans of primary wires from Huron Street to the alley on W. Williams Street, tied in 3-phase power from Church Street to Williams Street on Huron Street, and changed five customers over to the new system. Trimmed trees away from electrical lines in select areas of the Village,

changed two secondary power drops to two residents, installed three new poles on Center Street from Merry Street to Front Street and changed over the electrical hardware.

**NEW COMMITTEE BUSINESS – cont.**

**Civic Contacts and Historical Preservation** – None.

**Parks and Trees** – The Street Department added more dirt along the newly poured concrete sidewalks in the square.

Motion by Taylor, seconded by McIlrath, to allow the Activities Committee the use of the Village Square on Monday July 8<sup>th</sup> (5:30PM – 8:30PM) for their second Small Town Summer Night’s event, along with the closure of Park Street on the Square.

Roll Call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Naufel – yes.

**Records Commission** – Records Coordinator Mesenburg reported that there were eight record requests with 45 documents and 115 pages this past month.

**Citizens Property Maintenance Commission** – None

**Communications** – Administrator Rospert shared copies of Airbnb ordinances from Huron and Vermillion. The council would like to hold a Work Session to discuss this.

**UNFINISHED BUSINESS** – None

**LEGISLATION**

Ordinance – Next Number will be 889-6-24

Resolution – Next Number will be 643-6-24

**AN ORDINANCE VACATING AN ALLEY OFF MERRY STREET IN THE VILLAGE OF MILAN**

Motion by McIlrath, seconded by McManus, to bring this Ordinance to the third reading by title only.

Roll call: Shafer – yes, McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by Rospert, seconded by Naufel, to adopt by title only.

Roll Call: Naufel – yes, McManus – yes, McIlrath – yes, Rospert – yes, Taylor – yes, Shafer – yes.

**AN ORDINANCE TO LEVY A PERMISSIVE MOTOR VEHICLE LICENSE TAX PURSUANT TO OHIO REVISED CODE SECTION 4504.173 FOR THE VILLAGE OF MILAN, OHIO**

Motion by Naufel, seconded by McManus, to bring this Ordinance to the first reading by title only.

Roll Call: Taylor – yes, Naufel – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

**A RESOLUTION BY THE COUNCIL OF THE VILLAGE OF MILAN DECLARING THE AMOUNT OF TAXES THAT MAY BE RAISED BY LEVY AT THE MAXIMUM RATES AUTHORIZED BY LAW WITHOUT THE VOTE OF THE ELECTORS TO BE INSUFFICIENT AND DECLARING THE NECESSITY OF A RENEWAL LEVY IN EXCESS OF SUCH RATES.**

Motion by Rospert, seconded by Naufel, to bring this Ordinance to the third reading by title only.

Roll Call: Rospert – yes, Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Naufel – yes.

Motion by Shafer, seconded by McManus, to adopt by title only.

Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes.

**A RESOLUTION APPROVING THE PROPOSED TAX BUDGET IN THE FORM ATTACHED HERETO FOR THE VILLAGE OF MILAN, OHIO FOR FISCAL YEAR 2025.**

Motion by McManus, seconded by Shafer, to bring this Resolution to the third reading by title only.

Roll Call: McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes, Shafer – yes.

Motion by McIlrath, seconded by Rospert, to adopt by title only.

Roll Call: Taylor – yes, Naufel – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes.

**VILLAGE OF MILAN RESOLUTION ALLOWING THE VILLAGE ADMINISTRATOR TO APPLY FOR THE ERIE COUNTY COMMUNITY INVESTMENT GRANT FOR SIDEWALKS AROUND THE ATHLETIC FIELD AND DECLARING AN EMERGENCY**

Motion by McIlrath, seconded by McManus, to suspend the rules.

Roll Call: Naufel – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Taylor – yes.

Motion by Naufel, seconded by Shafer, to adopt by title only as an emergency.

Roll Call: McManus – yes, Naufel – yes, McIlrath – yes, Rospert – yes, Taylor – yes, Shafer – yes.

**A RESOLUTION FOR CONSENT LEGISLATION TO THE STATE OF OHIO DIRECTOR OF TRANSPORTATION TO PERFORM PAVEMENT REPAIRS IN THE VILLAGE OF MILAN IN ERIE COUNTY. THIS PROJECT INCLUDES US ROUTE 250 FROM SLM 10.60 (SR 13 INTERSECTION) TO SLM 12.467 (HURON COUNTY LINE), US ROUTE 250 FROM SLM 11.753 TO SLM 12.467 IS WITHIN VILLAGE LIMITS AND DECLARING AN EMERGENCY**

Motion by McIlrath, seconded by Rospert, to suspend the rules.

Roll Call: Rospert – yes, Taylor – yes, Shafer – yes, Naufel – yes, McManus – yes, McIlrath – yes.

Motion by McManus, seconded by Naufel, to adopt by title only as an emergency.

Roll Call: McIlrath – yes, Taylor – yes, Shafer – yes, McManus – yes, Naufel – yes, Rospert – yes.

**Questions for Next Meeting**

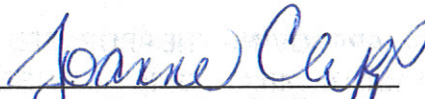
McManus presented an inquiry she has received from residents about having a charge placed on the resident's utility bills to assist paying for the Birthplace electric bills. Council members were not in favor.

**Adjournment**

Motion by Naufel, seconded by Taylor, to adjourn tonight's meeting at 8:23PM.

Roll Call: Taylor – yes, Shafer – yes, McManus – yes, McIlrath – yes, Rospert – yes, Naufel – yes.

  
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Carla Rospert, Council President

  
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Joanne Clapp, Fiscal Officer