



COUNCIL MEETING

VILLAGE OF JACKSON CENTER REGULAR SESSION

Held: December 13, 2021

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INVOCATION / PLEDGE OF ALLEGIANCE:

| | | | |
|----------------------------|-----------------------|---------------------|--------------------------|
| Called To Order By: | Session Begin: | Session End: | Session Location: |
| Scott Klopfenstein | 7:00 p.m. | 7:54 p.m. | Council Chambers |

MEMBERS AND VISITORS IN ATTENDANCE:

| | | | |
|---------------------|---------|------------------|---------|
| Mrs. Leisha Elchert | Present | Mr. Larry Wahrer | Present |
| Mrs. Karen Woodruff | Present | Mr. Jesse Fark | Present |
| Mr. James DeVine | Present | Mr. Wayne York | Present |

Employees Present:

| | |
|--------------|-----------------------|
| Bruce Metz | Village Administrator |
| Bev Wren | Fiscal Officer |
| Ed Maxwell | ZEO/EDD |
| Jerry Davis | Fire Chief |
| Chuck Wirick | Police Chief |

Visitors Present: Jim Gooding Newly Elected Council Member

APPROVAL OF MINUTES:

Draft Minutes As Pre-Read From The November 22, 2021 Regular Council Meeting:

| | |
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| <i>Motion To Accept The Minutes As Pre-Read</i> | Fark |
| <i>Seconded By:</i> | DeVine |

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|-------------|---|-------------|---|-----------------------|
| <i>Aye:</i> | 6 | <i>Nay:</i> | 0 | <i>Motion Carried</i> |
|-------------|---|-------------|---|-----------------------|

APPROVAL OF FINANCIAL REPORT:

Wahrer stated that the committee met just prior to this meeting and the November report has a lot of positives. The month-to-date revenues were \$106,500 more than our month-to-date expenditures. Our year-to-date revenue is \$1,230,000 more than year-to-date expenditures. Another positive, the General Fund, Electric, Water, Sewer and Refuse funds are all operating in the black. Looking at our income tax receipts, our November receipts were \$200,588 which is \$93,000 more than November of 2020 and as of now we are running approximately thirty percent ahead of last years total of income tax receipts. Our ending cash balance is nearly twenty percent more than 2020. We are coming close to ending on a good note for the year. We will see what December brings.

To Accept The November 2021 Financial Reports As Presented:

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| <i>Motion To Accept The Financial Reports As Presented:</i> | Elchert |
| <i>Seconded By:</i> | York |

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|-------------|---|-------------|---|-----------------------|
| <i>Aye:</i> | 6 | <i>Nay:</i> | 0 | <i>Motion Carried</i> |
|-------------|---|-------------|---|-----------------------|

PRE-SCHEDULED:

- a. None

OLD BUSINESS:

- a. **ORDINANCE 2021-026** – An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The Village Of Jackson Center, In Shelby County, And State Of Ohio, During The Fiscal Year Ending December 31, 2022 And Declaring An Emergency. *Third Reading*

This is the third reading of the 2022 Appropriation Ordinance that will provide for expenditures for the fiscal year ending December 31, 2022. Metz stated that the budget is finalized. This appropriation (expenditure) budget totals \$11,595,503.79 and is broken down by fund as follows: General Fund \$4,709,419.24; Street Construction Maintenance & Repair Fund \$231,476.94; State Highway Fund \$40,000.00; Cemetery Fund \$10,500.00;



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Parks and Recreation Fund \$2,000.00; American Rescue Plan Act (ARP) Fund \$76,730.15; Permissive Motor Vehicle License Tax Fund \$20,000.00; Community Reinvestment Agreement Fund \$1,000.00; Fire Equipment Fund \$40,000.00; Note Retirement Fund \$140,802.48; Neighborhood Revitalization Projects Fund \$1,659,000.00; Water Operating Fund \$569,207.19; Sewer Operating Fund \$692,468.38; Electric Operating Fund \$3,322,707.92; Refuse Operating Fund \$53,862.80; Enterprise Deposit Operating Fund \$22,000.00; Unclaimed Monies Fund \$428.69 and Mayor’s Court Fund \$3,900.00. Metz talked with members about some of the big projects on the horizon as follows: Paving the corner parking lot and Washington Street - \$100,000; Administration Building Office Upgrades / Roof / HVAC - \$100,000; West Pike Traffic Signal (Airstream) - \$120,000; Tiger Trail Detention Pond - \$150,000; Tiger Trail Park Phase II - \$125,000; Hudson Lake Detention Pond II Construction - \$450,000; Hudson Drive Phase III Paving - \$150,000; Service Building Addition - \$500,000; AMI Conversion - \$100,000. Metz stated that 2022 is going to be one crazy year and that we are going to be very busy.

Motion To Adopt Ordinance 2021-026:

Woodruff

Second By:

Wahrer

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|---------------------------|---------------|------------|-----------------|------------|
| <i>Votes were:</i> | Wahrer | Aye | Woodruff | Aye |
| | Fark | Aye | DeVine | Aye |
| | York | Aye | Elchert | Aye |

- b. **ORDINANCE 2021-028** – An Ordinance Adopting Amendments To The Personnel Policy And Procedure Manual For Employees Of The Village Of Jackson Center, Ohio, And Declaring An Emergency. **Second Reading**

The Wage and Benefits Committee met on November 10, 2021 and is recommending the following changes to the Policy and Procedures Manual. In Section 4, Compensation and Hours of Work in Sub-Section 4.07 Overtime be amended to state that On Call employees will be paid an additional eight (8) hours straight time bi-weekly for the electric department. Also in this Sub-Section 4.07 Overtime be amended to state that “On Call employees will be paid an additional five (5) hours straight time bi-weekly for the water and sewer department. The Committee is also recommending that two (2) hours of straight time bi-weekly for On Call hours be added for the recreation department. The last recommendation is to amend Section 5, Employee Benefits by increasing the amount of term life insurance from 25,000 to 100,000.

Motion To Suspend The Three Reading Rule:

Woodruff

Second By:

Fark

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|---------------------------|-----------------|------------|---------------|------------|
| <i>Votes were:</i> | Woodruff | Aye | Fark | Aye |
| | DeVine | Aye | York | Aye |
| | Elchert | Aye | Wahrer | Aye |

Motion To Adopt Ordinance 2021-028:

Elchert

Second By:

Fark

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| <i>Votes were:</i> | Fark | Aye | DeVine | Aye |
| | York | Aye | Elchert | Aye |
| | Wahrer | Aye | Woodruff | Aye |

- c. **ORDINANCE 2021-029** – An Ordinance Establishing New Water And Sewer Rates For The Village Of Jackson Center And Declaring An Emergency. **Second Reading**

The current ordinance 2019-021 dated August 12, 2019 pertaining to water and sewer rates will no longer be relevant as of December 31, 2021. This ordinance being presented this evening addresses water and sewer rates for years 2022, 2023 and 2024. Water rates will be increasing six (6) percent each year for water usage and three (3) percent each year for sewer usage in the years 2022, 2023 and 2024. The customer charges for water, sewer and electric will not be changing at this time. The last rate increases that were in place for 2019, 2020 and 2021 were nine (9) percent each year for water usage and fifteen (15) percent each year for sewer usage. We are presenting this ordinance as a second reading



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only so that council and the public have time to make comments or ask questions regarding the ordinance. The Village plans to perform a cost of service study in calendar 2022 and will look into adding a category of 0 to 2,000 gallons and then moving up from there. However, until this study is completed, the water and sewer rates will be increased as stated above beginning with bills due February 15, 2022. Metz stated that he will talk about the rate increase in the January newsletter.

This Ordinance Will Stand As A Second Reading.

NEW BUSINESS:

- a. **ORDINANCE 2021-031** – An Ordinance Authorizing Certain Adjustments In The 2021 Annual Appropriations Of Public Funds For The Village Of Jackson Center During The Fiscal Year Ending December 31, 2021 And Declaring An Emergency.

This ordinance is cleaning up the budget as a whole for the year. The first amendment is to transfer the amount of \$3,000 within the General Fund from Capital Outlay to Contractual Services for the purpose of being able to satisfy the three percent retainer on income tax collections for the year. The second amendment is reducing the appropriations in the Neighborhood Revitalization Project Fund by \$1,139,000 to just the amount that was received and disbursed this year of \$61,000. This adjustment will keep the Village in compliance with auditing standards.

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| Motion To Suspend The Three Reading Rule: | | | | Fark |
| Second By: | | | | DeVine |
| Votes were: | DeVine | Aye | York | Aye |
| | Elchert | Aye | Wahrer | Aye |
| | Woodruff | Aye | Fark | Aye |

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| Motion To Adopt Ordinance 2021-031: | | | | Woodruff |
| Second By: | | | | Wahrer |
| Votes were: | York | Aye | Elchert | Aye |
| | Wahrer | Aye | Woodruff | Aye |
| | Fark | Aye | DeVine | Aye |

- b. **ORDINANCE 2021-032** – An Ordinance Accepting The Replat Of Lots 583 And 585 In The Village Of Jackson Center, Being A Replat Into One (1) Lot, Number 587, And Declaring An Emergency.

The Planning Commission met on Tuesday, December 7, 2021 and is recommending approval of the replat of lots 583 and 585 into one lot number 587. The “Got Meat Replat” is being presented tonight for Council’s consideration and approval. The existing lot lines that originally separated the previous two (2) lots, will be vacated effective upon the recording of said replat. The utility and farm access easements designated on the “Got Meat Plat” will remain in effect with the new lot number 587.

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|--|-----------------|------------|---------------|----------------|
| Motion To Suspend The Three Reading Rule: | | | | Elchert |
| Second By: | | | | Wahrer |
| Votes were: | Elchert | Aye | Wahrer | Aye |
| | Woodruff | Aye | Fark | Aye |
| | DeVine | Aye | York | Aye |

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| Motion To Adopt Ordinance 2021-032: | | | | Wahrer |
| Second By: | | | | Fark |
| Votes were: | Wahrer | Aye | Woodruff | Aye |
| | Fark | Aye | DeVine | Aye |
| | York | Aye | Elchert | Aye |



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- c. **ORDINANCE 2021-033** – An Ordinance Authorizing The Village Administrator To Enter Into A Community Reinvestment Area Agreement With Got Meat, LLC. And Declaring An Emergency.

Got Meat, LLC is wanting to construct and build a new plant to expand and relocate its meat processing and retail sales to 610 West Pike Street in Jackson Center. The project is being considered for the purpose of maintaining, improving and enhancing the ability to provide jobs and economic growth in the Community Reinvestment Area provided the appropriate development incentives are available to support the economic viability of the project. The property owner has reviewed and agreed to enter into the CRA Agreement which provides 100% exemption from real property taxes and assessment for a period of 15 years on all improvements made to the real property which is subject to the CRA Agreement. The Upper Valley Career Center Board of Education and the Jackson Center Local Schools Board of Education have been notified of the application for the agreement in compliance with Ohio Revised Code 5709.83(A) and have waived the 45-day notice requirement of Ohio Revised Code 3735.671(A)(1) and have passed resolutions consenting to the CRA Agreement between the Village and Got Meat, LLC. This ordinance authorizes the Village Administrator to execute the CRA Agreement with the property owner on behalf of the Village. Metz stated that they will retain seventeen employees and are going to hire an additional ten full time and two new part time employees. The additional payroll will be approximately \$400,000.

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| <i>Motion To Suspend The Three Reading Rule:</i> | | | | Woodruff |
| <i>Second By:</i> | | | | Fark |
| <i>Votes were:</i> | Woodruff | Aye | Fark | Aye |
| | DeVine | Aye | York | Aye |
| | Elchert | Aye | Wahrer | Aye |

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| <i>Motion To Adopt Ordinance 2021-033:</i> | | | | Wahrer |
| <i>Second By:</i> | | | | Woodruff |
| <i>Votes were:</i> | Fark | Aye | DeVine | Aye |
| | York | Aye | Elchert | Aye |
| | Wahrer | Aye | Woodruff | Aye |

COMMITTEE REPORTS:

Finance Committee: No Report

Utility Committee: No Report

Wage & Benefits Committee: No Report

Safety Committee: Elchert stated that the committee met just prior to this meeting. From Chief Davis, the Firehouse Software that we have been using to track fire runs and fire data in general will be obsolete at the end of this year and we will have to convert to a new program that he is in the process of. He has found one that he likes, but we are going to do some additional checking on that. Our costs may go up a bit, or is probably going to go up a bit in order to make that change with the software. But the main thing that is a positive is that they are going to convert all of our current data in our old software into the new software so that we don't lose any of that, which is huge. It does allow Chief Davis and other fire personnel to track hydrant locations, training tracking, and all of the other things that are mandatory for them to track anyway. It also does have some things in the new software regarding tracking that we have not been able to track in the past.



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The Fire Department has had seventy-four runs so far this year, fifteen of those were mutual aid runs, there were seven motor vehicle assists and twelve lift assists. When I say seventy-four runs, those lift assists are part of that seventy-four. Fire runs are averaging in the fifty range, which is where we normally are.

On the Police side of things, Chief is working on our updated operational Police policy manual for the Village, which is also something that Mr. Burton has his eyes on. This policy has been written by Lexipol and is something that we have paid for in order to get these policies updated, so we are in the process of getting that evaluated.

Public Property Committee: No Report

DEPARTMENTAL REPORTS:

Police Chief: Wirick stated that he did receive an email from Mark Darnell who is with USPCA grants last Friday. The email stated that we did get approved and we should be receiving our \$7,500 check in the next two to three weeks. Wirick stated that they will start searching for a K9 after the first of the year.

Fire Chief: No Report

ZEO/EDD: **Zoning:**

- Year End Report – 31 Total Permits in 2020; 36 Total Projects (*See attached Zoning Permit Report – Jan. 2022*)
- Zoning Maps – Have completed updated Zoning Maps with new areas and zoning included. Should have new maps posted soon.
- 2020 Census
 - Village residents completed count by date required. (*Results show an increase in housing units but a decrease in population. Questionable results nationwide but must accept the filing.*)

Economic Development:

Completed/In-Process Projects:

1. US Bank property sold to Peoples Savings and Loan of West Liberty. We have provided Peoples with the building prints and specs. They plan to remodel at a future date.
2. Recently acquired cold storage facility on College Street, has had updates with new lighting, door openers, and additional stress support for overhead storage. Facility adds additional inside storage for seasonal and specialty inventory.
3. Working on Bid process for the New Service Building expansion onto neighboring lot and vacated alley. Project was rebid due to initial high costs.
4. Access Engineering has finalized specs for the South Main/East Pike/Tiger Trail Park Expansion Project and will be bidding the project in December to protect from any cost increases in 2022. Project involves widening South Main and East Pike Streets past their current ends. The Park expansion will include 4 new ball fields – 2 softball and 2 baseball. Bids will be reviewed by the County Commissioners since CBDG funds are being used.
5. In talks with a possible business to locate at the former Trusted Transportation (old Marathon) at the village owned commercial location on West Pike Street. New business would be a great fit for the location and the community. Trusted Transportation's relocation is in progress and should



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- bring additional jobs. Village obtaining estimate on any Phase 3 cleanup that might be necessary.
6. Working on West Pike site plan to expand access and easements for additional storm water drainage from West Pike Street, in the neighborhood of Elder and West Pike Streets, to the Village Detention area on Jerry Drive.
 7. Assisted the sale, platting, and CRA agreement with Got Meat, LLC, dba Curly's Custom Meats for new store/process facility at 610 West Pike St. Assisted with the location and procuring agreements with the private property owners. They will retain current location for additional space.
 8. Completed the purchase from MetzCom the land required to use for additional water detention/retention in Hudson Lake area. Previously assisted the HL developers with purchase of farm land to swap for the land needed by Village. Land obtained offers space for new detention/retention area covering 5.5 acres and holding 7.25 million gallons of water. We are platting the area to include a possible new RR crossing and extension of Hamer Street to eventually join the Hudson Lake development. The land does offer some extra opportunities for expansion of existing detention area (*if needed*) and available R-3 land for development. Also, we will be selling off some small lot extensions to those home owners on Davis Street that might be interested in extra space.
 9. Remain in contact with a home bakery owner about possible expansion location in Jackson Center. Owner has been in contact with TRED Properties to be the anchor store for their new business center on Davis St.
 10. Planning and working with Choice One, John Weddle, and Jackson Center UMC for the dedication and improvement of "Leininger Lane" access and parking to the Fish Pond Food Pantry and JC Family Life Center. Improvements include better access and parking for TRG's office property and warehouse, as well as egress for NAPA deliveries. We hope to have the street dedication and plats completed in 2022. Project is tentatively scheduled for early 2023 unless conditions and finances allow for a 2022 start.
 11. Reviewed plans and worked with Hudson Lake Phase 3 developers for completion of new subdivision expansion. Additional 24 building lots will be available in 2022.
 12. Continuing to work with Airstream supplier to attract them to locate a facility in Jackson Center. We have had some success in locating property but supplier has not been as interested as originally thought. COVID cutbacks may be a factor.
 13. Worked with property owner on Tayside Court on replat of 2 lots into 1.
 14. Airstream/old Holloway Building – We assisted Airstream in separating the newer warehouse portion from the old office/factory area. The "new" Warehouse has an address of 103 Hudson Drive. Airstream would like sell the original office portion of the building and raze the older portion linking it to the warehouse. We were able to bring a couple of potential buyers to tour the building with Mark Beckman from Airstream. No known agreement has been reached since only we are only aware of 1 offer that has come in and it was quite a bit lower than the asking price. The Village will be extending Davis Street to the rear of the warehouse when Airstream has re-platted and razed the portion of the building.
 15. The Downtown Parking Lot project is still in progress. The Electric Vehicle Charging Stations have been installed but still need finalized for the Village to receive payment for the electricity used. The layout will be changing from the original plans as patrons have hit the Elder Theater and damaged their siding. We are working with Choice One to determine how to best prevent this and still maximize parking and any new "green space". We hope to get storm drainage installed in 2022 with paving to follow.
 16. The Museum Property was sold to the owner of the Southern-ish restaurant and they are making good progress on the renovation. New exterior siding and window trim are being installed and the inside is getting a new floor and bathroom renovation. Final use has not been determined but there are many options under consideration. The west portion of the lot was split off and



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sold to Mike Metz to prevent any issues with the shared driveway and eliminate any previous easements. A new temporary drive and storm drain were installed on the museum property before the sale of the museum was completed.

17. Electrical Easements on West Pike have been surveyed and we hope to have all of the agreements signed and filed in 2022.
18. The Airstream traffic signal arms are scheduled to arrive in January 2022. Contractor will secure base as weather permits and operation will begin shortly after. The plan now is to have the lights flash for the first month after installation to get drivers used to the lights and preparing to stop.
19. Washington Street property sale was completed to Dad's Life. The Washington Street Extension is complete except for paving. Owner is fencing in property with cameras to assist with security. The Village is installing LED street lighting on their property for additional security. They will be renting the light fixtures for the Village for a monthly fee.

Administration:

1. Have preliminary updated drawings from Choice One for Subdivision Regulations concerning Water and Sewer Connections to new Homes.
2. When drawings are complete will finish Information Packet for Construction Companies/Builders who are constructing homes in the Village. Similar to "New Home Owners' Packet" that was completed in 2019.
3. Assisted with employee exit interviews to determine what can be done to minimize turnover. A few recommendations for improved employee relations are being considered.
4. Meeting with JC Planning Commission and Shelby County Regional Planning on area improvements. Regional Planning assists us in knowing what other governmental agencies are doing to address similar issues as JC.
5. Working with Administrator and Choice One to determine feasibility and advantages of a monthly Storm Water charge.
6. Have discussed CRA agreements in-person with JCHS School Treasurer and Upper Valley Career Center Treasurer in hopes of a better understanding of the process and what is gained. Much improved communication with Career Center
7. Total Hours worked in-office – 813.1 Hours (1/1/21-11/30/21). *(Does not include after-hours time or December.)*

ADMINISTRATOR'S REPORT: December 13, 2021

Electric Department

- ✿ Village Christmas Decorations, we need to look into getting new decorations for next year
- ✿ Assisting on Hudson Drive waterline and they are about half way done.
- ✿ Changed Electric Pole on College Street that broke off in the wind Saturday. Lakeview sent two employees over today to help us replace that pole.

Street Department

- ✿ Finished leaf pickup today
- ✿ Hudson Drive waterline

Water/Wastewater Departments

- ✿ Normal operations

Parks Department

- ✿ Repairs and Maintenance



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Administrator

- ☺ Attended RCAP webinar on Collection System Maintenance
- ☺ Working with Bev to get 2021 closed down and preparing for a busy 2022
- ☺ Continuing to work with Ed on great projects for JC
- ☺ Met with NKTELCO and will start marketing in JC to get residents hooked up
- ☺ Met with Natural Gas Rep and discussed gas futures
- ☺ Met with Freytag and advertised Building addition for bids again, to open the 17th at 10:00
- ☺ Met with Access Engineering and advertisement for bids went out on Dec 7th and bids will be opened on Dec 21st
- ☺ Metz passed out a funding breakdown for the funding for the Neighborhood Revitalization Projects. The Village has been awarded from the Ohio Public Works Commission \$500,000 in Grant, \$500,000 in zero interest loan, \$600,000 in CDBG Neighborhood Revitalization grant monies and \$120,000 in Ohio Department of Natural Resources grant monies with the Villages local match of \$200,000.
- ☺ Sidney Shelby Economic Partnership, the Village is a member of that group, Metz sits on the board, we pay \$1,750 a year; the focus seems to be on Sidney and not reaching out to the surrounding villages. Now that we have Maxwell doing our Economic Development how do we want to continue our funding support of the group going forward. The group hired a consultant to come in and they did everything focused on Sidney. They came up with a new logo for Shelby County, which it says Sidney on it, it doesn't say Shelby County. The artwork shows the big four bridge, the Miami river and the rising sun. We called them out on it, and they offered to send us some banners to put up on our poles. The consultant group did offer to look into seeing what they could do for the surrounding villages. But we have not seen or heard anything yet. Metz stated that they normally send an invoice with the amount that we paid last year and ask for an additional \$250 for the new year.

CITIZEN COMMENT:

None

OTHER BUSINESS:

None

UNSCHEDULED BUSINESS:

Klopfenstein asked members to please look over the proposed 2022 Roster and Committee listing and let him know if there need to be any changes. This will be finalized at the first meeting in 2022.

ADJOURNMENT:

There being no other business to come before Council.

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|---------------------------|---|-------------|---|-----------------------|
| <i>Motion To Adjourn:</i> | | | | Woodruff |
| <i>Seconded By:</i> | | | | Wahrer |
| <i>Aye:</i> | 6 | <i>Nay:</i> | 0 | <i>Motion Carried</i> |

The meeting adjourned until December 27, 2021 at 7:00 p.m. in Council Chambers.

Scott Klopfenstein, Mayor



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Beverly A. Wren, Fiscal Officer

All formal actions of the Council of Village of Jackson Center concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.