

Downs City Council met in regular session on Monday, December 5, 2022, 5:30 p.m., at City Hall. Mayor Vienna Janis called the meeting to order and led in the flag salute. Council members present were Charlie Stevens, Joyce Hake, John Cordill, and Heather Hancock. Council not present: Devin Renken. Others present were Bruce Berkley, Harry Colburn, and Miranda Robinson.

Joyce moved, seconded by Heather to approve regular meeting minutes from November 21, 2022. Motion carried.

Code Enforcement Harry Colburn reported he checked on the progress of a building permit, and the property owner stated he is still working on it.

City Attorney Bruce Berkley reported he will have building and demolition permit fee policies ready for the next meeting. The City will have to make an amendment to the Scouler contract as they had the wrong block of Commercial Street listed and Berkley would prepare that. Berkley also stated he has been in contact with Larry at Ranson City Code concerning codification and would like council's view on the burn policy. No action was taken.

Water & Sewer operator Colburn reported he needs to order another load of brine salt for the water treatment plant. Charlie moved, seconded by John, to allow Colburn to purchase a load of brine salt not to exceed \$7,000 to be paid in 2022. Motion carried. Colburn also reported they found a water leak in the 600 Block of Delaware. They have temporarily fixed it but need to do more work in the spring. The hole in the driveway will be covered with a metal sheet until they can get it fixed.

City Superintendent Colburn reported he looked into another grapple fork quote from Glasco. He stated it would be \$4,745 if the city purchased it before the end of the year. No action was taken.

The City Clerk Miranda Robinson reported that she will begin working on end of the year processes. She presented Council with a letter from Abram's concerning the rising prices of concrete in 2023. Robinson also stated that the City received a grant from OCCF and council needs to accept it. Joyce moved, seconded by John to accept the grant from OCCF for Downs Gazebo Renovations in the amount of \$7,500. Motion carried.

In new business, the council was presented with contractor's license applications for 2023 and special use permits for 2023. Heather moved, seconded by John to approve 2023 Contractor's Licenses #01-14. Motion carried. Joyce moved, seconded by John to approve 2023 Special Use Permits #03 for Tim & Janet Parker and #04 for Bruce Berkley. Motion carried.

At 5:53 p.m. Joyce moved, seconded by Heather to go into executive session for 15 minutes to discuss non-elected personnel with Council, Mayor, City Superintendent, and City Attorney. Motion passed.

*Remaining minutes by Mayor Vienna Janis.*

Regular meeting resumed at 6:04 p.m.

At 6:04 p.m. Joyce moved, seconded by Charlie to go back into executive session for 25 minutes to discuss non-elected personnel with Council, Mayor, and City Attorney.

Regular meeting resumed at 6:16 p.m.

Heather moved, seconded by Joyce to give full time employees a Christmas bonus of \$400 and part time employees \$250 in Downs Dollars. Motion carried.

Joyce moved, seconded by Charlie to approve vouchers and payroll as presented. Motion carried.

Joyce moved, seconded by Heather to adjourn the meeting. Meeting adjourned at 6:17 p.m.

  
Vienna Janis, Mayor

ATTEST:

  
Miranda Robinson, City Clerk

