

**Village of St. Paris
February 18, 2019
Council Meeting**

The meeting was called to order at 7:30 p.m. followed by the Pledge of Allegiance to the Flag.

Roll call was taken by Mayor Brenda Cook. Kathy DeWeese, Terry Ervin II, Ben Hackley, Niven Jester, Steve Lett and Susan Prince were present. Fiscal Officer Marc McGuire was also present.

Councilor DeWeese noted that the agenda should note that the Resolution, as written in the agenda under New Business, Item A, is a draft of the Resolution. **Motion** was made by Councilor Prince and seconded by Councilor DeWeese to approve the Council agenda with the above mentioned change. Motion passed.

Motion was made by Councilor Hackley and seconded by Councilor Prince to approve the Council meeting minutes dated February 4, 2019. Motion passed.

The presentation of financials dated January 31, 2019 was reviewed. **Motion** was made by Councilor Prince and seconded by Councilor DeWeese to approve the financial reports as presented. A roll call vote was taken and Council voted in favor 6-0. Motion passed.

The presentation of the Bank Reconciliation dated January 31, 2019 was reviewed. **Motion** was made by Councilor Jester and seconded by Councilor Ervin to approve the Bank Reconciliation. A roll call vote was taken and Council voted in favor 6-0. Motion passed.

The presentation of the Appropriation Supplemental dated January 31, 2019 was reviewed. **Motion** was made by Councilor Hackley and seconded by Councilor Jester to approve the Appropriation Supplemental. A roll call vote was taken and Council voted in favor 6-0. Motion passed.

The presentation of Water/Sewer Account Adjustments dated January 31, 2019 was reviewed. **Motion** was made by Councilor Prince and seconded by Councilor Lett to approve the Water/Sewer Account Adjustments. A roll call vote was taken and Council voted in favor 6-0. Motion passed.

Mayor's Notes:

Our Town:

- Mayor Cook noted that the next Our Town meeting is scheduled for March 5, 2019 at 6:00 PM in the Municipal Building. Mayor Cook reported the next event sponsored by Our Town is a Progressive Dinner and Home Tour on Saturday, February 23, 2019.

Pony Wagon Days:

- Joyce Bowlin (274 Poplar Street) noted that the next Pony Wagon Days meeting is March 7, 2019 at Harmon Park at 7:00 P.M. On March 16, 2019, Pony Wagon Days will be sponsoring a bowling party at Coral Bowling Lanes in St. Paris. The event begins at 7:00 P.M. and is family friendly. Interested participants can register at the bowling alley with the cost being \$30 per couple which includes 4 games of bowling.

Police Department Update:

- Mayor Cook noted that the police department has a potential candidate in Bailey Klingman to fill a part-time police officer position. Bailey Klingman was present at the meeting.

Other:

- Mayor Cook stated that Empty Bowls of Champaign County will serve its 8th annual dinner at Urbana University on February 28, 2019 from 5:00 to 7:00 P.M to raise money for the Second Harvest Food Bank. Also noted by Mayor Cook was that on March 1, 2019, the Champaign County Arts Council will have its Bad Art by Good People art auction from 6:00 to 10:00 P.M. at the Arts Council located at 119 Miami Street in Urbana. Lastly, Mayor Cook stated that there will be an emergency response meeting on March 5, 2019 at 9:00 A.M. at the Municipal Building in St. Paris and those involved will include the JSP Fire District, Johnson Township, and the Village.

Administrator:

- Village Administrator Mitchell stated that the Village has not been enforcing zoning violations during the winter months. With warmer weather approaching, Administrator Mitchell said zoning violations will be enforced with the focus being on disabled/junked/dismantled/wrecked vehicles. Administrator Mitchell reviewed Section 518 regarding provisions and requirements pertaining to the parking and storage of said vehicles.
- Councilor Lett asked Administrator Mitchell if the Village sold bulk water. Administrator Mitchell replied that the Village does sell bulk water.

Committee Discussion:

- **Employee Needs:** Councilor Ervin and Councilor Jester are exchanging information regarding the employee handbook, but are still in the information gathering stage. They requested that all ideas/thoughts/suggestions be submitted to them within the next 7 days. Councilor Ervin suggested that during the next work session, scheduled for March 4, 2019, the Council could discuss updating the employee handbook. Mayor Cook advised that the Village of St. Paris Administrative Flow Chart be updated.
- **Buildings, Grounds, Infrastructure:** Councilor DeWeese and Councilor Prince will be meeting again on Wednesday, February 20, 2019 at 6:30 P.M. in the Municipal Building to discuss buildings, grounds, and infrastructure.
- **JSP Fire Board:** Councilor Ervin attended the board meeting on February 12, 2019. Topics of discussion included the accident in which the emergency medical unit was involved. The unit is expected to be out of service for approximately 4 months for repairs. Also, the Champaign County Board of Elections attended the meeting stating that the state government is exploring the idea of having voting locations instead of precincts and inquired about the possibility of using the JSP Fire House as a voting location. Councilor Ervin stated that this discussion was tabled.
- **Parks and Recreation:** Councilor Hackley and Councilor Lett, along with Administrator Mitchell, noted that the Graham Youth Athletic Association (GYAA) lease is still being worked on.
- **Planning Commission:** Councilor Ervin stated that the Planning Commission voted to recommend a “no” to the Village council regarding the re-zoning application submitted by Linda Rivera regarding her property at 139-141 W. Walnut Street. She requested that the property be re-zoned from a Residential R-2 to a Business B-1 for a Café/Bed and Breakfast/Spa. Mayor Cook said that on March 18, 2019 at 7:00 P.M., a public hearing will be held by council regarding the re-zoning request. Councilor Ervin noted that the next Planning Commission meeting is scheduled for April 4, 2019, at 7:30 P.M. in the Municipal Building.

Public Comments on Agenda Items:

- Paul Wheeland (317 W. Main Street) asked if the zoning regulation, regarding the disabled cars in the Village, will be printed in the local newspaper to notify the Village residents of possible zoning infractions. Administrator Mitchell explained that it is not necessary to notify the local newspaper due to the fact that violations have a 30-day notice sent to the Village residents for that violation to be corrected before fines are distributed.
- Erica Barga, Village Chief of Police, personally thanked Councilor Ervin for his help in getting new business check cards printed for the police department.

Old Business:

- none

New Business:

- Council discussed the drafted resolution, prepared by Village resident Tim Bierbaugh, establishing rules of conduct for Village Council. Mayor Cook noted that in April of 2018, council approved a Village Council Meeting Policy and Procedure, but it does not specify a code of conduct to which council must adhere to. Councilor Ervin stated he reviewed Ohio Revised Code section 731.45 regarding code of conduct and he noted that it was vague and left up to interpretation. After lengthy discussion, Councilor DeWeese suggested that a code of conduct could be incorporated into the employee handbook as to which the council must also abide by since council members are considered employees by their receiving a pay check for their duties.
- Marc McGuire discussed the Village’s record retention schedule and noted that a completed retention schedule needs to be submitted to the Ohio History Connection Local Government Records Program before disposing of Village records.

Public Comments:

- Tim Bierbaugh (346 W. Elm Street) expressed appreciation for council discussing the drafted resolution regarding code of conduct. He asked that council establish a concise set of rules for conduct so that violations are clear and consequences are outlined.
- Joyce Bowlin (274 Poplar Street) stated that as a council member, you represent the Village wherever you go and whatever you are doing.

There being no further business, **motion** was made by Councilor Hackley and seconded by Councilor Lett to adjourn at 8:55 P.M. Motion passed.