

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

Meeting Agenda January 4, 2021

1. Call to Order
2. Roll Call
3. Approval of Previous Meeting Minutes – December 21, 2020
4. Reports
 - a. Mayor's Court Report
5. Ordinances and Resolutions
 - a. 21-946 GovDeals Sale of Surplus Property
6. Citizen's Comments
7. Old Business
 - a. Employee Compensation
8. New Business
 - a. Schedule meeting to discuss parking and storage of certain vehicles
 - b. Adoption of Council Rules
 - c. Election of President Pro Tem (Council Rules Section E)
 - d. Purchase Order Limit (Council Rules section C3f) currently \$10,000
 - e. IJFD Board Representative
 - f. ILEMS Board Representative
 - g. Blanket Purchase Orders
9. Next Council Meeting – **Tuesday, January 19, 2021**
10. Adjournment
11. Upcoming Meetings
 - a. BPA – January 11, 2021 at 6:00 p.m.
 - b. EMS – January 13, 2021 at 6:00 p.m.
 - c. IJFD – January 19, 2021 at 6:00 p.m.

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

**MEETING MINUTES
November 21, 2020**

Due to COVID-19 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; President Pro-Tem, 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
Ms. Sharon DeVault, 209 Elliott Rd., Russells Point
Mr. Tim Reese, Maintenance Team Supervisor
Mr. Joe Freyhof, Police Chief
Mr. Mark Coy, Maintenance Team Worker

Minutes: **December 7, 2020 Council Meeting Minutes**

Mr. Greg Iiams moved to approve the December 7, 2020 Council Meeting Minutes as submitted. Mr. John Huffman 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: **Fiscal Officers Report -**

Council was provided the November 2020 bank reconciliation, cash summary reports, and payment register. The reconciliation report shows the Village books reconciled with the bank statement. The Village has a pooled cash balance of \$4,906,168.61. Mr. Weidner also informed council that another dividend check was received from the Bureau of Workers Comp in the amount of \$15,004.25.

Mr. Greg Iiams moved to approve the Fiscal Officers Report 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

Maintenance Department Report –

Council was provided a written report from Mr. Reese outlining the various projects the department has been working on since the last report. Council had no questions.

Zoning Report –

Council was provided a written report submitted by Ms. Dianne Gauder updating council on various zoning permits issued by the department. Mr. Iiams asked if he could be provided the location of where permits have been issued so that efforts are not being duplicated to make the department aware of activity. Ms. Gauder will get him a list of the addresses.

Police Report –

Chief Freyhof reported that the Logan County Sheriff's Office in conjunction with other local police departments are in the process of developing a drug task force. Solicitor Dinkler is working with the LC Prosecutor to draft a memorandum of understanding for the force. They

are hoping to have the memorandum ready for presentation to council at the first meeting in January. The village would be obligated to one officer, one to two days per week to work with the task force depending on availability. Large items that are confiscated will be used to fund the task force or split between the Sheriff's Office, Prosecutors Office, and Villages. He has also been working on the Ohio Collaborative Effort.

Parks Report –

Ms. Hinterschied reported that a Facebook page has been setup for the park board. The playground equipment has been listed on GovDeals and the school will be helping with the community garden.

Indian Lake EMS Report –

Mayor Reames provided a copy of the draft minutes from the recent EMS meeting.

Indian Joint Fire District Report –

Ms. Joan Maxwell reported on the recent fire board meeting.

ORDINANCES & RESOLUTIONS:

CITIZEN COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

A. Overtime/Compensatory Time

Council was provided with a draft of proposed changes to the personnel policy manual section 4.08. Council had previously approved a temporary amendment to pay employees for overtime worked in lieu of compensatory time due to the COVID-19 pandemic however the temporary amendment ends December 31st. It was presented to council that a permanent change to the policy manual be made to pay employees for the first ten hours of overtime in a pay period, with the excess being placed in the compensatory bank. Since there are other changes and updates that need to be made to the policy manual, council was asked to make a temporary approval of the proposed change until such time as the other required changes are made and all changes will be approved by ordinance.

Mr. Greg Iiams made a motion to approve of the proposed change until such time it can be made permanent by Ordinance. Ms. Shannon Stinemetz seconded the motion.

Discussion: Mr. Mark Coy, Maintenance Team Worker asked that council consider changing it back to compensatory time as specified in the current manual, rather than paying out of overtime, or giving the employee the option to comp the time. He explained that some of the newer employees earn little vacation and by having the option to bank the overtime it can be used to extend their vacation time when they utilize it. Mayor Reames explained that comp time is still available for more than ten hours in a pay period and that this is a way to keep down on the accumulated comp time and liability.

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

The motion passed: 4 yeas – 2 nays

B. Ohio Plan Risk Management Review

Mr. Weidner provided a copy of the recommendations from the Ohio Plan as a result of a meeting to review the villages potential liability or exposure. Mr. Weidner asked council how they would like him to respond to the recommendation that the village require third party organizations (ball leagues) to provide a Certificate of Insurance with appropriate limits of liability and property coverage.

Ms. Joan Hinterschied made a motion to require that all ball associations be required to have proper insurance coverage with the village being listed as additional insured as suggested by the Ohio Plan Risk Management. Ms. Kelly Huffman 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. Weidner will find out what the suggested coverage limits be set at.

C. Farm Lease Termination

Council was informed that Triple K Farm will be terminating their annual lease of the village's 34-acre farm property as of December 31, 2020. The Logan County Auditor will be contacted to see what options there are to reduce the annual taxes for the property if it is no longer farmed.

D. Employee Compensation

Mayor Reames provided council with the current pay rate of all employees and her suggested increases for each. Mr. Iiams suggested that the increases be reviewed by the Board of Public Affairs prior to approving any increases. It was decided that this will be presented to the BPA at their December 28, 2020 meeting and will be revisited at the next council meeting on January 4, 2021.

Ms. Joan Maxwell made a motion to adjourn the meeting and seconded by Ms. Shannon Stinemetz. The meeting was adjourned at 7:47 p.m.

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

Scheduled Meetings:

A. **Council Meeting: Monday, January 4, 2021 at 7:00 p.m.**

Fiscal Officer Jeff Weidner


Mayor Robin Reames

Date Passed

**MAYOR'S MONTHLY STATEMENT
TO COUNCIL OF FINES AND OTHER MONEYS COLLECTED OR RECEIVED
OF THE VILLAGE OF RUSSELLS POINT, OHIO**

The following is a full statement of all fines and forfeitures in ordinance cases and all fees collected by me, or which have in any manner come into my hands, due me as Mayor or to Marshal, Chief of Police or other officer of the municipality, and any other fees and expenses which have been advanced out of the municipal treasury, and all moneys received by me as Mayor for the use of the municipality and paid over by me into the Treasury of the municipality as required by law, on the first Monday, the 4th day of January 2021

RESPECTFULLY SUBMITTED, THIS 4th of January 2021

 ROBIN REAMES, MAYOR

DESCRIPTION OF ACCOUNT	ACCOUNT NUMBER	MONTH TO DATE	SAME MONTH LAST YEAR	2020 YTD	2019 YTD
Court Costs	1000-611-0000	0.00	0.00	122.00	35.00
Fines	1000-612-0000	0.00	617.50	602.50	1,777.50
Bond	1000-619-0010	0.00	0.00	0.00	0.00
Waivers	1000-619-0011	760.00	637.00	10,219.00	10,428.00
Bench Warrants	1000-619-0012	0.00	25.00	75.00	100.00
Parking Tickets	1000-619-0013	0.00	0.00	0.00	0.00
DUI	2081-612-0000	0.00	40.00	368.00	303.00
Miscellaneous (NSF, etc.)	1000-892-0000	0.00	0.00	5.00	0.00
	TOTAL	\$ 760.00	\$ 1,319.50	\$ 11,391.50	\$ 12,643.50

VILLAGE CHECK	\$ 760.00	(Check #1701)	
STATE PAYMENT - TREASURER OF STATE	\$ 368.00	(ACH Debit)	YTD \$ 4,519.50
LOGAN COUNTY AUDITOR - IDAT	\$ 12.00	(Check #1700)	YTD \$ 154.50
TOTAL DISBURSEMENTS - December 2020	\$ 1,140.00		
TOTAL RECEIPTS - December 2020	\$ 1,140.00		

* Effective January 28, 2013, per a mandate from the State Treasurer of Ohio, Josh Mandel, all monthly State of Ohio Reparations Rotary payments of more than \$100 must be made via their website and processed as an ACH Debit Transaction.

** Per House Bill 1, effective January 1, 2010, all Courts will impose, collect, and submit to the State of Ohio new costs for misdemeanor traffic violations (\$20.00) and non-moving traffic violations (\$10.00) for the "Indigent Defense Support Fund (General Revenue Fund)". The previous State of Ohio charge per ticket remains at \$9.00 to Victims of Crime Fund per ticket issued through Mayor's Court.

*** Per ORC 2949.094 "Additional Court Costs for Moving Violations", additional funds to be disbursed to the Ohio Treasurer of State and Logan County Auditor. This consists of \$10.00 per Moving Violation distributed as follows: 35% or \$3.50 to the Drug Law Enforcement/Justice Program Services Fund (TOS), 15% or \$1.50 to the Indigent Drivers Alcohol Treatment Fund - IDAT (LC Auditor), 50% or \$5.00 to the Indigent Defense Support Fund - IDSF (TOS). TOS funds are submitted electronically with the monthly Reparations Rotary Online submittal system. Notification was received from the Ohio Dept. of Public Safety via phone call from Joe Eckstein on June 19, 2019. The new disbursements to begin in June 2019.

Revenue	
9901-611	0.00 Court Costs
9901-612	760.00 Other fines, waivers, etc.
9901-613	380.00 State & County Funds Collected
\$	1,140.00 Total Revenue
Disbursements	
9901-882-640	380.00 Pmt. To Other Political Subdivision - State & County
9901-882-690	760.00 Other - Payment to General Revenue
\$	1,140.00 Total Disbursement

RESOLUTION NO: 21-946

A RESOLUTION AUTHORIZING THE SALE OF SURPLUS VILLAGE PROPERTY BY INTERNET AUCTION AND DECLARING AN EMERGENCY IN THE VILLAGE OF RUSSELLS POINT

WHEREAS, Council has determined that certain personal property owned by the village is unneeded, obsolete, or unfit for municipal purposes; and

WHEREAS, Ohio Revised Code section 721.15 authorizes a village to dispose of such property through the use of an internet auction; and

WHEREAS, the Village received income into the Village derived from the sale of surplus property in the previous year; and

WHEREAS, Council has determined the most cost effective and efficient means of disposing of said property is to utilize the internet auction process; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Russells Point, Ohio:

SECTION I: That this Council hereby expresses its intent to dispose of personal property owned by the village that is unneeded, obsolete, or unfit for municipal purposes.

SECTION II: That the Village of Russells Point wishes to contract with GovDeals, Inc. to conduct auctions on behalf of the Village. GovDeals, Inc. is a Delaware corporation having its principal place of business at 5913 Carmichael Place, Montgomery, Alabama 26117 (1-800-613-0156).

SECTION III: That the village will conduct the internet auction pursuant to Revised Code 721.15(D). The surplus material may be viewed on GovDeals.com or in person at the Village Offices at 433 State Route 708, Russells Point, Ohio 43348 during times outlined in the "Online Sales Terms and Conditions".

SECTION IV: That items to be auctioned shall be inventoried, listed by department, given an appropriate identification number, and contain pertinent information (e.g. year, make, model, mileage or use). Each Department Head shall determine said property to not be needed for public use, obsolete or unfit for the use for which it was acquired and shall submit that property with a suggested minimum price to be sold via internet auction to the assistant to the Mayor.

SECTION V: That the Village Council hereby designates the assistant to the Mayor as its representative and shall be the official point of contact for all internet auctions. This person shall be responsible for the following:

- A. Establish a minimum price for each item of Village property to be auctioned;
- B. Establish "terms and conditions" for online sales in accordance with this Resolution which shall be available for review at the Village Municipal Building;

C. Ensure that the property is sold by internet auction in accordance with this Resolution and the “terms and conditions” for online sales;

D. Ensure that the Village receives all monies due and owing to the Village as a result of the sale of said property; and

E. Complete training provided by GovDeals Client Services Department regarding Financial Settlement Services.

SECTION VI: That the internet auction will be conducted in the following manner under the following general terms and conditions:

A. All property will be offered for sale subject to the “Village of Russells Point Online Sales Terms and Conditions”;

B. All property is offered for sale “**AS IS, WHERE IS, AND WITHOUT WARRANTY.**” The Village of Russells Point, Ohio makes no warranty, guaranty or representations of any kind, either express or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The “buyer” of any Village property is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential – against the Village that in any way relates to the purchase and/or use of the property;

C. All property will be available to the public on the GovDeals.com website for a minimum of ten (10) days, including Saturdays, Sundays and legal holidays as required in Section 721.15(D) of the Ohio Revised Code;

D. If any Village property offered for sale by internet auction is not sold within ten (10) days after being posted on the GovDeals.com website, the Village may withdraw said property from the internet auction at any time;

E. Village property shall not be transferred to a successful bidder until such time as guaranteed payment has been received in full;

F. The Village Council of the Village of Russells Point, Ohio reserves the right to reject any bids and to withdraw from sale any items listed on GovDeals.com.

SECTION VII: That GovDeals, Inc. shall collect all auction proceeds by means of PayPal, credit card or wire transfer. GovDeals, Inc. will charge each buyer a “Buyer’s Premium” of 12.5 percent (12.5%), which will be retained by GovDeals, Inc. The Village shall pay zero percent fees (0%) of the GovDeals fee and the winning bidder shall pay a 12.50% “Buyers Premium” to account for the GovDeals fee. In addition, GovDeals, Inc. shall be entitled to a fee per each item sold as follows:

A. Where a single auction item yields greater than \$100,000.00, but does not yield greater than \$500,000.00 in a winning bid, the Village agrees to pay GovDeals, Inc. a fee of seven and one-half percent (7.5%) of the winning bid up to \$100,000.00 plus five and one-half percent (5.5%) of the winning bid that is in excess of \$100,000.00 up to \$500,000.00;

B. Where a single auction item yields greater than \$500,000.00 in a winning bid, the Village agrees to pay GovDeals, Inc. a fee of seven and one-half percent (7.5%) of \$100,000.00 of the winning bid, plus a fee of five and one-half percent (5.5%) of \$400,000.00 of the winning bid,

plus a fee of three and one-half percent (3.5%) of the amount in excess of \$500,000.00 of the winning bid.

SECTION VIII: That GovDeals, Inc. will remit the auction proceeds, minus its fees and the "Buyer's Premium," to the Village on a weekly basis.

SECTION IX: That the Village Fiscal Officer is hereby directed to publish notice of Council's intent to sell surplus property in a newspaper of general circulation in the municipal corporation or as provided in section 7.16 of the Revised Code, notice of its intent to sell unneeded, obsolete, or unfit municipal personal property by internet auction. Said notice shall include a summary of the information provided in this resolution and shall be published twice. The second notice shall be published not less than ten nor more than twenty days after the previous notice. A similar notice also shall be posted continually throughout the calendar year in a conspicuous place in the offices of the village fiscal officer and the legislative authority. If, in the future, the Village maintains a web site on the internet, the notice shall be posted continually throughout the calendar year at that web site.

SECTION X: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution were adopted in an open meeting of this council and that all deliberations of this Council, and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of the Ohio Revised Code.

SECTION XI: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety in the Village of Russells Point in order to obtain the best possible price for unneeded and obsolete property and to comply with the provisions of the Ohio Revised Code. This ordinance shall go into immediate effect provided that it receives a two thirds vote of all members of Village Council.

Passed: _____

President Pro Tem of Council

Attested: _____

Jeff Weidner
Fiscal Officer

Robin Reames
Mayor

APPROVED AS TO FORM:

Lynnette Dinkler
Village Solicitor

VILLAGE OF RUSSELLS POINT
2021 COUNCIL RULES

A. GENERAL COUNCIL RULES

1. Council shall adopt rules to regulate, control and provide for effective and efficient legislative proceedings.
2. Rules shall not be in conflict with the Ohio Revised Code ("ORC").
3. Rules shall be adopted by a motion, second, and a roll call vote.
4. Rules may be suspended by a motion, second, and a roll call vote.
5. Rules shall remain in effect until amended or repealed by a motion, second, and roll call vote.

B. MEETINGS

1. Regular meetings shall be held at 7:00 P.M. on the first and third Mondays of each calendar month. Whenever the date of a regular meeting falls on a federally recognized holiday, the regular meeting shall be held the next business day. (as amended 01-17-17)
2. Regular meeting place is in the Council Chambers, 433 State Route 708, Russells Point, Ohio.
3. Meeting times, date, and/or location may be changed upon a motion, second, and a roll call vote.
4. Special Meetings may be called by the Mayor, or three members of the Council, and in compliance with the ORC.
5. Four members shall constitute a "quorum" to transact business. The President Pro-Tem as the Presiding Officer may vote but shall not create a tie vote.
6. A majority of members voting yea shall constitute a favorable vote to a motion unless other requirements exist. (see Rules B(12) and B(22)).
7. An abstention shall not be counted as either an affirmative or negative vote.
8. A roll call will be required upon a division of a vote.
9. Any member may request a roll call of any vote.
10. The Presiding Officer shall conduct all meetings in accordance with the Council Rules, the Order of Business, and the Agenda.
11. The order of business shall be:
 - a. Call to Order
 - b. Roll Call

- c. Approval of Previous Minutes
 - d. Monthly Reports, Department Head Reports, Standing and Special Committee Reports
 - e. Ordinances and Resolutions
 - f. Comments from Citizens
 - g. Old Business
 - h. New Business
 - i. Adjournment
 - j. Scheduled Meetings
12. The Council will determine its own rules and keep a record of its proceedings. It may punish or expel any member for disorderly conduct or violation of its rules, and declare any member's seat vacant for absence without valid excuse, where such absence has continued for two months. No expulsion shall take place without the concurrence of two thirds of all the members elected, and until the delinquent member has been notified of the charge against the member and the member has had an opportunity to be heard. (ORC 731.45) (as amended 1-16-2018)
 13. Any absence must be called into the Mayor or Fiscal Officer prior to the meeting. (as amended 02-06-06)
 14. Monthly Reports are: Mayor's Report, Mayor's Court Report, Fiscal Officers Report, Code Enforcement Officer Report, Police Report, Street Report, and Special Committees. (as amended 02-01-16)
 15. Reports of committees and boards shall be in writing. (as amended 1-16-2018)
 16. The regular order of business may be changed by the Presiding Officer or upon request of a member. If there is an objection: a motion, second, and a roll call vote are in order to consider an item out of sequence.
 17. Robert's Rules of Order shall prevail when a question of parliamentary procedure arises unless in conflict with the ORC or these rules.
 18. All meetings shall be open to the public except executive sessions. Executive sessions shall be in accordance with the "Sunshine Law".
 19. Prior notice of meetings shall be reported to the newspaper of record.
 20. Ordinances and Resolutions shall be read by title only. In order to require a full reading of an Ordinance or Resolution, a motion, second and a roll call vote passing the motion are required for a full reading of the Ordinance or Resolution.
 21. Any business before Council should be referred to the proper committee by the Presiding Officer, if such referral is deemed necessary or proper. If such referral is not needed and the matter can be disposed of quickly, then such action should be taken at once.

22. There are times what a matter will be referred to the Council of the whole. This is a meeting of the entire Council as a committee. Referral to this committee may take place when a major situation and/or problem arises on which it is felt that every member of Council should express himself/herself.
23. Ordinances and Resolutions shall be read at three meetings on three different days.
24. The three reading rule may be suspended upon a motion, second and a roll call vote, with five members voting yea.
25. To amend an Ordinance or Resolution that has been passed, the amendment must include the full Ordinance or Resolution and a repeal of the former Ordinance or Resolution.
26. To amend an Ordinance or Resolution that has not been passed, a motion, second and roll call vote are required. The purpose or intent may not be altered. Such amended Ordinance or Resolution must be returned to Council for their approval.
27. A motion to take from the table will be in order when when that order of business is being transacted in which subject matter to be taken up was laid upon the table or under the head of new or miscellaneous business. Such motion will be decided without debate, provided the mover may be permitted to state briefly his reason for the motion. A matter, once tabled, will be automatically taken from the table for reconsideration in thirty (30) days.
28. A motion to postpone indefinitely is carried by a two-third majority, the principal question will be declared lost.
29. Unfinished business shall be placed on the agenda for the next scheduled meeting.
30. A record shall be kept of the proceedings of the Council.
31. Copies of the minutes, pending Ordinances, Resolutions and other "need to know" action(s) shall be provided to the legislative members in advance of each meeting, via email delivery.
32. Upon approval of the minutes the Mayor and the Fiscal Officer shall sign the final form certifying to the accuracy and correctness.
33. Each person may speak up to five minutes on a subject matter. No member of Council or member of the audience will speak more than once upon any subject until every member choosing to speak will have had an opportunity to be heard, nor for a time longer than five minutes.

C. ADMINISTRATIVE DUTIES.

1. **MAYOR:**
 - a. Shall preside at the meetings.
 - b. Shall make appointments as prescribed by law with the advice and consent of Council.

In the case of the Board of Zoning Appeals, the EMS Board, and the Fire Board: if a member cannot be present at a meeting due to illness, the Mayor and/or President Pro-Tem may make a temporary replacement from council for not more than 30 days without the requirement of consent of council.

- c. Shall administer the Laws and Policies as prescribed by the ORC and the Legislative Council.
- d. Shall submit a budget for the following fiscal year at the first scheduled meeting in June.
- e. Shall break tie votes.
- f. Shall provide an agenda prior to the next meeting.

2. **PRESIDENT PRO-TEM:**

- a. Upon the absence of the Mayor shall be the Presiding Officer at meetings.
- b. Upon the absence of the Mayor shall take the authority and responsibility of the Mayor.
- c. Shall submit Committee Members and Chairpersons to be confirmed by Council no later than the second scheduled meeting in January.
- d. Shall with the Mayor appoint from Council an alternate member for the temporary replacement (not to exceed 30 days) for the Board of Zoning Appeals, Fire Board, and EMS Board when an absence of a member is due to excused illness.
- e. Shall be advised of all Committee Meetings.

3. **COUNCIL MEMBERS:**

- a. Shall provide legislation to manage the Village of Russells Point.
- b. Shall elect a President Pro-Tem from their members at the first meeting in January in accordance with Rule F1.
- c. Shall designate the standing committees.
- d. Shall provide funding for each department of the Village.
- e. Shall set the remuneration and benefits for employees, officers, and legislative members.
- f. Shall set a maximum amount for expenditures without prior consent by Council.
- g. All members of Council will be required to obtain their certificate of attendance for the "Sunshine Law" training within the first year of their term in office. This is required for all appointed and elected members of Council. A copy of the certification must be given to the Fiscal Officer after completion.

4. VILLAGE FISCAL OFFICER

- a. Shall be responsible for all cash transactions, articles and records as provided by the ORC.
- b. Shall record the proceeding of meetings and file a financial report each month as designated by Council.
- c. Shall provide copies of previous minutes prior to next meeting.
- d. Shall make available all public records for inspection upon request during normal working hours or at other designated times.
- e. Shall provide quarterly appropriation and revenue status reports.
- f. Shall require purchase orders prior to expenditures.

5. VILLAGE SOLICITOR

- a. Shall be approved by Council by ordinance and must be submitted two (2) months prior to expiration of previous ordinance.
- b. Duties shall include, but not be limited to, drafting all Ordinances and Resolutions into proper form, review and advising on all legislation and any other required legal review for the Village.
- c. Any legislation sent to the solicitor must, within 30 days from the date of submission, be returned to Council at the next scheduled meeting, or Council shall be provided with reason for non-timely response.

D. STANDING COMMITTEES:

1. Finance and Audit
2. Lands, Buildings and Facilities
3. Ordinance and Rules
4. Sanitation and Streets
5. Safety and Security

E. GENERAL RULES

1. Election of President Pro-Tem
 - a. A motion and second, followed by a roll call vote to nominate all Council Members.
 - b. Presiding Officer asks if any nominee desires to decline their nomination.
 - c. Absent nominee(s) desiring to decline their nomination shall do so in writing prior to the first meeting in January.

- d. A motion and a second, followed by a roll call vote to vote on remaining nominee(s), if necessary.
- e. The nominee receiving the most votes shall be declared the President Pro-Tem.
- f. If after three votes, Council has not selected a President Pro-Tem the Mayor shall cast the deciding vote to break all ties to select the President Pro-Tem.

2. **COUNCIL VACANCY**

- a. A motion and second, followed by a roll call vote to nominate a candidate.
- b. A motion and second, followed by a roll call vote to close the nominations ~~followed by a roll call vote.~~
- c. The nominee receiving the most votes shall be declared the successful candidate.
- d. After thirty days the Mayor shall make an appointment to fill the Council vacancy(s).

Purchase Order Listing

Year 2021

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
1-2021	BC Reg	01/01/2021	12/31/2020	12/31/2021		O	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00
338-2020	PO Reg	12/09/2020	12/09/2020		GALLS, AN ARAMARK COMPANY	O	\$153.21	\$0.00	\$0.00	\$0.00	\$153.21
345-2020	PO Reg	12/15/2020	12/15/2020		Digital Ally	O	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
346-2020	PO Reg	12/15/2020	12/15/2020		Licking/Knox Goodwill	O	\$58.20	\$0.00	\$0.00	\$0.00	\$58.20
347-2020	PO Reg	12/15/2020	12/15/2020		AR500 Armor	O	\$504.84	\$0.00	\$0.00	\$0.00	\$504.84
361-2020	PO Reg	12/29/2020	12/29/2020		Mastercard	O	\$13.78	\$0.00	\$0.00	\$0.00	\$13.78
1-2021	PO Reg	01/01/2021	12/31/2020		Anthem Life Insurance Company	O	\$1,557.00	\$0.00	\$0.00	\$0.00	\$1,557.00
2-2021	PO Reg	01/01/2021	12/31/2020		Area Energy & Electric	O	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
3-2021	PO Reg	01/01/2021	12/31/2020		Bailey's Equipment & Apparel	O	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
4-2021	PO Reg	01/01/2021	12/31/2020		Bellefontaine Examiner	O	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
5-2021	PO Reg	01/01/2021	12/31/2020		Bonded Chemicals Inc.	O	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00
6-2021	PO Reg	01/01/2021	12/31/2020		Calgon Carbon Corporation	O	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00
7-2021	PO Reg	01/01/2021	12/31/2020		Central Collection Agency	O	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00
8-2021	PO Reg	01/01/2021	12/31/2020		CenturyLink (Plant)	O	\$2,460.00	\$0.00	\$0.00	\$0.00	\$2,460.00
9-2021	PO Reg	01/01/2021	12/31/2020		Continental Utility Solutions Inc	O	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
10-2021	PO Reg	01/01/2021	12/31/2020		Core & Main	O	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00
11-2021	PO Reg	01/01/2021	12/31/2020		COSE	O	\$85,900.00	\$0.00	\$0.00	\$0.00	\$85,900.00
12-2021	PO Reg	01/01/2021	12/31/2020		Dayton Power & Light (Fairview)	O	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
13-2021	PO Reg	01/01/2021	12/31/2020		Dayton Power & Light (Leppich)	O	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
14-2021	PO Reg	01/01/2021	12/31/2020		Dayton Power & Light (MUNI)	O	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00
15-2021	PO Reg	01/01/2021	12/31/2020		Dayton Power & Light (OldTwr)	O	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
16-2021	PO Reg	01/01/2021	12/31/2020		Dayton Power & Light (Plant)	O	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00
17-2021	PO Reg	01/01/2021	12/31/2020		Dental Care Plus, Inc.	O	\$3,461.04	\$0.00	\$0.00	\$0.00	\$3,461.04
18-2021	PO Reg	01/01/2021	12/31/2020		Dinkler Law Office, LLC	O	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
19-2021	PO Reg	01/01/2021	12/31/2020		Dollar General	O	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
20-2021	PO Reg	01/01/2021	12/31/2020		Donnellon McCarthy Enterprises, Inc.	O	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
21-2021	PO Reg	01/01/2021	12/31/2020		Donnellon McCarthy Enterprises, Inc.	O	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
22-2021	PO Reg	01/01/2021	12/31/2020		Donnellon McCarthy Enterprises, Inc.	O	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
23-2021	PO Reg	01/01/2021	12/31/2020		Duff Quarry, Inc.	O	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
24-2021	PO Reg	01/01/2021	12/31/2020		E J Prescott, INC.-Lima	O	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
25-2021	PO Reg	01/01/2021	12/31/2020		Environmental Mgmt. & Development, Inc.	O	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
26-2021	PO Reg	01/01/2021	12/31/2020		Fidelity Security Life (Avesta)	O	\$768.80	\$0.00	\$0.00	\$0.00	\$768.80
27-2021	PO Reg	01/01/2021	12/31/2020		G H BIERLY INC	O	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
28-2021	PO Reg	01/01/2021	12/31/2020		GALLS, AN ARAMARK COMPANY	O	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
29-2021	PO Reg	01/01/2021	12/31/2020		Habitec Security	O	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00
30-2021	PO Reg	01/01/2021	12/31/2020		Hach Company	O	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
31-2021	PO Reg	01/01/2021	12/31/2020		Holt Automotive	O	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
32-2021	PO Reg	01/01/2021	12/31/2020		Huntington Merchant Services	O	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00
33-2021	PO Reg	01/01/2021	12/31/2020		Huntington National Bank (Village Bond)	O	\$22,900.00	\$0.00	\$0.00	\$0.00	\$22,900.00
34-2021	PO Reg	01/01/2021	12/31/2020		Indian Lake Carquest	O	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
35-2021	PO Reg	01/01/2021	12/31/2020		Key Janitorial	O	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
38-2021	PO Reg	01/01/2021	12/31/2020		Lakeview Hardware, Inc.	O	\$3,100.00	\$0.00	\$0.00	\$0.00	\$3,100.00

Purchase Order Listing

Year 2021

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
37-2021	PO Reg	01/01/2021	12/31/2020		Law Enforcement Systems	O	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
38-2021	PO Reg	01/01/2021	12/31/2020		Leary Construction	O	\$23,524.00	\$0.00	\$0.00	\$0.00	\$23,524.00
39-2021	PO Reg	01/01/2021	12/31/2020		Lexipol	O	\$3,600.00	\$0.00	\$0.00	\$0.00	\$3,600.00
40-2021	PO Reg	01/01/2021	12/31/2020		LOGAN COUNTY ELECTRIC COOPERATIVE	O	\$720.00	\$0.00	\$0.00	\$0.00	\$720.00
41-2021	PO Reg	01/01/2021	12/31/2020		Logan County Sewer District	O	\$1,140.00	\$0.00	\$0.00	\$0.00	\$1,140.00
42-2021	PO Reg	01/01/2021	12/31/2020		Logan County Sheriff's Officer Rotary Fund	O	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
43-2021	PO Reg	01/01/2021	12/31/2020		Logan Cty. Treasurer (Eng-Grit)	O	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
44-2021	PO Reg	01/01/2021	12/31/2020		L-U-C Regional Planning Commission	O	\$1,080.00	\$0.00	\$0.00	\$0.00	\$1,080.00
45-2021	PO Reg	01/01/2021	12/31/2020		MAIS-Mobile Analytical Services, Inc.	O	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
46-2021	PO Reg	01/01/2021	12/31/2020		Miami Valley Lighting LLC	O	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,000.00
47-2021	PO Reg	01/01/2021	12/31/2020		Miles Leak Detection	O	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
48-2021	PO Reg	01/01/2021	12/31/2020		ML Tech Services	O	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
49-2021	PO Reg	01/01/2021	12/31/2020		Morton Salt, Inc.	O	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
50-2021	PO Reg	01/01/2021	12/31/2020		Ohio Municipal League	O	\$480.00	\$0.00	\$0.00	\$0.00	\$480.00
51-2021	PO Reg	01/01/2021	12/31/2020		Ohio Rural Water Association	O	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
52-2021	PO Reg	01/01/2021	12/31/2020		Ohio State Highway Patrol	O	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
53-2021	PO Reg	01/01/2021	12/31/2020		Osgood State Bank	O	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
54-2021	PO Reg	01/01/2021	12/31/2020		PIG	O	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
55-2021	PO Reg	01/01/2021	12/31/2020		Relchert Excavating Inc.	O	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
56-2021	PO Reg	01/01/2021	12/31/2020		Rife Aid	O	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
57-2021	PO Reg	01/01/2021	12/31/2020		Roe Transportation	O	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
58-2021	PO Reg	01/01/2021	12/31/2020		Security Fence Group	O	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
59-2021	PO Reg	01/01/2021	12/31/2020		Security Unlimited Professionals	O	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00
60-2021	PO Reg	01/01/2021	12/31/2020		Sensus	O	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
61-2021	PO Reg	01/01/2021	12/31/2020		Sirchie Finger Print Lab	O	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
62-2021	PO Reg	01/01/2021	12/31/2020		Statewide Emergency Products, LLC	O	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
63-2021	PO Reg	01/01/2021	12/31/2020		Time Warner Cable	O	\$4,700.00	\$0.00	\$0.00	\$0.00	\$4,700.00
64-2021	PO Reg	01/01/2021	12/31/2020		Time Warner Cable (WTP Internet)	O	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
65-2021	PO Reg	01/01/2021	12/31/2020		Treasurer of State	O	\$1,380.00	\$0.00	\$0.00	\$0.00	\$1,380.00
66-2021	PO Reg	01/01/2021	12/31/2020		Treasurer of State (Leads)	O	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
67-2021	PO Reg	01/01/2021	12/31/2020		Treasurer of State (UAN)	O	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
68-2021	PO Reg	01/01/2021	12/31/2020		Treasurer State of Ohio	O	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00
69-2021	PO Reg	01/01/2021	12/31/2020		Treasurer State of Ohio (GSD)	O	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
70-2021	PO Reg	01/01/2021	12/31/2020		Trithlum Solutions	O	\$5,480.00	\$0.00	\$0.00	\$0.00	\$5,480.00
71-2021	PO Reg	01/01/2021	12/31/2020		USA Bluebook	O	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
72-2021	PO Reg	01/01/2021	12/31/2020		Vance's Law Enforcement	O	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
73-2021	PO Reg	01/01/2021	12/31/2020		Vectren Energy Delivery	O	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
74-2021	PO Reg	01/01/2021	12/31/2020		VECTREN ENERGY DELIVERY	O	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
75-2021	PO Reg	01/01/2021	12/31/2020		VERIZON WIRELESS	O	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
76-2021	PO Reg	01/01/2021	12/31/2020		Vogel Plumbing & Heating	O	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
77-2021	PO Reg	01/01/2021	12/31/2020		WALTER H. DRANE COMPANY	O	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
78-2021	PO Reg	01/01/2021	12/31/2020		Waste Management of Ohio	O	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00

Purchase Order Listing

Year 2021

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
79-2021	PO Reg	01/01/2021	12/31/2020		WEX Bank	O	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
80-2021	PO Reg	01/01/2021	12/31/2020		Wren's Auto Parts & Service	O	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
81-2021	PO Reg	01/01/2021	12/31/2020		WWWilliams	O	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
82-2021	PO Reg	01/01/2021	12/31/2020		USDA/Rural Development	O	\$72,700.00	\$0.00	\$0.00	\$0.00	\$72,700.00
83-2021	PO Reg	01/01/2021	12/31/2020		Ohio Water Development Authority	O	\$46,350.00	\$0.00	\$0.00	\$0.00	\$46,350.00
Total for selected purchase orders:							\$664,131.97	\$0.00	\$0.00	\$0.00	\$664,131.97

Status: O - Open, C - Closed, B - Batch

2020 COUNCIL, BPA, COMMITTEES & BOARDS

COUNCIL - SAFETY, SECURITY, COMMUNICATION

RULES & ORDINANCES AND SANITATION & STREETS

Joan Hinterschied	309-4464	hinterschiedj@russellspoint-oh.gov
Joan Maxwell	842-7709	maxwellj@russellspoint-oh.gov
John Huffman	597-3016	huffmanj@russellspoint-oh.gov
Kelly Huffman	597-3019	huffmank@russellspoint-oh.gov
Greg Iiams	539-3792	liamsg@russellspoint-oh.gov
Shannon Stinemetz	407-3212	stinemetzs@russellspoint-oh.gov

LANDS & BUILDINGS COMMITTEE

Dave Wallace	843-3586	
Jeff Weidner	843-2245	fiscalofficer@russellspoint-oh.gov
Joe Freyhof	843-2245	policechief@russellspoint-oh.gov
John Huffman	597-3016	huffmanj@russellspoint-oh.gov
Robin Reames	843-2601	mayor@russellspoint-oh.gov
Sharon DeVault	210-1460	sharon.devault@twc.com
Steve Reid	407-3069	stephen65192002@yahoo.com

BOARD OF ZONING APPEALS

Mayor (Recorder)	843-2601	mayor@russellspoint-oh.gov
Jeff Hall	499-4801	chaplain07@yahoo.com
Sharon DeVault	210-1460	sharon.devault@twc.com
Libby Stidam	597-5785	stidaml@russellspoint-oh.gov
VACANT - THOMAS HENDEL		
VACANT - STEVE HEPP		

PARKS & RECREATION

Joe Freyhof	843-2245	policechief@russellspoint-oh.gov
Sharon DeVault	210-1460	sharon.devault@twc.com
Robin Reames	843-2601	mayor@russellspoint-oh.gov
Joan Hinterschied	309-4464	hinterschiedj@russellspoint-oh.gov
Scott Staley	539-6093	staleys@ils-k12.org
Tyler Avila	935-6432	avitja@bluffton.edu
Jesse Avila	935-3826	avilat1319@yahoo.com

BOARD OF PUBLIC AFFAIRS

Mary Herring	441-0324	martu59@hotmail.com
Libby Stidam	597-5785	stidaml@russellspoint-oh.gov
Pat Cochenour	633-0847	

FIRE BOARD REP. - Joan Maxwell

EMS REP. - Robin Reames

L-U-C REP. - Roger Brown

PLANNING COMMISSION (Mayor, 1 Council, 3 Citizens)

VACANT - Debbie Holtsberry		
John Huffman	597-3016	huffmanj@russellspoint-oh.gov
Robin Reames	843-2601	mayor@russellspoint-oh.gov
Sharon DeVault	210-1460	sharon.devault@twc.com
VACANT - STEVE HEPP		

FINANCE & AUDIT COMMITTEE

Dave Wallace	843-3586	
Greg Iiams	539-3792	liamsg@russellspoint-oh.gov
Jeff Weidner	843-2245	fiscalofficer@russellspoint-oh.gov
Joan Maxwell	842-7709	maxwellj@russellspoint-oh.gov
Kelly Huffman	597-3019	huffmank@russellspoint-oh.gov
Libby Stidam	597-5785	stidaml@russellspoint-oh.gov
Sharon DeVault	210-1460	sharon.devault@twc.com
Robin Reames	843-2601	mayor@russellspoint-oh.gov

RECORDS COMMITTEE

Jeff Weidner	843-2245	fiscalofficer@russellspoint-oh.gov
Joan Maxwell	842-7709	maxwellj@russellspoint-oh.gov
Libby Stidam	597-5785	stidaml@russellspoint-oh.gov
Lynnette Dinkler	426-4200	lynnette@dinklerlaw.com
Robin Reames	843-2601	mayor@russellspoint-oh.gov
Sharon DeVault	210-1460	sharon.devault@twc.com

STRATEGIC PLANNING COMMITTEE

Dave Wallace	843-3586	
Greg Iiams	539-3792	liamsg@russellspoint-oh.gov
Jeff Weidner	843-2245	fiscalofficer@russellspoint-oh.gov
Joan Maxwell	842-7709	maxwellj@russellspoint-oh.gov
Sharon DeVault	210-1460	sharon.devault@twc.com
Robin Reames	843-2601	mayor@russellspoint-oh.gov

PAY SCALE COMMITTEE

Joan Maxwell	842-7709	maxwellj@russellspoint-oh.gov
John Huffman	597-3016	huffmanj@russellspoint-oh.gov
Robin Reames	843-2601	mayor@russellspoint-oh.gov
Dave Wallace	843-3586	
Libby Stidam	597-5785	stidaml@russellspoint-oh.gov