

**Village of Russells Point  
Regular Council Meeting  
Council Chambers**

**Meeting Agenda December 21, 2020**

1. Call to Order
2. Roll Call
3. Approval of Previous Meeting Minutes – December 7, 2020
4. Reports
  - a. Fiscal Officers Report
  - b. Maintenance Team Report
  - c. Zoning Report
  - d. Police/Code Enforcement Report
  - e. Parks & Recreation Report
  - f. EMS Report
5. Ordinances and Resolutions
6. Citizen's Comments
7. Old Business
8. New Business
  - a. Overtime/Compensatory Time
  - b. Ohio Plan Risk Management
  - c. Farm Lease Termination
  - d. Employee Compensation
9. Next Council Meeting – Monday, January 4, 2021
10. Adjournment
11. Upcoming Meetings
  - a. BPA – December 28, 2020 at 6:00 p.m.

**INDIAN LAKE OHIO  
VILLAGE OF RUSSELLS POINT  
COUNCIL MEETING**

**MEETING MINUTES**

**December 7, 2020**

Due to COVID-19 and the stay at home order this meeting was held by public teleconference via GoToMeeting.

Mayor Reames called the Meeting to order at 7:00 p.m.

Roll Call: Ms. Joan Hinterschied, present; Mr. John Huffman, present; Ms. Kelly Huffman, present; Mr. Greg Iiams, present; Ms. Joan Maxwell, present; Ms. Shannon Stinemetz, present.

Recorder: Fiscal Officer Jeff Weidner

Guests: Ms. Dianne Gauder, Mayor's Court Clerk  
Mr. Joe Freyhof, Police Chief  
Ms. Sharon DeVault, 209 Elliott Rd., Russells Point  
Mr. Gregg Vosler, 374 W. Main, Russells Point

**Minutes: November 16, 2020 Council Meeting**

*Ms. Shannon Stinemetz moved to approve the November 16, 2020 Council Meeting Minutes as submitted. Mr. Greg Iiams seconded the motion.*

*The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea;  
Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.*

*The motion passed: 6 yeas – 0 nays*

**Reports: Mayor's Court Report –**

The November 2020 statement for Mayor's Court showing Village revenue of \$1,163.00 was presented to Council for approval.

*Ms. Joan Hinterschied moved to approve the November 2020 Mayor's Court Statement as submitted. Ms. Shannon Stinemetz seconded the motion.*

*The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea;  
Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.*

*The motion passed: 6 yeas – 0 nays*

**Finance Committee Report –**

Council was provided a copy of the minutes from the November 19, 2020 finance meeting which outlined the recommendations of the committee regarding payroll and benefits for the Zoning Officer and Mayor's Court Clerk as well as a listing of additional expense items to be incorporated into the 2021 budget. Council had no questions.

**Indian Joint Fire District Report –**

Ms. Joan Maxwell provided a written report on the November 17, 2020 meeting.

**Indian Lake EMS Report**

Council was provided a copy of the November 11, 2020 meeting minutes. Mayor Reams reported that she was unable to attend the December meeting but will provide a copy of the minutes for the next meeting.

**ORDINANCES & RESOLUTIONS:**

**A. Ordinance 20-1186; Amending 2020 Appropriations**

**AN ORDINANCE AUTHORIZING AMENDING PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF RUSSELLS POINT, STATE OF OHIO DURING FISCAL YEAR ENDING DECEMBER 31, 2020, AND DECLARING AN EMERGENCY.**

*Mr. Greg Iiams made a motion to waive the three-reading rule. Ms. Joan Maxwell seconded the motion.*

*The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea; Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.*

*The motion passed: 6 yeas – 0 nays.*

*Mr. Greg Iiams made a motion to accept Ordinance 20-1186 by title. Ms. Joan Maxwell seconded the motion.*

*The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea; Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.*

*The motion passed: 6 yeas – 0 nays.*

**B. Ordinance 20-1187; 2021 Permanent Appropriations**

**AN ORDINANCE AUTHORIZING PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF RUSSELLS POINT, STATE OF OHIO DURING FISCAL YEAR ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY.**

*Mr. Greg Iiams made a motion to waive the three-reading rule. Ms. Joan Maxwell seconded the motion.*

*The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea; Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.*

*The motion passed: 6 yeas – 0 nays.*

*Mr. Greg Iiams made a motion to accept Ordinance 20-1187 by title. Ms. Joan Maxwell seconded the motion.*

*The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea; Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.*

*The motion passed: 6 yeas – 0 nays.*

**CITIZEN COMMENTS:**

**A. Sharon DeVault**

Mr. DeVault wished to thank Mr. Dave Wallace of Russells Point for his help with the village's yard waste drop off. Mayor Reames wished to thank Ms. DeVault for her help as well.

**OLD BUSINESS:**

**A. Parking and Storage of Certain Vehicles Ordinance**

Regarding the letter from Mr. Vosler requesting consideration to amend the ordinance, Mayor Reames reported that the proposed amendments would affect section 1177.05 and 1145.02 of the codified ordinances and possibly the fee schedule. Most of the council was not opposed to making amendments with restrictions. Some of the points discussed was making sure that RV is defined, duration of stay, and frequency of allowing RV use. Ms. Gauder added that other things that should be considered for incorporation would be the zoning district, use of vacant lots, leasing or renting of property, and delinquent taxes. Mayor Reames added that the village would also need to consider the village resources that would be needed to track the permits and the discipline for non-compliance.

It was determined that a committee be formed for further discussion. The members of the committee will be Ms. Dianne Gauder, Mayor Robin Reames, Mr. John Huffman, Mr. Greg Iiams, and Ms. Shannon Stinemetz. Due to the upcoming holidays, the first meeting date will be determined after the first of the year.

**NEW BUSINESS:**

A. Sale of Chairs

Mayor Reames reported that the old cloth & wood chairs that was in council chambers along as well as various miscellaneous chairs have been staged for sale on GovDeals. She asked if council would also like to list the wood & vinyl conference chairs.

*Ms. Joan Hinterschied made a motion to sell the conference chairs on GovDeals. Ms. Shannon Stinemetz seconded the motion.*

*The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea;*

*Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.*

*The motion passed: 6 yeas – 0 nays.*

B. Park Board Meeting

The next park board meeting will be held on Monday, December 14, 2020 at 7:30 p.m.

*Ms. Joan Maxwell made a motion to adjourn the meeting and seconded by Ms. Kelly Huffman.*

The meeting was adjourned at 7:35 p.m.

Next Ordinance: 20-1188    Next Resolution: 20-946

Next Council Meeting: Monday, December 21, 2020 at 7:00 p.m.

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Fiscal Officer Jeff Weidner

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Mayor Robin Reames

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Date Passed

## FINANCIAL REPORT – NOVEMBER 2020

|                           |                    |
|---------------------------|--------------------|
| Beginning pooled balance  | \$4,819,429.79     |
| Revenue for the month     | \$154,419.58       |
| <u>Expenses for month</u> | <u>\$67,680.76</u> |
| Ending pooled balance     | \$4,906,168.61     |

### BREAKDOWN OF FUNDS

|                        |                     |
|------------------------|---------------------|
| General Fund           | \$2,154,660.31      |
| Water Funds            | \$2,128,261.68      |
| <u>Remaining Funds</u> | <u>\$623,246.62</u> |
| Ending pooled balance  | \$4,906,168.61      |

The Village books reconciled with the bank statement.

### OTHER NOTES:

Liquor control annual payment: Normally the village receives approximately \$3,400 in August of each year from the Ohio Dept. of Liquor Control. While reviewing the villages revenue accounts a while back I noticed that we have not received our payment. I contacted them and they said that payments were behind due to COVID. During a follow up, I received confirmation that this is due to the renewal extensions and funds will not be received until sometime in 2021.

Covid funds: I am waiting on the final bill from Area Energy for the electric projects that were completed using these funds. Once received, I can complete the reallocation of police payroll and the fund will be depleted to a zero balance.

**Bank Reconciliation**

UAN v2020.4

Reconciled Date 11/30/2020

Posted 12/7/2020 10:11:17 AM

|  |   |                              |
|--|---|------------------------------|
| Prior UAN Balance:                       |   | \$4,819,429.79               |
| Receipts:                                | + | \$151,236.57                 |
| Payments:                                | - | \$62,497.55                  |
| Adjustments:                             | + | <u>-\$2,000.20</u>           |
| Current UAN Balance as of 11/30/2020:    |   | \$4,906,168.61               |
| Other Adjusting Factors:                 | + | <u>\$0.00</u>                |
| Adjusted UAN Balance as of 11/30/2020:   |   | <u><u>\$4,906,168.61</u></u> |
|  |   |                              |
| Entered Bank Balances as of 11/30/2020:  |   | \$4,925,962.95               |
| Deposits in Transit:                     | + | \$0.00                       |
| Outstanding Payments:                    | - | \$19,794.34                  |
| Outstanding Adjustments:                 | + | \$0.00                       |
| Other Adjusting Factors:                 | + | <u>\$0.00</u>                |
| Adjusted Bank Balances as of 11/30/2020: |   | <u><u>\$4,906,168.61</u></u> |

Balances Reconciled

Governing Board Signatures

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There are no outstanding receipts as of 11/30/2020.

There are no outstanding adjustments as of 11/30/2020.

Page: 1 of 1  
Account:  
Date: 11/30/2020

**VILLAGE OF RUSSELLS POINT  
MMDA  
PO BOX 30  
RUSSELLS POINT OH 43348-0030**

Enclosures 0

**\*\*\* CHECKING \*\*\* PUBLIC FUND MM**

Beginning balance on November 01, 2020  
Total Deposits and Credits: 4  
Total Checks and Debits: 0  
Cycle Service Charge  
Ending balance on November 30, 2020

**Beginning Rate** 0.25000  
\$ 4,821,528.69  
+ 54,434.26  
- .00  
- 0  
\$ 4,875,962.95

Number of days in this statement period: 30

● **Account Transactions**

| <u>Date</u> | <u>Description</u>                                   | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------|--|---------------|----------------|
| 11/16       | EXCESS BALANCE TRANSFER<br>FROM CK XXXXXXXXXXXXX0724 |               | 12,079.13      |
| 11/27       | EXCESS BALANCE TRANSFER<br>FROM CK XXXXXXXXXXXXX0724 |               | 38,000.16      |
| 11/30       | EXCESS BALANCE TRANSFER<br>FROM CK XXXXXXXXXXXXX0724 |               | 3,364.65       |
| 11/30       | INTEREST PAYMENT                                     |               | 990.32         |

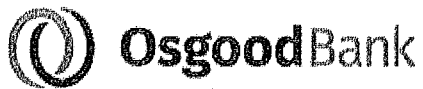
● **Balance By Date**

| <u>Date</u> | <u>Balance</u> | <u>Date</u> | <u>Balance</u> | <u>Date</u> | <u>Balance</u> | <u>Date</u> | <u>Balance</u> |
|-------------|----------------|-------------|----------------|-------------|----------------|-------------|----------------|
| 10/31       | 4,821,528.69   | 11/16       | 4,833,607.82   | 11/27       | 4,871,607.98   | 11/30       | 4,875,962.95   |

● **Interest Information**

PAYER FEDERAL ID NUMBER..... 34-4322730  
INTEREST PAID YEAR TO DATE..... 27,261.58

**OSGOOD BANK CONTINUES TO ROLLOUT OUR NEW LOOK. IN  
ADDITION TO OUR STATEMENTS AND WEBSITE- YOU WILL SEE NEW  
LOGOS AND COLORS ON OUR BRANCHES AND SIGNS IN OCTOBER.**



275 W. Main Street | Osgood, OH 45351

Page: 1 of 9  
Account:  
Date: 11/30/2020

**VILLAGE OF RUSSELLS POINT  
OPERATING ACCOUNT  
PO BOX 30  
RUSSELLS POINT OH 43348-0030**

Enclosures 40

**\*\*\* CHECKING \*\*\* NON-INT STATE/POL**

Beginning balance on November 01, 2020

Total Deposits and Credits: 67

Total Checks and Debits: 70

Cycle Service Charge

Ending balance on November 30, 2020

|    |            |
|----|------------|
| \$ | 17,233.36  |
| +  | 148,246.05 |
| -  | 115,479.41 |
| -  | 0          |
| \$ | 50,000.00  |

Number of days in this statement period: 30

● **Account Transactions**

| <b>Date</b> | <b>Description</b>  | <b><u>DEBITS</u></b> | <b><u>CREDITS</u></b> |
|-------------|---|----------------------|-----------------------|
| 11/02       | AC HUNT MERCH SVCS DEPOSIT                                    |                      | 472.03                |
| 11/02       | RDC DEPOSIT<br>NUMBER 0000000001                              |                      | 2,167.47              |
| 11/02       | RDC DEPOSIT<br>NUMBER 0000000001                              |                      | 2,419.89              |
| 11/02       | AC ACHMA VISB BILL PYMNT                                      | 418.72               |                       |
| 11/03       | AC STATE OF OHIO MAINT/WARR<br>COM01*LIQFEEDT4609920201029*LI |                      | 272.30                |
| 11/03       | AC HUNT MERCH SVCS DEPOSIT                                    |                      | 294.92                |
| 11/03       | AC HUNT MERCH SVCS DISCOUNT                                   | 14.70                |                       |
| 11/03       | AC HUNT MERCH SVCS FEE  | 56.05                |                       |
| 11/03       | AC HUNT MERCH SVCS INTERCHNG                                  | 94.26                |                       |
| 11/03       | AC COSE RECURRING INS PAYMNT                                  | 5,703.79             |                       |
| 11/04       | AC HUNT MERCH SVCS DEPOSIT                                    |                      | 397.56                |
| 11/05       | AC STATE OF OHIO MAINT/WARR<br>TAX06*D MUNNET 0667698A*MONTHL |                      | 310.71                |
| 11/05       | AC HUNT MERCH SVCS DEPOSIT                                    |                      | 938.97                |
| 11/05       | RDC DEPOSIT<br>NUMBER 0000000001                              |                      | 1,385.00              |
| 11/05       | RDC DEPOSIT<br>NUMBER 0000000001                              |                      | 2,242.51              |
| 11/05       | RDC DEPOSIT<br>NUMBER 0000000001                              |                      | 2,336.93              |
| 11/05       | RDC DEPOSIT<br>NUMBER 0000000001                              |                      | 2,949.76              |
| 11/05       | RDC DEPOSIT<br>NUMBER 0000000001                              |                      | 4,028.42              |
| 11/05       | RDC DEPOSIT   |                      | 7,695.85              |



## Cash Summary by Fund

November 2020

| Fund #        | Fund Name                        | Fund Balance 11/1/2020 | Fund Balance Adjustments | Revenue (excluding transfers and advances in) | Transfers In | Advances In | Total Fund & Adjustments & Revenue | Expenditures (excluding transfers and advances out) | Transfers Out | Advances Out | Fund Balance 11/30/2020 | Non-Pooled Balance | Pooled Balance |
|---------------|----------------------------------|------------------------|--------------------------|---|--------------|-------------|------------------------------------|---|---------------|--------------|-------------------------|--------------------|----------------|
| 1000          | General                          | \$2,136,382.53         | \$0.00                   | \$33,588.27                                   | \$0.00       | \$0.00      | \$2,169,970.80                     | \$15,310.49   | \$0.00        | \$0.00       | \$2,154,660.31          | \$0.00             | \$2,154,660.31 |
| 2011          | Street Maintenance               | \$256,010.89           | \$0.00                   | \$7,883.67                                    | \$0.00       | \$0.00      | \$263,894.56                       | \$3,230.06  | \$0.00        | \$0.00       | \$260,664.50            | \$0.00             | \$260,664.50   |
| 2021          | State Highway                    | \$24,727.95            | \$0.00                   | \$619.38                                      | \$0.00       | \$0.00      | \$25,347.33                        | \$5,466.91  | \$0.00        | \$0.00       | \$19,880.42             | \$0.00             | \$19,880.42    |
| 2041          | Parks and Recreation             | \$1,598.29             | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$1,598.29                         | \$234.26  | \$0.00        | \$0.00       | \$1,364.03              | \$0.00             | \$1,364.03     |
| 2081          | Drug Law Enforcement             | \$6,649.80             | \$0.00                   | \$80.00                                       | \$0.00       | \$0.00      | \$6,709.80                         | \$0.00  | \$0.00        | \$0.00       | \$6,709.80              | \$0.00             | \$6,709.80     |
| 2101          | Auto Permissive                  | \$93,733.86            | \$0.00                   | \$721.60                                      | \$0.00       | \$0.00      | \$94,455.46                        | \$0.00  | \$0.00        | \$0.00       | \$94,455.46             | \$0.00             | \$94,455.46    |
| 2151          | Coronavirus Relief Fund          | \$63,582.68            | \$0.00                   | \$52,007.18                                   | \$0.00       | \$0.00      | \$115,589.86                       | \$47,044.00   | \$0.00        | \$0.00       | \$68,545.86             | \$0.00             | \$68,545.86    |
| 2901          | Police 3 Mill                    | \$15,310.61            | \$0.00                   | \$1,530.80                                    | \$0.00       | \$0.00      | \$16,841.41                        | \$29,972.78   | \$0.00        | \$0.00       | \$46,814.19             | \$0.00             | \$46,814.19    |
| 2903          | State Police Training Grant      | \$2,807.50             | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$2,807.50                         | \$0.00  | \$0.00        | \$0.00       | \$2,807.50              | \$0.00             | \$2,807.50     |
| 4101          | Municipal Building               | \$0.00                 | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$0.00                             | \$0.00  | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| 4203          | OPWC Paving                      | \$0.00                 | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$0.00                             | \$0.00  | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| 4204          | Clean Ohio III                   | \$0.00                 | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$0.00                             | \$0.00  | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| 4501          | Main Street                      | \$12,827.02            | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$12,827.02                        | \$0.00  | \$0.00        | \$0.00       | \$12,827.02             | \$0.00             | \$12,827.02    |
| 4901          | Misc Capital Projects            | \$60,000.00            | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$60,000.00                        | \$0.00  | \$0.00        | \$0.00       | \$60,000.00             | \$0.00             | \$60,000.00    |
| 5101          | Water Operating                  | \$1,802,538.07         | \$0.00                   | \$55,033.86                                   | \$0.00       | \$0.00      | \$1,857,571.93                     | \$23,842.82   | \$113.34      | \$0.00       | \$1,833,615.77          | \$0.00             | \$1,833,615.77 |
| 5201          | Storm Sewer Operating            | \$48,124.38            | \$0.00                   | \$1,024.82                                    | \$113.34     | \$0.00      | \$49,262.54                        | \$575.00  | \$0.00        | \$0.00       | \$48,687.54             | \$0.00             | \$48,687.54    |
| 5701          | Utility Improvement              | \$151,728.30           | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$151,728.30                       | \$0.00  | \$0.00        | \$0.00       | \$151,728.30            | \$0.00             | \$151,728.30   |
| 5721          | Mortgage Debt Service            | \$51,863.61            | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$51,863.61                        | \$0.00  | \$0.00        | \$0.00       | \$51,863.61             | \$0.00             | \$51,863.61    |
| 5741          | Debt Service Reserve             | \$91,054.00            | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$91,054.00                        | \$0.00  | \$0.00        | \$0.00       | \$91,054.00             | \$0.00             | \$91,054.00    |
| 9101          | Unclaimed Monies                 | \$490.30               | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$490.30                           | \$0.00  | \$0.00        | \$0.00       | \$490.30                | \$0.00             | \$490.30       |
| 9901          | Mayor's Court-State Costs & Fees | \$0.00                 | \$0.00                   | \$1,950.00                                    | \$0.00       | \$0.00      | \$1,950.00                         | \$1,950.00  | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| Report Total: |                                  | \$4,819,429.79         | \$0.00                   | \$154,419.58                                  | \$113.34     | \$0.00      | \$4,973,962.71                     | \$67,680.76   | \$113.34      | \$0.00       | \$4,906,188.61          | \$0.00             | \$4,906,188.61 |

Last reconciled to bank: 11/30/2020 - Total other adjusting factors: \$0.00

## Cash Summary by Fund

1/1/2020 to 11/30/2020

| Fund #        | Fund Name                        | Fund Balance 1/1/2020 | Fund Balance Adjustments | Revenue (excluding transfers and advances in) | Transfers In | Advances In | Total Fund & Adjustments & Revenue | Expenditures (excluding transfers and advances out) | Transfers Out | Advances Out | Fund Balance 11/30/2020 | Non-Pooled Balance | Pooled Balance |
|---------------|----------------------------------|-----------------------|--------------------------|---|--------------|-------------|------------------------------------|---|---------------|--------------|-------------------------|--------------------|----------------|
| 1000          | General                          | \$2,024,541.96        | \$0.00                   | \$565,310.24                                  | \$0.00       | \$0.00      | \$2,589,852.20                     | \$329,056.91  | \$106,134.98  | \$0.00       | \$2,154,660.31          | \$0.00             | \$2,154,660.31 |
| 2011          | Street Maintenance               | \$219,246.85          | \$0.00                   | \$83,064.14                                   | \$0.00       | \$0.00      | \$302,310.99                       | \$41,646.49   | \$0.00        | \$0.00       | \$260,664.50            | \$0.00             | \$260,664.50   |
| 2021          | State Highway                    | \$24,232.77           | \$0.00                   | \$6,369.78                                    | \$0.00       | \$0.00      | \$30,602.55                        | \$10,722.13   | \$0.00        | \$0.00       | \$19,880.42             | \$0.00             | \$19,880.42    |
| 2041          | Parks and Recreation             | \$1,501.78            | \$0.00                   | \$1,310.00                                    | \$2,000.00   | \$0.00      | \$4,811.78                         | \$3,447.75  | \$0.00        | \$0.00       | \$1,364.03              | \$0.00             | \$1,364.03     |
| 2081          | Drug Law Enforcement             | \$5,856.80            | \$0.00                   | \$653.00                                      | \$0.00       | \$0.00      | \$6,709.80                         | \$0.00  | \$0.00        | \$0.00       | \$6,709.80              | \$0.00             | \$6,709.80     |
| 2101          | Auto Permissive                  | \$87,349.69           | \$0.00                   | \$7,105.77                                    | \$0.00       | \$0.00      | \$94,455.46                        | \$0.00  | \$0.00        | \$0.00       | \$94,455.46             | \$0.00             | \$94,455.46    |
| 2151          | Coronavirus Relief Fund          | \$0.00                | \$0.00                   | \$150,406.82                                  | \$0.00       | \$0.00      | \$150,406.82                       | \$81,860.96   | \$0.00        | \$0.00       | \$68,545.86             | \$0.00             | \$68,545.86    |
| 2901          | Police 3 Mill                    | \$13,768.32           | \$0.00                   | \$125,333.33                                  | \$80,000.00  | \$0.00      | \$219,101.65                       | \$172,287.46  | \$0.00        | \$0.00       | \$46,814.19             | \$0.00             | \$46,814.19    |
| 2903          | State Police Training Grant      | \$2,565.00            | \$0.00                   | \$422.50                                      | \$0.00       | \$0.00      | \$3,007.50                         | \$200.00  | \$0.00        | \$0.00       | \$2,807.50              | \$0.00             | \$2,807.50     |
| 4101          | Municipal Building               | \$0.00                | \$0.00                   | \$0.00  | \$12,134.98  | \$0.00      | \$12,134.98                        | \$12,134.98   | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| 4203          | OPWC Paving                      | \$0.00                | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$0.00                             | \$0.00  | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| 4204          | Clean Ohio III                   | \$0.00                | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$0.00                             | \$0.00  | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| 4501          | Main Street                      | \$12,827.02           | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$12,827.02                        | \$0.00  | \$0.00        | \$0.00       | \$12,827.02             | \$0.00             | \$12,827.02    |
| 4901          | Misc Capital Projects            | \$48,000.00           | \$0.00                   | \$0.00  | \$12,000.00  | \$0.00      | \$60,000.00                        | \$0.00  | \$0.00        | \$0.00       | \$60,000.00             | \$0.00             | \$60,000.00    |
| 5101          | Water Operating                  | \$1,705,031.36        | \$0.00                   | \$636,448.48                                  | \$0.00       | \$0.00      | \$2,341,479.84                     | \$361,894.61  | \$145,969.46  | \$0.00       | \$1,833,615.77          | \$0.00             | \$1,833,615.77 |
| 5201          | Storm Sewer Operating            | \$39,272.69           | \$0.00                   | \$12,456.72                                   | \$1,133.13   | \$0.00      | \$52,862.54                        | \$4,175.00  | \$0.00        | \$0.00       | \$48,687.54             | \$0.00             | \$48,687.54    |
| 5701          | Utility Improvement              | \$176,565.24          | \$0.00                   | \$0.00  | \$40,000.00  | \$0.00      | \$216,565.24                       | \$64,836.94   | \$0.00        | \$0.00       | \$151,728.30            | \$0.00             | \$151,728.30   |
| 5721          | Mortgage Debt Service            | \$65,910.06           | \$0.00                   | \$0.00  | \$104,836.33 | \$0.00      | \$170,746.39                       | \$118,892.78  | \$0.00        | \$0.00       | \$51,853.61             | \$0.00             | \$51,853.61    |
| 5741          | Debt Service Reserve             | \$91,054.00           | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$91,054.00                        | \$0.00  | \$0.00        | \$0.00       | \$91,054.00             | \$0.00             | \$91,054.00    |
| 9101          | Unclaimed Monies                 | \$490.30              | \$0.00                   | \$0.00  | \$0.00       | \$0.00      | \$490.30                           | \$0.00  | \$0.00        | \$0.00       | \$490.30                | \$0.00             | \$490.30       |
| 9901          | Mayor's Court-State Costs & Fees | \$0.00                | \$0.00                   | \$14,858.00                                   | \$0.00       | \$0.00      | \$14,858.00                        | \$14,858.00   | \$0.00        | \$0.00       | \$0.00                  | \$0.00             | \$0.00         |
| Report Total: |                                  | \$4,518,233.84        | \$0.00                   | \$1,603,938.78                                | \$252,104.44 | \$0.00      | \$6,374,277.06                     | \$1,216,004.01                                      | \$252,104.44  | \$0.00       | \$4,906,168.61          | \$0.00             | \$4,906,168.61 |

Last reconciled to bank: 11/30/2020 - Total other adjusting factors: \$0.00

**Payment Listing**

UAN v2021.1

November 2020

| Payment Advice # | Post Date  | Transaction Date | Type | Vendor / Payee                        | Amount     | Status |
|------------------|------------|------------------|------|---------------------------------------|------------|--------|
| 662-2020         | 11/05/2020 | 11/05/2020       | CH   | WEX Bank                              | \$672.64   | C      |
| 663-2020         | 11/09/2020 | 11/09/2020       | CH   | VECTREN ENERGY DELIVERY               | \$83.09    | C      |
| 664-2020         | 11/09/2020 | 11/09/2020       | CH   | Vectren Energy Delivery               | \$61.76    | C      |
| 665-2020         | 11/03/2020 | 11/09/2020       | CH   | Huntington Merchant Services          | \$165.01   | C      |
| 666-2020         | 11/06/2020 | 11/09/2020       | CH   | Dental Care Plus, Inc.                | \$288.42   | C      |
| 667-2020         | 11/09/2020 | 11/09/2020       | CH   | COSE                                  | \$5,703.79 | C      |
| 674-2020         | 11/12/2020 | 11/12/2020       | CH   | Mastercard                            | \$28.87    | C      |
| 687-2020         | 11/19/2020 | 11/19/2020       | CH   | Time Warner Cable (WTP Internet)      | \$96.98    | C      |
| 688-2020         | 11/19/2020 | 11/19/2020       | CH   | Time Warner Cable                     | \$381.19   | C      |
| 690-2020         | 11/23/2020 | 11/23/2020       | CH   | Anthem Life Insurance Company         | \$127.25   | C      |
| 691-2020         | 11/23/2020 | 11/23/2020       | CH   | WEX Bank                              | \$773.21   | C      |
| 692-2020         | 11/24/2020 | 11/24/2020       | CH   | Dayton Power & Light (Leppich)        | \$16.02    | C      |
| 693-2020         | 11/24/2020 | 11/24/2020       | CH   | Dayton Power & Light (Plant)          | \$1,050.06 | C      |
| 694-2020         | 11/24/2020 | 11/24/2020       | CH   | Dayton Power & Light (OldTwr)         | \$40.81    | C      |
| 718-2020         | 11/30/2020 | 12/07/2020       | CH   | Anthem Life Insurance Company         | \$2.50     | C      |
| 719-2020         | 11/30/2020 | 12/07/2020       | CH   | Osgood State Bank                     | \$24.95    | C      |
| 8647             | 11/09/2020 | 11/09/2020       | AW   | Choice One Engineering                | \$450.00   | C      |
| 8648             | 11/09/2020 | 11/09/2020       | AW   | Choice One Engineering                | \$125.00   | C      |
| 8649             | 11/09/2020 | 11/09/2020       | AW   | Core & Main                           | \$121.64   | C      |
| 8650             | 11/09/2020 | 11/09/2020       | AW   | Dad's Towing & Recovery               | \$125.00   | C      |
| 8651             | 11/09/2020 | 11/09/2020       | AW   | Kleem, Inc.                           | \$240.66   | C      |
| 8652             | 11/09/2020 | 11/09/2020       | AW   | Lakeview Hardware, Inc.               | \$166.60   | C      |
| 8653             | 11/09/2020 | 11/09/2020       | AW   | LOGAN COUNTY ELECTRIC COOPERATIVE     | \$50.00    | C      |
| 8654             | 11/09/2020 | 11/09/2020       | AW   | MASI-Mobile Analytical Services, Inc. | \$118.50   | C      |
| 8655             | 11/09/2020 | 11/09/2020       | AW   | Security Fence Group                  | \$5,375.00 | C      |
| 8656             | 11/09/2020 | 11/09/2020       | AW   | Trithium Solutions                    | \$426.13   | C      |
| 8657             | 11/09/2020 | 11/09/2020       | AW   | Waste Management of Ohio              | \$108.14   | C      |
| 8658             | 11/09/2020 | 11/09/2020       | AW   | WREN'S SERVICE STATION                | \$150.00   | C      |
| 8659             | 11/09/2020 | 11/09/2020       | AW   | Statewide Emergency Products, LLC     | \$135.00   | C      |
| 8660             | 11/13/2020 | 11/13/2020       | AW   | Joan Hinterschied, RI                 | \$44.50    | C      |
| 8661             | 11/13/2020 | 11/13/2020       | AW   | Robin Reames, RI                      | \$173.74   | C      |
| 8662             | 11/16/2020 | 11/16/2020       | AW   | Bellefontaine Examiner                | \$51.99    | C      |
| 8663             | 11/16/2020 | 11/16/2020       | AW   | Dale Albert                           | \$975.25   | C      |
| 8664             | 11/16/2020 | 11/16/2020       | AW   | Donnellon McCarthy Enterprises, Inc.  | \$117.43   | C      |
| 8665             | 11/16/2020 | 11/16/2020       | AW   | MASI-Mobile Analytical Services, Inc. | \$96.55    | C      |
| 8666             | 11/16/2020 | 11/16/2020       | AW   | OARnet-VMware ELA                     | \$122.85   | C      |
| 8667             | 11/16/2020 | 11/16/2020       | AW   | Roe Transportation                    | \$300.00   | C      |
| 8668             | 11/16/2020 | 11/16/2020       | AW   | USA Bluebook                          | \$1,216.57 | O      |
| 8669             | 11/16/2020 | 11/16/2020       | AW   | Wren's Auto Parts & Service           | \$73.22    | C      |
| 8670             | 11/23/2020 | 11/23/2020       | AW   | Donnellon McCarthy Enterprises, Inc.  | \$88.45    | O      |
| 8671             | 11/23/2020 | 11/23/2020       | AW   | Indian Lake Printing                  | \$195.38   | O      |
| 8672             | 11/23/2020 | 11/23/2020       | AW   | Indian Lake Carquest                  | \$4.49     | O      |
| 8673             | 11/23/2020 | 11/23/2020       | AW   | Myers Farm Drainage                   | \$190.00   | O      |
| 8674             | 11/23/2020 | 11/23/2020       | AW   | Point Welding                         | \$395.00   | O      |
| 8675             | 11/23/2020 | 11/23/2020       | AW   | R&R Body & Paint                      | \$63.00    | C      |
| 8676             | 11/23/2020 | 11/23/2020       | AW   | Postmaster (stamps)                   | \$4,400.00 | O      |

**Payment Listing**

UAN v2021.1

November 2020

| Payment Advice #                | Post Date  | Transaction Date | Type | Vendor / Payee            | Amount      | Status |
|---------------------------------|------------|------------------|------|---------------------------|-------------|--------|
| 8677                            | 11/24/2020 | 11/24/2020       | AW   | Duff Quarry, Inc.         | \$331.88    | C      |
| 8678                            | 11/24/2020 | 11/24/2020       | AW   | VILLAGE OF RUSSELLS POINT | \$200.00    | O      |
| 8679                            | 11/24/2020 | 11/24/2020       | AW   | Mike Needham              | \$24.10     | C      |
| 8680                            | 11/24/2020 | 11/24/2020       | AW   | Ashley Carver             | \$23.26     | O      |
| 8681                            | 11/24/2020 | 11/24/2020       | AW   | John Palmer               | \$18.25     | O      |
| Total Payments:                 |            |                  |      |                           | \$26,214.13 |        |
| Total Conversion Vouchers:      |            |                  |      |                           | \$0.00      |        |
| Total Less Conversion Vouchers: |            |                  |      |                           | \$26,214.13 |        |

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

**From:** Tim Reese  
**Sent:** Friday, December 18, 2020 8:58 AM  
**To:** Jeff Weidner  
**Subject:** Council meeting

## Council meeting

Removed fallen tree from roadway Sunday night November 15. at 518 Buckeye. tree came down and took out primary power lines and landed crossed Buckeye.

Cleaned up the fallen tree from the side of the road on buckeye and took the logs and brush to dumpster at the city building.

Moved all the playground equipment to the front bay of the city building do it can be advertised on gov. deals

Replaced meter , meter setter and meter pit at 419 west main.

Dug up meter pit and add 6" risers to it. someone add gravel to the drive and covered the meter pit.

Meter change and added riser to meter pit at lot #2 Betleys trailer park.

Installed NO OUTLET sign on west side of Wilgus court. Also installed **YIELD** sign on the East side of Wilgus court.

We did 73 work orders for the month of November.

We had are first snow fall December 1 not enough to plow but enough to grit/salt about 3 1/2 tons.

Did a complete meter pit and meter setter and added curb stop at 437 Westview the old meter setter was a yolk bar setter that was leaking.

Sent from my iPhone

**ZONING OFFICER**  
**REPORT TO COUNCIL**

**December 21, 2020**

- Last report to Council was November 16, 2020.
- Three (3) Zoning Permits have been issued since the last report:
  - Tear Down of enclosures around ten boat docks = 1
  - Replacement of 150 feet of seawall = 1
  - Fencing around side & rear yard = 1

There are approximately five (5) Zoning Permits for various projects to submitted within the next few weeks.

- Four (4) new Contractor Registrations Received. There are four (4) submitted and being held due to lack of required attachments. Annual renewal notices have been mailed to all registered contractors in 2020.
- Site Inspections performed at new and open/pending Zoning Permit locations.
- Working with several residents to determine property boundary lines and find an amicable ingress/egress solution to avoid civil litigation between the property owners.
- Research being conducted regarding a recent request for revisions to Ordinance 1177.05 "Parking and Storage of Certain Vehicles". A committee has been formed by Council. Meetings will begin after the holidays.
- Recommended COVID-19 precautions are being taken dealing with the public, paperwork, and funds received.

Respectfully submitted,  
Dianne Gauder  
Clerk of Court/Zoning Officer/Mayor's Assistant  
December 17, 2020

The Board meeting streamed on FreeConference.com.

**Present:** Steve Terrill, Tucker Berg, Robin Reames, Ryan Shoffstall, Clerk Sandra Yelton and Chief Adam Niederkohr. Mike Yoder was also on line to answer questions about the 2021 Budget which was e-mailed to the Board members prior to the meeting. Visitor Gary Bias was online and EMTs Jeff Organ and Don Thompson also sat in on the meeting.

President Tucker Berg called the meeting to order at 6:10 p.m. with the following members answering roll call:

|  |     |
|--|-----|
| Washington Township Trustee Tucker Berg: | Yes |
| Lakeview Mayor Ryan Shoffstall:          | Yes |
| Russells Point Mayor Robin Reames:       | Yes |
| Stokes Township Trustee Steve Terrill:   | Yes |

Robin Reames made a motion to accept the previous meetings minutes and Steve Terrill seconded the motion. The motion passed with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

**Financial Report:**

Clerk Yelton told the Board that as of today we have \$684,971.57 in our money market account and \$36,765.29 in the primary account.

Ryan Shoffstall made a motion to accept the financial report. Steve Terrill seconded the motion. The motion passed with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

Mike Yoder was online to answer any questions about the budget. Robin Reames asked about the car that was mentioned at the last meeting. She wanted to know why we needed a car for transportation. It is in the personal policy manual that when your own personal vehicle is used you get reimbursed for mileage when doing company business. Mike Yoder told her he was asked to put the car in the budget so he added it. He stressed that the budget needs to be passed tonight or we will have to have a special meeting because the budget has to be in place by January 1<sup>st</sup> so the Clerk can pay the bills and payroll. Robin asked if the budget could be changed throughout the year and Mike told her that it can be amended throughout the year.

Mike said as far as the budget is concerned that he put a 5% raise in the budget for the employees. They didn't receive a raise last year so this would equal a 2 1/2% raise for each year which is consistent with other entities around the community and the state. He went on to explain that we have lost 3 full time employees who went off to jobs which paid more money and two of them were in the same field.

Tucker Berg asked if the pay raise was already in the budget that was e-mailed to the Board and Mike told him that yes it is.

The only other thing that Mike brought up to the Board is that this year was going to be an easier year because there is no squad to purchase and no major giant purchases going on. The estimated revenue for this year is a little over \$ 1.58 million and the appropriation is \$ 1.417 million. Steve Terrill asked if there was anything we could do to keep employees. He felt maybe if we offered incentives it would help. Steve felt that we need to put together a compensation work group who could work on this and bring it to the Board for consideration. Mike said that while he was the City Auditor in Bellefontaine they had committees that worked on some of the problems and brought it back to the meeting. He said we could have two Board members per committee without going against the sunshine laws and they could work on specific items between Board meetings and bring their findings or suggestions back to the Board for their approval or feedback. This is something we need to work on in January.

Ryan Shoffstall suggested that we pass the budget for 2021, pass a motion for the 5% pay raise and talk about committees in January 2022. He asked Chief Adam Niederkohr if we find ways to award and reward the employees if that would help. Adam said the he thought that was wonderful. First of all the raise and then going beyond that. Most of the employees are looking at long term and he thinks this would be a great start. Mike Yoder said he thought it was a good idea about passing the first two steps now and by having Adam talk to the employees about what is coming.

Ryan Shoffstall moved to accept a 5% increase of pay for the employees for 2021. Robin Reames seconded the motion. The motion passed with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

Robin Reames made a motion to pass Resolution 2020-05 for the 2021 Permanent Budget. Tucker Berg seconded the motion. The motion passed with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

#### **Old Business:**

Clerk Yelton asked the Board if they received Resolution 2020-07. It was an amendment to the appropriations for a few accounts that are running low. Ryan Shoffstall asked Clerk Yelton what accounts are running low. She told him as follows:

|              |  |  |
|--------------|--|--|
| 1000-120-353 | Natural Gas                                  | \$500 (due to bills of old building)     |
| 1000-190-319 | Other-Professional & Technical Services      | \$3500 (to cover Robinaugh Dec.          |
|              | payment plus others items that may come up). |  |
| 1000-190-345 | Advertising                                  | \$150 (to cover ad for building auction) |
| 1000-230-230 | Workers Compensation                         | \$3000 (January's Payment)               |

For a total of \$7150 out of unappropriated funds.



Ryan Shoffstall made a motion to approve Resolution 2020-07. Robin Reames seconded the motion. The motion carried with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

Ryan Shoffstall made a motion to accept Resolution 2020-06 authorizing the sale of the old building through [govdeals.com](http://govdeals.com). Tucker Berg seconded the motion. The motion carried with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

**Chief Adam Niederkoehr:**

We are currently around 70 runs from being over 100 runs over last year even with COVID.

His main concern was the budget so he doesn't have a lot for this meeting.

In the past he would do fact finding to find out how we compare to the area as far as pay and compensation. If the Board would like that information for the next meeting it would be no problem. Ryan Shoffstall said that would be greatly appreciated. He would like to see how others are being paid for similar size in the area so we can see where we are sitting and how we can improve. Adam said he would do some fact finding and have it ready for the January meeting. Steve Terrill suggested having exit interviews to find out why employees are leaving. Adam said that we are a small department so he pretty much knew why employees are leaving. Steve said he would like to work with Adam on this and form a work group for compensation.

**New Business:**

Steve Terrill wanted to know where we are at to date on the virus outbreak. Everyone knows he was pretty concerned. We have one employee still on leave but the other three are back at work. Steve also asked if the building has been sanitized and how. Adam said that we had the building professionally sanitized which was brought out at the previous meeting. Steve was also talking about the employee that is still out and that she reached out to him with questions. He said he e-mailed Tucker and Adam but no one reached out to this employee. Tucker said he thought the employee was going to contact him. Steve stated that he wanted it in the minutes and Tucker asked exactly what he wanted in the minutes. Robin told him he went in so many different directions that she wasn't clear on what he wanted in the minutes. Steve said it doesn't matter because he has it recorded. Steve said that he had stated these things and someone is suppose to be taking minutes. Clerk Yelton told him that she was taking minutes and recording the meeting. Robin told him that minutes are suppose to be a generalized rendition of what takes place at a meeting they are not verbatim.

Ryan Shoffstall said it has been a long standing practice that when the coroner has signed off on a death certificate that the EMS have delivered the body directly to the funeral home or stayed around until he could get there to take care of the body himself. Previously if the body was delivered locally there was a \$75 charge to the funeral home. Once they got the bill the squad would get paid. He has had a few

situations like that lately but he has not received a bill for this service. This is greatly appreciated and he wants to compensate them for the service. He would like to pay \$175 to the squad if it transports the body to the funeral home or \$75 if the EMTs stay with the body and assists once the funeral director arrives. Ryan gets very upset when he gets to the scene and no one is with the family whether it is a health care provider (hospice, etc.) or the EMTs. He understands that if the squad gets a call they have to leave.

Robin Reames made a motion to send a bill for \$175 if we transport a deceased body to the funeral home or \$75 if we sit with the family and assist the funeral director. Steve Terrill seconded the motion. The motion passed with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

Steve Terrill asked Ryan if he was aware of the Loss Team that will come and sit with the family to comfort them after a death. Robin Reames asked if the EMTs were responsible for contacting the team or does law enforcement contact them? Usually the law enforcement contacts them. Robin asked if law enforcement is not involved on the call who makes the call? He said he would send her information on this. Ryan Shoffstall said he would like the information also.

Robin Reames asked if we are good to go to sell the building on [govdeals.com](http://govdeals.com). Tucker said he thought we were good to go. Clerk Yelton told the Board that we have to advertise the property for at least once a week for two weeks before we sell the property. She said we need a starting bid and a reserve. Robin Reames made a motion to have a starting bid of \$20,000 and have the auction run for 4 weeks. Ryan Shoffstall seconded the motion. The motion passed with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

Tucker Berg told the Board that this meeting concludes the last of his two year term and Don Lewis would be replacing him in January. He said he appreciated working with the Board the last two years.

Ryan Shoffstall asked to go into executive session to discuss the sale of real estate at 7:25 p.m. Robin Reames seconded the motion. The motion passed with the following roll call:

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

Steve Terrill made a motion to come out of executive session at 7:30 p.m. Robin Reames seconded the motion. The motion carried with the following roll call.

|                  |     |
|------------------|-----|
| Tucker Berg:     | Yes |
| Ryan Shoffstall: | Yes |
| Steve Terrill:   | Yes |
| Robin Reames:    | Yes |

**Public Comment:**

No public comment.

Ryan Shoffstall made a motion to adjourn the meeting at 7:32p.m. Robin Reames seconded the motion.

Meeting adjourned.

Next meeting will be January 13<sup>th</sup>, 2021 at 6:00 p.m. at [FreeConference.com](https://www.FreeConference.com). Please watch the paper for any changes.

- A. Any employee may be required to work in excess of the normal workday or workweek schedule to fulfill the operational demands of the village. All employees who are not exempt from overtime provisions of the Fair Labor Standards Act (FLSA) shall be credited with compensatory time **or paid** at the rate of one and one-half (1½) times the employee's regular hourly rate of pay for all hours worked in excess of 40 hours in any workweek. **Payout and crediting of compensatory time will be determined as follows:**

- 1. If the employee has worked 10 or less overtime hours in a pay period, the employee shall be paid.**
- 2. If the employee has worked more than 10 hours overtime in a pay period, the employee shall be paid for 10 hours of overtime and credited with compensatory time for the remaining overtime hours.**

The village may declare FLSA 207(K) partial exemption work periods for law enforcement personnel. If such exemption is declared, law enforcement personnel will be credited with compensatory time for overtime hours in accordance with the FLSA 207(K) schedule. Employees may accrue a maximum of 40 hours of compensatory time (i.e., 26 2/3 hours overtime at time and one-half (1½)). Once the employee has exceeded the 40 hours of accrued compensatory time, any subsequent vacation and floating holiday leave requests will be denied until such time as the compensatory time is reduced to 40 hours. The village fiscal officer shall provide a Notice of Excessive Compensatory Time (Form 21) to employees who have exceeded the 40 hour maximum compensatory leave time balance.

- B. The standard workweek for nonexempt employees will be seven (7) consecutive days, beginning Saturday 12:01 a.m. and continuing through Friday 12:00 midnight. Eligibility for overtime shall be based upon all hours worked during the standard workweek.
- C. Eligibility for overtime will be based upon all hours actually worked in a workweek.
- D. Normally, any additional work hours must be authorized by the department head or designee in advance of the overtime being worked. However, unusual or emergency circumstances (i.e., emergency call-outs) may require employees to work overtime without having prior authorization of the department head. Whenever such circumstances occur the department head shall be notified by the next scheduled workday.
- E. When a FLSA nonexempt employee is required by the employer to perform water testing on a Saturday, Sunday, or on a day observed as a holiday, the employee shall work with the employee's immediate supervisor to schedule the equivalent amount of time spent performing water testing as time off in the same workweek the weekend or holiday water testing occurs so as not to obligate the village to the overtime expense (e.g., if the employee is scheduled to perform water testing for two (2) hours on Saturday, the supervisor schedules the employee to quit working two (2) hours earlier than normally scheduled on Friday; if the employee performs water testing on Sunday, the supervisor schedules the employee to commence work two (2) hours later than normally scheduled the following Monday; etc.).

The employee shall accurately record the time actually spent performing weekend and holiday water testing on the employee's time card.

- F. Scheduled overtime which is subsequently cancelled for any reason shall not entitle the employee to compensatory time.
- G. Compensatory time for overtime hours shall normally be credited to the employee on the same date the employee is paid for the regular hours worked in the same pay period. If the calculation of the overtime hours cannot reasonably be calculated within this time frame, such compensatory time shall be credited with the next regular pay.
- H. Employee requests for compensatory time off shall be scheduled at a time mutually convenient for the employee and the employer. The appointing authority may require employees to use their compensatory time.
- I. Employees shall request compensatory time off in writing on a Request for Leave of Absence form (Form 19). Requests for compensatory time off should be made by the employee as far in advance as possible and must be approved by the mayor or the employee's immediate supervisor.
- J. Earned compensatory time shall be recorded as straight time hours after computing the number of overtime hours worked at time and one-half ( $1\frac{1}{2}$ ).
- K. Upon any separation of employment, employees shall be paid for their accrued but unused compensatory time at their current straight-time hourly rate.

## The Ohio Plan Risk Management Meeting

I met with the Ohio Plan Risk Management Associate on November 30, 2020. In addition to the following letter these are other things that were suggested and/or discussed during the meeting.

- They recommend that employees take a phishing/scamming training.
- Recommend that the sexual harassment policy is reviewed with all employees as a group once per year.
- Recommend that all vehicle and buildings be equipped with tourniquet "stop the bleed" kits. Joe has already taken care of getting these along with first aid kits for the vehicles and various locations.
- Need to remove question 4 from our employment application asking if they have ever been convicted of a felony.
- Nepotism policy is a part of our PPM but may need to be updated.
- Third party organization insurance.



December 14, 2020

Mr. Jeff Weidner  
Fiscal Officer  
Village Of Russells Point  
P. O. Box 30  
Russells Point, OH 43348

Dear Jeff,

Thank you for taking the time to meet with me 11/30/2020. The primary purpose of my call was to gain an understanding of any changes in services provided to the community and to assist in the identification of any existing or potential liability and/or property exposures that might have been evident.

The intent of any recommendation is to prompt an appropriate action to be taken, initiated or planned that will either reduce or mitigate a potential exposure or that will assist in your defense, if a liability claim is made.

The following recommendations resulted from this review.

**Administration – Personnel/Employment**

20 – 01: Establish and document the following additional hiring processes:

- Nepotism
- Remove "Felony Conviction" question on employment application

**Contractual Liability**

20 – 02: Require third party organizations (ball leagues) to provide a Certificate of Insurance (COI) with appropriate limits of liability and property coverage.

20 – 03: Require that the Village of Russells be listed as a named additional insured on the COI.

Remember, as outlined in the Ohio Plan Advantage offering, by responding to these recommendations you qualify for the Ohio Plan Advantage or Safety Allowance Program at your next renewal. Please respond no later than **Friday, January 29, 2021**, with the actions taken or planned that address these recommendations.

**Reminder**

Ohio Plan members with a police department are eligible for participation in the Lexipol Subscription Subsidy Program. Lexipol is a leading risk management program for law enforcement agencies and their product offering is now available in Ohio. Please visit the Ohio Plan website at [www.ohioplan.org](http://www.ohioplan.org) for more details on this exclusive program.

If you have any questions regarding this information or any liability issues, please contact me at 513.267.5419 or [greg.hennecke@hyland.com](mailto:greg.hennecke@hyland.com).



December 13, 2020

To Whom it may concern  
Village of Russell's Point and Triple K Farms  
We are ending the year 2020 and terminating  
our agreement with the Village on the said  
34 acre farm of the city. With that being  
said here is a check for the Annual payment  
due to the Village.

Thank You  
Triple K Farms



## 2021 PAYROLL PERIODS & DEPOSIT DATES

| Pay Period | Begin Date | End Date   |  | Deposit Date |         |              |
|------------|------------|------------|--|--------------|---------|--------------|
| 1          | 12/26/2020 | 1/8/2021   |  | 1/15/2021    |         |              |
| 2          | 1/9/2021   | 1/22/2021  |  | 1/29/2021    |         | No Ins. Ded. |
| 3          | 1/23/2021  | 2/5/2021   |  | 2/12/2021    | Monthly |              |
| 4          | 2/6/2021   | 2/19/2021  |  | 2/26/2021    |         |              |
| 5          | 2/20/2021  | 3/5/2021   |  | 3/12/2021    | Monthly |              |
| 6          | 3/6/2021   | 3/19/2021  |  | 3/26/2021    |         |              |
| 7          | 3/20/2021  | 4/2/2021   |  | 4/9/2021     | Monthly |              |
| 8          | 4/3/2021   | 4/16/2021  |  | 4/23/2021    |         |              |
| 9          | 4/17/2021  | 4/30/2021  |  | 5/7/2021     | Monthly |              |
| 10         | 5/1/2021   | 5/14/2021  |  | 5/21/2021    |         |              |
| 11         | 5/15/2021  | 5/28/2021  |  | 6/4/2021     | Monthly |              |
| 12         | 5/29/2021  | 6/11/2021  |  | 6/18/2021    |         |              |
| 13         | 6/12/2021  | 6/25/2021  |  | 7/2/2021     | Monthly |              |
| 14         | 6/26/2021  | 7/9/2021   |  | 7/16/2021    |         |              |
| 15         | 7/10/2021  | 7/23/2021  |  | 7/30/2021    |         | No Ins. Ded. |
| 16         | 7/24/2021  | 8/6/2021   |  | 8/13/2021    | Monthly |              |
| 17         | 8/7/2021   | 8/20/2021  |  | 8/27/2021    |         |              |
| 18         | 8/21/2021  | 9/3/2021   |  | 9/10/2021    | Monthly |              |
| 19         | 9/4/2021   | 9/17/2021  |  | 9/24/2021    |         |              |
| 20         | 9/18/2021  | 10/1/2021  |  | 10/8/2021    | Monthly |              |
| 21         | 10/2/2021  | 10/15/2021 |  | 10/22/2021   |         |              |
| 22         | 10/16/2021 | 10/29/2021 |  | 11/5/2021    | Monthly |              |
| 23         | 10/30/2021 | 11/12/2021 |  | 11/19/2021   |         |              |
| 24         | 11/13/2021 | 11/26/2021 |  | 12/3/2021    | Monthly |              |
| 25         | 11/27/2021 | 12/10/2021 |  | 12/17/2021   |         |              |
| 26         | 12/11/2021 | 12/24/2021 |  | 12/31/2021   |         | No Ins. Ded. |