

**Record of Proceedings  
Village of Peninsula Council  
SPECIAL SESSION**

Held: October 22, 2018

**CALL TO ORDER:** The Village of Peninsula Council convened from 6:18 p.m. to 6:59 p.m. in the Peninsula Village Hall. Mayor Douglas Mayer called the meeting to order and initiated the roll call. The following members were present.

**COUNCIL MEMBERS:**

Michael Matusz	PRESENT	Douglas Mayer, Mayor	PRESENT
Mary Booth	PRESENT	Chris Weigand	PRESENT
Michael J Kaplan	PRESENT	Daniel Schneider	PRESENT
Diane Holody	PRESENT		

**OTHERS PRESENT:** Fiscal Officer John Stiegel and Solicitor Brad Bryan

**DISCUSSION:** Invoice on 1993 International Truck in the amount of \$2,210.42 from Interstate Towing & Transport Specialist of Northfield Ohio. Mayor Mayer stated it was an emergency repair because Mr. Halko of the Service Department informed him of the unsafe condition with the steering column. Council questioned whether the repair was an emergency because the truck has been sitting at the repair facility for two weeks. Mr. Matusz asked whether the Village should be looking for another vender to perform repairs in the future since it took so long to repair the truck. Everyone agreed there is a need for better communication between the Mayor, Council, and Service Department regarding these issues. Council directed that in the future, all Peninsula personnel need to follow the purchase order and Council approval procedures for invoices over \$500.

**MOTION:** A motion to pay the invoice in the amount of \$2,210.42 from Interstate Towing & Transport Specialist of Northfield Ohio for repairs on the 1993 International Truck was made by Mr. Schneider and seconded by Mr. Matusz.

**ROLL CALL VOTE:** Mr. Matusz, yes; Ms. Booth, yes; Mr. Kaplan, no; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted 5 votes to 1.

**DISCUSSION:** Contractor for Meeting Minutes Assistance

Mr. Kaplan stated there are three items to focus on tonight on this issue: (1) How Council is going to handle the minutes that have not been approved; (2) Hiring someone to prepare the minutes going forward; and (3) Look into the possibility of purchasing recording equipment that would assist with recording and transcribing the minutes. Mr. Kaplan stated the Village received the following two proposals for preparing the minutes:

**Proposal Submitted by Elizabeth Workman**

Village to be billed at the hourly rate of \$28/hour.

Billing to be in 15 minute increments.

Available to attend Village meetings scheduled on Mondays after 5:00 p.m. if desired by the Village.

The Village agrees to have the recording ready for pickup by Wednesday at 3:00.

Draft of minutes to be submitted to the Fiscal Officer no more than 10 days after the meeting.

The Fiscal Officer will distribute the minutes to Council and send revision requests within 10 days.

Revised final draft to be sent to the Fiscal Officer by the last day of the month.

Village to be billed for mileage at the approved IRS rate, which is currently .545 per mile.

Charges will be broken down by meeting.

**Proposal Submitted by Administrative Assistant Marty Kuboff**

The Village was paying the office temp service \$18.91 per hour.

Proposed hourly rate of \$19.00 or \$20.00 per hour to do the minutes.

Rate to be charged only when time spent on functions associated with the minutes.

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When not doing minutes, to be paid at current hourly rate of \$13.50 per hour (regular hourly rate is scheduled to increase to \$14.00 in April).

In essence, the Village would only be paying \$5.50 - \$6.50 per hour extra for the minutes.

When required to attend a Special Council Meeting on a nonscheduled day, Holiday, or Saturday, the hourly rate will be \$25.00.

Unavailable on the first Monday of each month due to a regular HOA Board Meeting.

Could prepare minutes of those meetings from the tape.

The above proposal is subject to negotiation.

**DISCUSSION:** On qualifications and ability to perform the task, Ms. Holody stated the office temp service didn't provide a consistent product because of the constant turnover. One person would attend the meetings taking notes while another would try to transcribe the minutes from the tape. Ms. Holody stated there was no need to be at the meetings if they could not make it because Ms. Workman and Mr. Kuboff both know the procedures and voices. Mr. Kaplan stated he would prefer attendance at all of the meetings, but if they could not attend certain meetings, that was not a deal killer.

**MOTION:** A motion to direct the Solicitor negotiate with Elizabeth Workman to come to an agreement to handle the minute duties based upon her proposal (minus the mileage rate clause and possibly at a lower hourly rate) was made by Mr. Kaplan and seconded by Ms. Holody.

**ROLL CALL VOTE:** Mr. Matusz, yes; Ms. Booth, yes; Mr. Kaplan, abstain (due to the fact that he has represented Ms. Workman on legal matters in the past); Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted with 5 yes votes and Mr. Kaplan abstaining.

**ADJOURNMENT:** A motion to adjourn was made by Mr. Kaplan and seconded by Mr. Matusz. All were in favor of the motion; none were opposed. The meeting was adjourned at 6:59 p.m.

Respectfully submitted:

Douglas G. Mayer, Mayor Date 11-19-2018

  
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