Mayor Kincannon called the Council Meeting to order at 7:30 p.m. After the recitation of the Pledge of Allegiance, roll call was taken with Flynn, Price, Gregory, Karpinski, Honer, and Smith present.

**Gregory moved to approve the minutes of the January 11, 2024, Committee of the Whole meeting as written, which was seconded by Price;** 6 yeas; motion passed.

**Smith moved to approve the minutes of the January 11, 2024, Council meeting as written, which was seconded by Gregory;** 6 yeas; motion passed.

***Public Participation:***

N/A

***Mayor’s Report:***

Mayor Kincannon shared the following:

1. The meeting with Team Ohio will be at 1:00 p.m. on February 8th.
2. Kincannon attended the Lorain County mayors and city managers association meeting on January 24th at the Lorain County Community College. Mainly bigger communities were in attendance. Lorain County Commissioners Moore and Riddle also were in attendance. The commissioners discussed sanitary sewers, radios for first responders, 911, and the county-wide transportation system (does not include LaGrange). Kincannon is the OWPA contact for villages.

Honer asked about the tree being given to the Village by the county for the bicentennial. Kincannon asked where council wanted it planted – here or at the park. The council members will let the mayor know their preferences.

***Police Chief’s Report:***

Chief Laubenthal reported on the following statistics for December 28, 2023, through January 24, 2024:

1. There were 34 non-criminal requests for assistance.
2. There were 13 criminal complaints / investigations - 0 felonies; 4 misdemeanors; 0 juvenile charges. They included 2 contempt of court, 1 endangering children, 1 disorderly conduct, 1 juvenile assault, 1 unruly juvenile, 1 noise, 1 dog at large, 1 theft, and 4 domestic disturbances.
3. There were 111 traffic-related incidents including 3 crash investigations, 25 operating and equipment charges, and 64 warnings.
4. There were 7 parking violations issued along with 8 warnings.

Kincannon asked about parking violations on the square. Warnings and/or violations have been issued to folks for violating the 2-hour parking limit.

Flynn asked about the stop signs on the square. All-way signs were added to the stop signs on the square. Additionally, there are stop ahead warnings on each side of the square. Drivers need to pay attention to their surroundings.

***Solicitor’s Report:***

Solicitor Clark did not have a report.

Kincannon asked Clark to help fill in the blanks on Ordinances 2024-2528 and 2024-2529 concerning the solicitor and prosecutor. A brief discussion followed. Clark suggested these be the second reading and that he will look into further before the next meeting.

Honer asked if we could add resolutions to our website; Clark was OK with that.

An outline for an employee manual has been drafted. It will contain Village policies. Employees will sign acknowledging receipt. Clark will get with Laubenthal on policies specific to the police department. Officers signed off on the policies at the November 2023 meeting attended by Kincannon, Laubenthal, and the officers.

Flynn asked about being the public records representative. Clark will advise him of training opportunities.

***Village Administrator’s Report:***

Village Administrator Gates reported on the following:

1. Tyler Squire resigned from the maintenance department. We are advertising for a replacement.
2. Council was provided a copy of the 2024 water loss report along with the comparison from the last 3 years on the back of it.
3. Grasse, Goldsmith, and Gates toured the CAT & Gorman-Rupp facilities this week. The 3 new RAW pumps have been installed, but we are still operating with the bypass pumps until we can get the new floats installed on Monday.
4. Garage doors at the maintenance building will be installed on the 26th.
5. Both pumps at the booster station are back online and operating normally.
6. The heater & air-mover in the RAW room at the wastewater treatment plant have not been operational in over 3 years. It has contributed to the failure of the wiring and electronics in the pump room. Council was asked to approve the quote from Lisco Heating for $51,872.00. There is an ordinance for this under new business. Smith asked why we are doing this now if it has not been operational in over 3 years. The prior HVAC provider was not qualified for this environment. There has been a significant amount of corrosion over the years, which has led us to make these improvements. The proposed system is powder coated and more conducive to the corrosive environment. It will protect the new wiring and the electrical components we are replacing. This company specializes in systems associated with wastewater.
7. Council was asked to approve $66,871.00 for a new service body truck for the sewer plant. There is an ordinance for this under new business.
8. The chipper truck is a 2001 and continues to have mechanical issues. We found a good used one locally for approximately $44,000.00. We are researching options between new (state bid) and used. Council was asked to consider approving the used one if it is the best option. It is a 2012 with 11,000 miles on it and was owned by another municipality similar to ours. **Karpinski moved to spend up to $45,000.00 if the research deems this to be the best option, which was seconded by Flynn**; 6 yeas; motion passed.
9. Gates is getting an updated quote on the roof for phase 2 of the maintenance building.
10. Our building official, Tom Horseman, will be at the February 1st Planning Commission meeting to discuss substantial completion.

Flynn asked about the apartments and setting a penalty if they go beyond the date. Until we define substantial completion, we cannot determine that.

Flynn asked for a Village organizational chart to ensure employees sign off on new policies. Flynn is the public records representative for Council. He is not the public records representative for human resources related topics.

***Fiscal Officer’s Report:***

Fiscal Officer Homer-Miller reported on the following:

1. She is working through the 2023 year end close process. The 1099s and W-2s have been created and distributed to vendors and employees for 2023. The W-2s have been submitted to the state. She is waiting for a response from the federal government before she can electronically submit the 1099s and W-2s to the federal government.
2. Below are items shared with council and the mayor since the last meeting:
	1. The Voinovich Academy for Excellence in Public Service is offering Governing Essentials training for elected officials. It is an introductory series to promote a high-level understanding of topics essential to effective elected service. Classes begin on March 1st and are a combination of in-person and virtual. The series costs $750.
	2. The meeting packet emailed yesterday for today’s meeting included Neighborhood Alliance’s report of services provided at our facility during November and December.
3. The quarterly credit card account report from the Compliance Officer was provided for Council’s review.
4. Council members have not been storing items in the Council file cabinets. When time permits, they will be organized.
5. Homer-Miller will not be at the February 8th meeting as she will be at a conference.

***Old Business:***

**Ordinance 2024-2528** --- AN ORDINANCE PROVIDING FOR THE APPOINTMENT AND COMPENSATION OF THE VILLAGE SOLICITOR AND DECLARING AN EMERGENCY --- This was the second reading.

**Ordinance 2024-2529** --- AN ORDINANCE AUTHORIZING THE APPOINTMENT AND COMPENSATION OF A VILLAGE PROSECUTOR, AND DECLARING AN EMERGENCY --- This was the second reading.

**Ordinance 2024-2530** --- AN ORDINANCE ADOPTING A DRUG-FREE WORKPLACE POLICY FOR EMPLOYEES OF THE VILLAGE OF LAGRANGE AND DECLARING AN EMERGENCY --- This was the second reading.

**Resolution 2024-1010** --- A RESOLUTION RE-ADOPTING RULES FOR THE CONDUCT OF VILLAGE COUNCIL MEETINGS --- This was the second reading.

***New Business:***

**Ordinance 2024-2531** --- AN ORDINANCE AMENDING SECTION 951.02 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF LAGRANGE AND DECLARING AN EMERGENCY --- This concerns trash rates. Per our contract, Allied / Republic can increase rates annually by 3.5 percent. They offer a $2.36 per month discount to seniors (60 and over). **Karpinski moved to suspend the rules, which was seconded by Price;** 6 yeas; motion passed. **Karpinski moved to adopt and declare an emergency, which was seconded by Price;** 6 yeas; motion passed. Kincannon will put a notice on our Facebook page so that residents are aware.

**Ordinance 2024-2532** --- AN ORDINANCE DETERMINING THAT A REAL AND PRESENT EMERGENCY EXISTS IN THE VILLAGE OF LAGRANGE WASTER WATER TREATMENT DEPARTMENT AND AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH LISCO HEATING AND COOLING INC. FOR THE PURCHASE AND INSTALLATION OF AN AIR-MOVER AND HEATER AND DECLARING AN EMERGENCY **--- Karpinski moved to suspend the rules, which was seconded by Gregory;** 6 yeas; motion passed. **Karpinski moved to adopt and declare an emergency, which was seconded by Honer;** 6 yeas; motion passed. It will take 6 to 8 weeks for the components to come in. However, the project will start before then so they will be ready when the components arrive.

**Ordinance 2024-2533** --- AN ORDINANCE MADE PURSUANT TO THE AUTHORITY OF SECTION 125.04 OF THE OHIO REVISED CODE, AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH SUNNYSIDE AUTOMOTIVE FOR THE PURCHASE OF A NEW 2024 CHEVY SILVERADO 3500HD WORK TRUCK, AND DECLARING AN EMERGENCY --- **Karpinski moved to suspend the rules, which was seconded by Gregory;** 6 yeas; motion passed. **Karpinski moved to adopt and declare an emergency, which was seconded by Gregory;** 6 yeas; motion passed. It should be received within 2 weeks.

Gregory asked if we had any issues with the maintenance building during the cold weather. We have not had any issues. We have been able to wash vehicles and to undercoat them.

***Miscellaneous Business:***

Kincannon asked if we needed to appoint a new Compliance Officer. Homer-Miller indicated that is not necessary. We are fortunate to have Kim Ruhl serving as Compliance Officer.

Karpinski spoke with Grasse and Gates about the sewer system. He wants to see us be more proactive on improvements throughout the Village.

Flynn asked about the lift station on U. S. Grant that had grease issues. Gates responded that we have seen improvement after adding enzymes to the system and that we are monitoring the system.

Homer-Miller stated that spending funds on necessary repairs makes sense. However, we should be conservative.

Price asked Gates to prepare a wish list so that we can be more proactive and less reactive. Gates indicated that the blowers will be on the list. We are in the process of updating the 5-year plan for the maintenance and sewer departments.

Smith asked that we share more news with residents (e.g., street repairs).

***Committee Reports*:**

1. Park Board – There was a county-wide solar eclipse meeting. Voitich is trying to get funding from the Lorain County Visitors Bureau. Additionally, he does not know if there will be enough volunteers. There is a 33% chance of sunshine on April 8th.

**Karpinski moved to pay $35,000 to the Park Board, which was seconded by Honer**; 6 yeas; motion passed.

1. Planning Commission – The next meeting is scheduled for February 1st. Building inspector Tom Horseman will be present to discuss substantial completion. Clark will look into charging a penalty for not being substantially complete.
2. LCIC – The next meeting is scheduled for February 8th at 6:00 p.m.

***Presentation of Bills:***

The Fiscal Officer presented the list of warrants and electronic payments issued between January 12 and 25, 2024, totaling $269,402.38 per the payment listing provided. **Gregory moved to accept, which was seconded by Karpinski**; 6 yeas; motion passed.Honer asked about Archive Social; they archive our social media.

Flynn asked about business cards for council members now that we have new email addresses. Council members should advise Gates if they want us to place a business card order for them.

There being no further business, **Smith moved to adjourn, which was seconded by Flynn**; 6 yeas; motion passed. Adjourned at 8:38 p.m.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Gary R. Kincannon, Mayor Christie Homer-Miller, Fiscal Officer