

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

**Meeting Agenda November 2, 2020**

1. Call to Order
2. Roll Call
3. Approval of Previous Meeting Minutes – October 19, 2020
4. Reports
  - a. Mayor's Court Report
  - b. Indian Joint Fire District Report
5. Tabled Items
6. Ordinances and Resolutions
  - a. Resolution 20-943 Leary Construction Contract
  - b. Resolution 20-944 Weeds & Litter Tax Lien
7. Citizen's Comments
8. Old Business
  - a. Property Maintenance Software
9. New Business
  - a. Black Friday – November 27, 2020
10. Next Council Meeting – Monday, November 16, 2020
11. Adjournment
12. Upcoming Meetings
  - a. BPA – November 9, 2020 at 6:00 p.m.



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

**MEETING MINUTES**

**October 19, 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  
Mr. Joe Freyhof, Police Chief  
Mr. Wes Dodds, Bellefontaine Code Enforcement Officer

Minutes: **October 5, 2020 Council Meeting Minutes**

*Ms. Joan Hinterschied moved to approve the October 5, 2020 Council Meeting Minutes as submitted. 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*

Reports: **Fiscal Officers Report -**

Council was provided the September 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 \$4,786,652.17. Since it was the end of the quarter, council was also provided a copy of the revenue and appropriation status reports. The \$26.00 adjustment to the reconciliation was due to a receipt correction that was posted in October and will be cleared next month.

*Mr. Greg Iiams moved to approve the Fiscal Officers Report as submitted. 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*

**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. Council had no questions.

**Police/Code Enforcement Report –**

Chief Freyhof reported that he is still looking at candidates for a new officer and calls for service are starting to slow down. Twenty-two notices of violation have been issued since the department took over with around eighty percent now in compliance. He has also been in contact with local churches with regards to helping with the elderly and those in financial need by means of community service or donation of supplies to help residents clean up their properties. He is also checking into vouchers that can be used for hard to dispose of items.



**Parks Report –**

Council was provided the quote with the addition of the swing set from Midstates. Ms. Hinterschied reported that the arrangement of the equipment will need to be changed so that the handicap swing is more easily accessible, and a concrete pad will need to be poured leading to that swing. Midstates is updating their quote to include the concrete pad. The proposed location of the equipment was forwarded to Choice One Engineering and they confirmed that the location would not cause any issues with the drainage project.

*Mr. John Huffman made a motion to allow the Mayor to sign the purchase order up to \$35,000.00 for the purchase and installation of the new playground equipment as proposed.*

*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*

**Lands & Buildings Report –**

Council was provided a copy of the minutes from the October 15<sup>th</sup> meeting outlining discussions on proposed projects that have been worked on and what direction the village should take using COVID funding. The committee recommends completing the electrical and plumbing upgrades that were proposed as well as determining if a digital sign could be purchased and installed by the deadline requirements. The committee also recommended reallocating the remaining funds to police department payroll expenses. This will reduce the amount of supplemental transfers from the general fund in 2021 and allow the village ample time to consider other upgrades that can be done next year.

*Mr. Greg Iiams made a motion to proceed with the recommendations as outlined in the lands and buildings committee report. 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*

**Indian Lake EMS Report –**

Mayor Reames reported on the October 14, 2020 EMS meeting.

**ORDINANCES & RESOLUTIONS:**

**A. Ordinance 20-1182; Amend and Repeal Portions of the Codified Ordinances (3rd reading)**

**AMENDING AND REPEALING SELECT PORTIONS OF 311.02, 377.02, 377.04, 521.12, 713.03, 717.02, 717.04, 717.99, 721.02, 721.99, 905.03, 905.99, 909.01, 909.02, 909.99, 919.05, 1307.04, 1307.99, 1309.02, 1309.99, 1313.05, 1313.06, 1319.03, 1319.99, 1519.02, AND 1519.99 TO CREATE A COMPREHENSIVE SCHEDULE OF FEES AND RATES AND TO OTHERWISE MODERNIZE ORDINANCES**

*Mr. Greg Iiams made a motion to remove Ordinance 20-1182 from the table. 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 20-1182 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 20-1185; Rates and Fee Schedule**

**AN ORDINANCE ESTABLISHING A NEW PART SEVENTEEN, RATE & FEE SCHEDULE, OF THE VILLAGE OF RUSSELLS POINT, LOGAN COUNTY, OHIO CODIFIED ORDINANCES.**

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

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

*The motion passed: 5 yeas – 1 nay.*

*Mr. Greg Iiams made a motion to accept Ordinance 20-1185 by title. Ms. Joan Maxwell seconded the motion.*

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

*The motion passed: 5 yeas – 1 nay.*

**C. Resolution 20-942; Solemnize Marriages**

**A RESOLUTION ACKNOWLEDGING THE VILLAGE MAYOR MAY SOLEMNIZE MARRIAGES AND CHARGE REASONABLE FEES FOR SUCH SERVICE AS SET BY COUNCIL IN THE SCHEDULE OF RATES AND FEES IN THE VILLAGE OF RUSSELLS POINT, LOGAN COUNTY, OHIO, 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 Resolution 20-942 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:**

**OLD BUSINESS:**

**A. Property Maintenance Software**

Mayor Reames stated that she wanted to have a presentation of the software for council, but many of the council members are joining the meeting by phone only and would not be able to see the presentation. Mr. Wes Dodds attended the meeting to give a bit more detail of why he developed the software program and its capabilities. Mayor Reames asked Mr. Dodds to provide some screen shots from the program and some examples of the reports it can produce for council to review.

**B. Indian Lake Traffic Study**

Further information on the traffic study was received and forwarded to council. The study addresses two troublesome intersections within the village. Diagrams showing alternative suggestions and estimated costs for both locations were also provided.

**NEW BUSINESS: None**



*Ms. Joan Maxwell made a motion to adjourn the meeting and seconded by Ms. Shannon Stinemetz.*  
The meeting was adjourned at 7:58 p.m.

Next Ordinance: 20-1186   Next Resolution: 20-943

Scheduled Meetings:

A. **Council Meeting: Monday, November 2, 2020 at 7:00 p.m.**

B. Board of Public Affairs Meeting: Monday, October 26, 2020 at 6:00 p.m.

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Fiscal Officer Jeff Weidner

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Mayor Robin Reames

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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 2nd day of November 2020

RESPECTFULLY SUBMITTED, THIS 2nd of November 2020

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	0.00	602.50	725.00
Bond	1000-619-0010	0.00	0.00	0.00	0.00
Waivers	1000-619-0011	1,300.00	1,548.00	8,346.00	9,012.00
Bench Warrants	1000-619-0012	25.00	25.00	50.00	75.00
Parking Tickets	1000-619-0013	0.00	0.00	0.00	0.00
DUI	2081-612-0000	60.00	0.00	343.00	220.00
Miscellaneous (NSF, etc.)	1000-892-0000	0.00	0.00	5.00	0.00
<b>TOTAL</b>		<b>\$ 1,385.00</b>	<b>\$ 1,573.00</b>	<b>\$ 9,468.50</b>	<b>\$ 10,067.00</b>

<b>VILLAGE CHECK</b>	\$ 1,385.00	(Check #1697)	
<b>STATE PAYMENT - TREASURER OF STATE</b>	\$ 545.50	(ACH Debit)	YTD \$ 3,671.00
<b>LOGAN COUNTY AUDITOR - IDAT</b>	\$ 19.50	(Check #1696)	YTD \$ 126.00
<b>TOTAL DISBURSEMENTS - October 2020</b>	\$ 1,950.00		
<b>TOTAL RECEIPTS - October 2020</b>	\$ 1,950.00		

\* 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.

<b>Revenue</b>	
9901-611	0.00 Court Costs
9901-612	1,385.00 Other fines, waivers, etc.
9901-613	565.00 State & County Funds Collected
<b>\$</b>	<b>1,950.00 Total Revenue</b>
<b>Disbursements</b>	
9901-882-640	565.00 Pmt. To Other Political Subdivision - State & County
9901-882-690	1,385.00 Other - Payment to General Revenue
<b>\$</b>	<b>1,950.00 Total Disbursement</b>



November 2, 2020 Russells Point Council Meeting

## Indian Joint Fire District Report

October 20, 2020 Meeting

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IJFD trustees teleconferenced on October 20, 2020 with all members in attendance.

1. Upon approval of the September 15th minutes and financial statement, regular business was completed. IJFD is still waiting on the audit report to be finalized. Dee has begun work on the 2021 budget for discussion at the November trustee meeting.
2. Chief Gibson reported no significant water usage, unrelated to hydrant flushing.
3. The draft copy of the Indian Joint Fire District, policy and procedure manual is being reviewed by our attorney and should be received by the district, distributed to trustees for trustee's discussion and action should be taken at the November meeting.
4. Two applicants responded to the open lieutenant's position after the resignation of Rick Kirkpatrick. Procedures will be followed to fill the position once the policy and procedure manual is set in place.
5. Logan County is spearheading an effort to unify all Police, Fire and EMT entities in filing grant application for Marcs radios in order to improve chances of receiving the grant.
6. A permit has been received for the Rudolph burn. It will be this fall or early next spring, depending on the weather. The permit is good for 6 months.
7. Firefighters have been testing a hand held ultrasound device on loan from the manufacturer to locate bodies in emergency situations such as fires, drownings and accident scenes.
8. A few pieces of equipment have been ordered to replace broken and worn hoses, gauges, gloves, etc.

The next IJFD meeting will be teleconferenced on November 17, 2020 at 5:00 p.m.

Respectfully submitted, *Joan Maxwell*



The Board meeting was held at the EMS Station with visitors asked to use FreeConference.com to stream this meeting.

**Present:** Steve Terrill, Tucker Berg, Ryan Shoffstall, Robin Reames, Clerk Sandra Yelton and Chief Adam Niederkoher. Visitors were Mike Yoder, EMT Leah Edwards, EMT Dave VanHorn and streaming with FreeConference.com was Sharon Klahr.

President Tucker Berg called the meeting to order at 6:20 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

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

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

#### **Financial Report:**

Clerk Yelton told the Board that as of today we have \$764,392.91 in our money market account and \$40,229.78 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:

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

Mike Yoder was present to give the 3<sup>rd</sup> quarter report. His report is comparing the same periods for 2019 and 2020.

Receipts	
2019	\$1,550,490.91
2020	\$1,528,972.21
Expenditures	
2019	\$1,193,190.31
2020	\$1,644,777.94
Cash Reserve	
2019	\$1,193,190.31
2020	\$ 828,126.80

The difference being the purchase of a squad and building payments.

He also told the Board that since we haven't sold the old building that we will need to take money out of unappropriated funds to cover the costs of heat, electric and sewer that was not budgeted for. He also told them that we would need to add money to the telephone fund. The internet and cable are also included in that fund. Clerk Yelton will have the paperwork ready by the next Board meeting.

#### **Old Business:**

Board President Tucker Berg told the Board members that he spoke with Gabe Wickline about the paperwork associated with the sale of the old EMS station and Gabe said he would start the paperwork and would charge us an hourly fee. There will be no retainer fee.

Clerk Yelton said that she had contacted Osgood State Bank and got the information on an appraiser that they use. She called Miami Valley Appraisers out of Ludlow Falls and they came and went through the building. She is just waiting on the paperwork to arrive. Steve Terrill asked if we should go ahead and get started on the sale but it was decided that we would wait on the appraisal.

Clerk Yelton told the Board that she was filing the paperwork from the previous meeting and didn't like the revised resolution for Bloomfield Township so she reread the letter from Laura Magoto, Clerk for Bloomfield Township, about



adding a paragraph. In the letter she requested adding the paragraph to the contract so Clerk Yelton took the paragraph from the resolution and added it to the contract. She still had the old resolution that the Board had originally signed so she voided the new one and had the Board sign off on the revised contract.

**Chief Adam Niederkohr:**

Chief Niederkohr told the Board that we had 140 runs last month.

He told the Board he wanted the budget ready for the November meeting so they can go over it and approve it at the December meeting. He said we will get it ready and Clerk Yelton will e-mail it to the Board members so if they have any questions or concerns we can discuss them at the next meeting.

The hospital wants to meet next week and discuss the Community EMS program. He should have more information to present to the Board after the meeting.

He has replaced 1 of the 2 EMTs who have quit. Robin Reames wanted to know what he was doing to replace them. He told her that he hired a part time EMT, Justin Taylor, to full time and he is currently looking at applications he already has on file.

**New Business:**

Steve Terrill told the Board that Stokes Township had received a letter from the office of the Logan County Commissioners that stated they would no longer be sending money to the township. Tucker Berg said Washington Township received the same letter.

EMT Leah Edwards brought up the Policy Manual. It is written in it that all the EMT's are entitled to the paid holidays that are listed provided the employee works the entire shift on the last scheduled workday immediately before and after the holiday unless on paid leave approved at least 48 hours in advance of the holiday. Employees will receive compensation equal to no more than 8 hours regular pay for each holiday worked during the calendar year on the pay period following December 25 of the calendar year or upon separation from the employer. Leah said that before this change EMTs on the 24 shift got either 7 hours of double time or 17 hours of double time. Now they are only getting 8 hours of straight time even if they work 17 hours of the holiday. She asked that the policy be looked into. Steve Terrill suggested that she write up what she feels is a better way to compensate them for working holidays and e-mail it to the Board member by October 21<sup>st</sup> so they can discuss it. He said the policy manual isn't made of stone and changes can be made to it if needed and agreed upon.

**Public Comment:**

No public comment.

Steve Terrill made a motion to adjourn the meeting at 7:10 p.m. Tucker Berg seconded the motion.

Meeting adjourned.

Next meeting will be November 11<sup>th</sup>, 2020 at 6:00 p.m. with Board members attending and visitors at FreeConferenct.com. Please watch the paper for any changes.



**RESOLUTION NO: 20-943**

**A RESOLUTION AUTHORIZING THE MAYOR THROUGH THE BOARD OF PUBLIC AFFAIRS TO ENTER INTO CONTRACT WITH THE LEARY CONSTRUCTION COMPANY, INC. TO MAINTAIN THE SOUTH 250,000 GALLON WATER TOWER FOR A PERIOD OF TEN (10) YEARS THROUGH THE YEAR 2030 PER CONTRACT ATTACHED AND DECLARING AN EMERGENCY.**

WHEREAS, the Village of Russells Point Board of Public Affairs has reviewed and deemed it necessary to protect the 250,000 gallon water tower through a preventive maintenance program, and

WHEREAS, the Leary Construction Company, Inc. of 32 E. Pierson St., Greenfield, Indiana 46140 is qualified and has proposed an agreement for 2021 through 2030, and

WHEREAS, their maintenance program is approved by the Ohio Environmental Protection Agency and shall preserve the interior and exterior of the tower.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF RUSSELLS POINT, LOGAN COUNTY, OHIO THAT:**

SECTION 1: An expenditure of \$13,800.00 annually be set aside for the next ten (10) years per the agreement.

SECTION 2: In the year 2031 and each ten (10) years thereafter, the annual service fee will be adjusted to reflect the current cost of the service.

SECTION 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision making bodies of the Village of Russells Point which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 4: 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. This Resolution shall go into immediate effect provided that it receives two thirds vote of all members of Village Council.

SECTION 5: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconstant parts.

Passed in Council this \_\_2nd\_\_ day of \_\_November\_\_ 2020.

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Robin Reames, Mayor



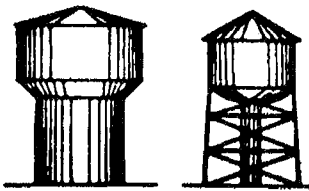
ATTEST: \_\_\_\_\_  
Jeff Weidner, Fiscal Officer

APPROVED:

Approved as to form this \_\_\_\_\_ day of February 2020.

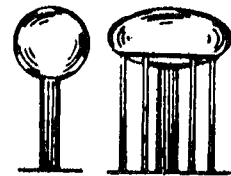
\_\_\_\_\_  
Lynnette Dinkler, Esq.  
Village Solicitor





**THE LEARY CONSTRUCTION CO., INC.**  
**32 E. PIERSON ST.**  
**GREENFIELD, IN 46140**  
**(317) 462-2100**

[www.learycc.com](http://www.learycc.com)



CALL TOLL FREE:  
 1-800-428-2323

**10 YEAR WATER TANK  
 PREVENTIVE PROTECTION PROGRAM**

THIS AGREEMENT ENTERED INTO BY AND BETWEEN VILLAGE OF RUSSELLS POINT HERE IN AFTER KNOWN AS THE OWNER AND THE LEARY CONSTRUCTION CO., INC. HERE IN AFTER KNOWN AS THE COMPANY.

THE OWNER AGREES TO EMPLOY THE LEARY CONSTRUCTION CO., INC. TO SERVICE AND MAINTAIN THE APPROXIMATELY 250,000 GALLON ELEVATED TANK LOCATED AT RUSSELLS POINT, OH.

THE COMPANY WILL ANNUALLY INSPECT AND SERVICE THE TANK BEGINNING 2021. THE INTERIOR AND EXTERIOR OF THE TANK WILL BE THOROUGHLY INSPECTED TO ASSURE THAT THE STRUCTURE IS IN A SOUND WATERTIGHT CONDITION.

1 <sup>ST</sup> YEAR	<u>2021</u>
2 <sup>ND</sup> YEAR	<u>2022</u>
3 <sup>RD</sup> YEAR	<u>2023</u>
4 <sup>TH</sup> YEAR	<u>2024</u>
5 <sup>TH</sup> YEAR	<u>2025</u>
6 <sup>TH</sup> YEAR	<u>2026</u>
7 <sup>TH</sup> YEAR	<u>2027</u>
8 <sup>TH</sup> YEAR	<u>2028</u>
9 <sup>TH</sup> YEAR	<u>2029</u>
10 <sup>TH</sup> YEAR	<u>2030</u>

\* CONTRACTOR TO DO WASHOUT AND INSPECTION OF TANK AS NEEDED, NOT TO EXCEED TRIENNIAL, THROUGHOUT THE COURSE OF THIS CONTRACT.

THE COMPANY WILL MAKE ANY AND ALL REPAIRS TO THE TANK AND TOWER THAT ARE NEEDED DURING THE TERM OF THIS CONTRACT. THESE REPAIRS INCLUDE STEEL REPLACEMENT, STEEL PARTS, EXPANSION JOINTS, FLOAT LEVEL INDICATORS, SWAY ROD ADJUSTMENTS, MANHOLES AND OTHER COMPONENT PARTS THEREOF.

WHEN REPAINTING IS NEEDED, ALL PRODUCTS AND PROCEDURES WILL BE EQUAL TO, OR EXCEED THE CURRENT REQUIREMENTS OF THE AMERICAN WATER WORKS ASSOCIATION AND STEEL STRUCTURES PAINT COUNCIL AS TO SURFACE PREPARATION, COATING MATERIALS AND STERILIZATION.

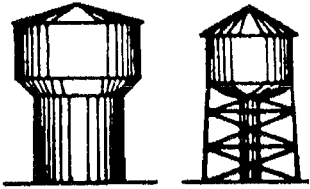
WHEN COMPLETE INTERIOR PAINTING IS NEEDED, THE TANK WILL BE RECOATED WITH EXISTING LINING.

IN THE EVENT TECHNOLOGY DEVELOPS A BETTER PRODUCT AND THE AMERICAN WATER WORKS ASSOCIATION APPROVES ITS USE IN POTABLE TANKS, THE NEWER PRODUCT CAN BE USED.

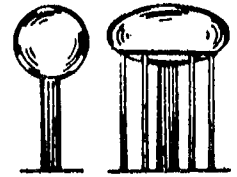
AT THE TIME OF REPAINTING THE EXTERIOR, THE OWNER MAY SELECT A COLOR DIFFERENT FROM THE EXISTING ONE SO LONG AS THE GENERIC TYPE OF MATERIALS REMAINS THE SAME.

A LOCK WILL BE INSTALLED ON THE ROOF HATCH OF THE TANK TO PREVENT ANY UNAUTHORIZED ENTRY TO THE WATER SUPPLY. THE OWNER AND THE COMPANY WILL RETAIN KEYS TO THE TANK.





THE LEARY CONSTRUCTION CO., INC.  
32 E. PIERSON ST.  
GREENFIELD, IN 46140  
(317) 462-2100  
[www.learycc.com](http://www.learycc.com)



**10 YEAR WATER TANK  
PREVENTIVE PROTECTION PROGRAM  
APPROXIMATELY 250,000 GALLON ELEVATED TANK**

THE COMPANY WILL PROVIDE EMERGENCY SERVICE TO HANDLE ANY PROBLEMS WITH THE TANK AT NO ADDITIONAL COST TO THE OWNER.

THE COMPANY WILL FURNISH RELIEF VALVES TO INSTALL IN THE WATER SYSTEM SO THE OWNER CAN PUMP DIRECT AND MAINTAIN WATER PRESSURE WHILE THE TANK IS BEING SERVICED, IF SUCH VALVES ARE NEEDED.

**GENERAL:** TANK OWNER TO FURNISH WATER SUPPLY, 110V ELECTRIC CURRENT AND OUTLET AT OR NEAR BASE OF TANK...TANK OWNER WILL PROHIBIT PARKING IN AREAS NEARBY OR ADJACENT TO TANK WHILE WORK IS BEING DONE. TANK OWNER WILL KILL OR PROPERLY SHIELD ALL ELECTRICAL LINES WITHIN 30 FEET OF TANK OR SUPPORTING STRUCTURE. TANK OWNER TO FURNISH DUMPSTER OR CONTAINERS FOR SPENT ABRASIVES.

THE COMPANY WILL FURNISH CURRENT CERTIFICATES OF INSURANCE COVERAGE TO THE OWNER AT THE TIME OF ANY WORK OR UPON RENEWAL OF ANY POLICY.

THE OWNER SHALL HAVE THE RIGHT TO CONTINUE THIS CONTRACT FOR AN INDEFINITE PERIOD OF TIME UPON PAYMENT TO THE COMPANY IN THE SUM OF **\$13,800.00** AT TIME OF SIGNING THIS CONTRACT AND ANNUALLY EACH YEAR FOR THE DURATION OF THIS AGREEMENT.

THE ABOVE ANNUAL FEE WILL REMAIN CONSTANT FOR THE FIRST TEN (10) YEARS OF THIS AGREEMENT. IN THE YEAR **2031** AND EACH TEN (10) YEARS THEREAFTER, THE ANNUAL SERVICE FEE WILL BE ADJUSTED TO REFLECT THE CURRENT COST OF THE SERVICE.

IT IS AGREED THAT FUTURE MANDATED ENVIRONMENTAL REQUIREMENTS WHICH CAUSE SIGNIFICANT CHANGES IN THE COST OF TANK MAINTENANCE WILL BE JUST CAUSE FOR MODIFICATION OF THIS AGREEMENT BY EITHER PARTY. THIS CONTRACT DOES NOT INCLUDE THE REMOVAL OF ANY HAZARDOUS WASTE MATERIALS.

VILLAGE OF RUSSELLS POINT, OH

THE LEARY CONSTRUCTION CO., INC.

BY: \_\_\_\_\_



BY: \_\_\_\_\_

BY: CHARLES A. LEARY

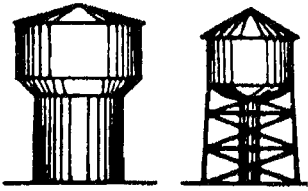
\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

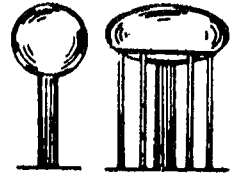
PRESIDENT  
TITLE

SEPTEMBER 24, 2020  
DATE





**THE LEARY CONSTRUCTION CO., INC.**  
**32 E. PIERSON ST.**  
**GREENFIELD, IN 46140**  
**(317) 462-2100**  
[www.learycc.com](http://www.learycc.com)



### **10 YEAR WATER TANK PREVENTIVE PROTECTION PROGRAM**

THE PROGRAM COVERS ALL COSTS ASSOCIATED WITH THE FOLLOWING:

1. TOTAL MAINTENANCE AND UPKEEP OF THE TANK FROM THE DATE THE CONTRACT IS SIGNED.
2. PLANNING AND EVALUATION NEEDED FOR THE SHORT TERM AND LONG TERM MAINTENANCE NEEDS.
3. EXTERIOR SURFACE PREPARATION AND TOUCH UP.
4. INTERIOR CLEANING AND PAINTING.
5. INTERIOR AND EXTERIOR REPAIRS.
6. THE OWNER SELECTS FINISH COLORS OF TANK.
7. ENSURING THE TANK IS SOUND, WATER TIGHT AND IN WORKING ORDER.
8. LOCKING AND SECURING THE TANK. THIS INCLUDES INSTALLATION OF A LADDER GUARD, IF NEEDED.
9. ANNUAL INSPECTION OF THE TANK.
10. THE HANDLING OF ANY EMERGENCY SERVICE REQUIREMENT NEEDED DURING THE TERM OF THE CONTRACT.
11. ENSURING THE TANK IS IN GOOD WORKING ORDER, SANITARY AND APPRECIATING IN VALUE.



## RESOLUTION NO. 20-944

### A RESOLUTION CERTIFYING UNPAID CHARGES FOR SERVICES PERFORMED BY THE VILLAGE OF RUSSELLS POINT UNDER ORC NO. 731.51 AND AUTHORIZING THE LOGAN COUNTY AUDITOR TO PLACE THE DELINQUENT AMOUNTS ON THE 2020 TAX DUPLICATES FOR COLLECTION.

WHEREAS, the following properties and owners were served notice to cut noxious weeds and remove litter from the property (Ref.; ORC 731.51); and

WHEREAS, the following property owners failed to comply with the notice and the Legislative Authority authorized the noxious weeds to be cut and destroyed and the removal of litter (Ref.; ORC 731.53); and

THEREFORE, the Legislative Authority authorizes the Village Clerk to certify the amounts due the Village from the property owners listed below to the Logan County Auditor to be placed on the 2020 Tax Year Duplicate (Ref.; ORC 731.54).

52-032-05-14-028-000 Lot: 0002 36-6-8	Siphon Draw, LLC (07/27/2020) 206 W. Main St., Russells Point, OH 43348	\$528.44
52-032-13-16-008-000 Lot: 0004 944 945	LPZ Construction Co., Ltd. (07/27/2020) Lake Ave.-Lot 944 945, Russells Point, OH 43348	\$539.13
52-032-13-16-011-000 Lot: 0004 949	Randy Dargartz (07/27/2020) Lake Ave.-Lot 949, Russells Point, OH 43348	\$519.55
52-032-13-16-011-001 Lot: 0004 950	Randy Dargartz (07/27/2020) Lake Ave.-Lot 950, Russells Point, OH 43348	\$519.55
52-032-13-09-002-000 Lot: 0002 1-7-8	Kyla R. Gilbert (08/27/2020) 320 Elliott Rd., Russells Point, OH 43348	\$519.55
52-032-13-10-001-000 Lot: 0004 884	Deloris A. Hudkins (08/27/2020) 502 Fairview Ave., Russells Point, OH 43348	\$516.12
52-032-13-10-001-001 Lot: 0004 885	Deloris A. Hudkins (08/27/2020) Fairview Ave. - Lot 885, Russells Point, OH 43348	\$516.12
52-032-13-10-001-002 Lot: 0004 883	Deloris A. Hudkins (08/27/2020) Fairview Ave. - Lot 883, Russells Point, OH 43348	\$516.12
52-032-14-04-007-000 Lot: 0004 1145 PT	June A. Smith, C/O June Boatman (08/27/2020) Lincoln Blvd.-Lot 1145 PT, Russells Point, OH 43348	\$517.74
52-032-14-04-006-000 Lot: 0004 1146	June A. Smith, C/O June Boatman (08/27/2020) Lincoln Blvd.-Lot 1146, Russells Point, OH 43348	\$517.74
52-032-05-14-028-000 Lot: 0002 36-6-8	Siphon Draw, LLC (08/27/2020) 206 W. Main St., Russells Point, OH 43348	\$507.26
52-032-13-09-002-000 Lot: 0002 1-7-8	Kyla R. Gilbert (10/15/2020) 320 Elliott Rd., Russells Point, OH 43348	\$510.69
52-032-13-10-001-000 Lot: 0004 884	Deloris A. Hudkins (10/15/2020) 502 Fairview Ave., Russells Point, OH 43348	\$510.69



52-032-13-10-001-001 Lot: 0004 885	Deloris A. Hudkins (10/15/2020) Fairview Ave. - Lot 885, Russells Point, OH 43348	\$510.69
52-032-13-10-001-002 Lot: 0004 883	Deloris A. Hudkins (10/15/2020) Fairview Ave. - Lot 883, Russells Point, OH 43348	\$510.69
52-032-05-14-028-000 Lot: 0002 36-6-8	Siphon Draw, LLC (10/15/2020) 206 W. Main St., Russells Point, OH 43348	\$510.69
52-032-14-04-007-000 Lot: 0004 1145 PT	June A. Smith, C/O June Boatman (10/15/2020) Lincoln Blvd.-Lot 1145 PT, Russells Point, OH 43348	\$521.39
52-032-14-04-006-000 Lot: 0004 1146	June A. Smith, C/O June Boatman (10/15/2020) Lincoln Blvd.-Lot 1146, Russells Point, OH 43348	\$521.39

Passed: \_\_\_\_\_

\_\_\_\_\_  
Fiscal Officer Jeff Weidner

\_\_\_\_\_  
Mayor Robin Reames



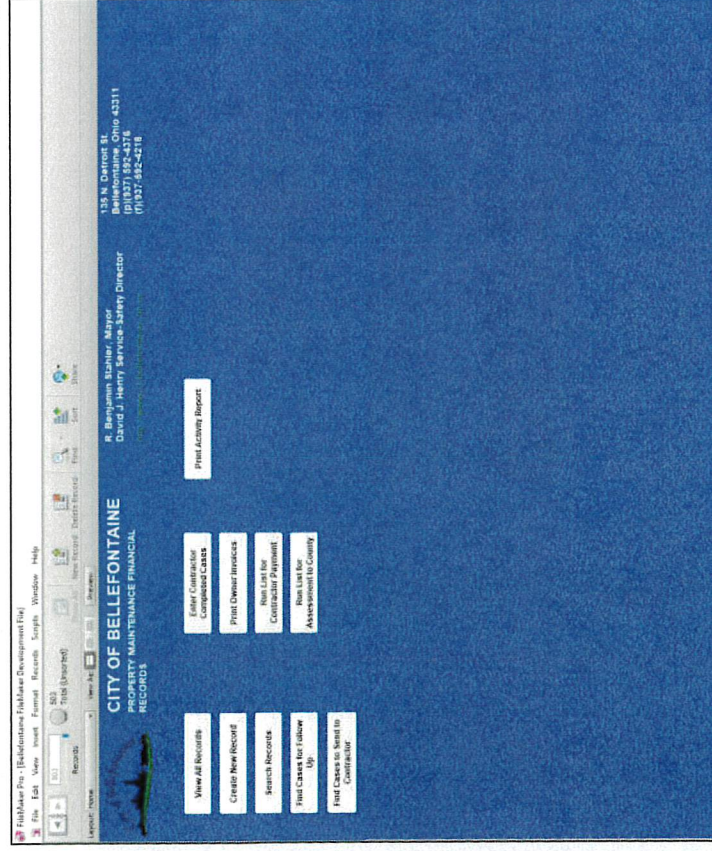
# **CODE ENFORCEMENT DATABASE**

**DESIGNED WITH FILEMAKER PRO**



# CODE ENFORCEMENT DATABASE HOME SCREEN

- Main screen
- Grey boxes are buttons
- Buttons can be fully customized
- This is where everything can be accessed
- Designed to be intuitive and user friendly





[illegible]



# **VIOLATION ENTRY SCREEN**

- Main screen where new violations are entered
- Date & Case number are auto generated
- User enters property address – Parcel number, Owner name & address are auto filled based on county auditor's information
- Photographs of record can be inserted
- Code section is a drop down – Category is then auto filled
- User enters observations and remedy
- Follow up date and status are auto filled when violations for the day are printed



# VIOLATION ENTRY SCREEN

- Showing example of drop down menu – this would be filled with codes specific to Russells Point
- Case history shows the history of the case
- Case financials show any financial records related to the case
- Address history shows violation history for the address

File Edit View Insert Format Records Tools Windows Help

City of Bellefontaine  
PROPERTY MAINTENANCE DATABASE

138 N. GERRITT ST.  
Bellefontaine, Ohio 43111  
(615) 937-5974-4378  
(615) 937-5974-4218

GENERAL INFORMATION  
DATE: 10/27/2020  
CASE NUMBER: 107220278  
PROPERTY ADDRESS:  
PARCEL NUMBER:  
OWNER INFORMATION  
OWNER NAME:  
OWNER ADDRESS:  
PHOTOGRAPHS

VIOLATION INFORMATION  
CODE SECTION:  
CATEGORY:  
STATUS: Resol  
FOLLOW UP DA  
RE SOLUTION:  
DETAILED IN  
OBSERVATIONS:  
REMARKS:

351.01 - Prohibited Parking in Residential District  
311.01 - Placing Ignitable Material Or Obstruction in Street  
1405.01 - Excavation  
1405.02 - Excavation  
1405.03 - Grading and Draining  
1405.04 - Sidelwalk and Driveway  
1405.05 - Removal of Snow and Ice from Sidewalks  
1405.06 - Barbed Wire and Warning Lights - Abandoned Excavations  
1405.07 - Barbed Wire  
1405.08 - Storage and Accumulation of Junk and Similar Materials on Private Property - Notice to Remove  
1405.09 - Fences  
1405.13 - Removal of Obstructions Required  
1405.14 - Trees, Hedgess and Shrubbery  
1405.15 - Removal of Hazardous Trees Required  
1405.16 - Parking of Motor Vehicles 301.07.01.01

CASE HISTORY

CASE FINANCIALS

ADDRESS HISTORY

First Record Previous Record Next Record Last Record

HOME

Enter Action Item View Financial Records Print Current Records  
Enter Financial Record Open Property Claim Mark Case Closed & Owner Notified  
View Case History View Violation Notice



# VIOLATION ENTRY EXAMPLE

- Pictures – button allows images to be viewed full size
- Note that status and follow up date have been populated
- Entry in case history for when the initial notice was sent
- Several cases listed in history for this address



CITY OF BELLEFONTAINE

PROPERTY MAINTENANCE DEPARTMENT

135 N. Detroit St.

Bellefontaine, Ohio 43311

(615) 751-5922

(615) 751-5922

R. Benjamin Stepien, Mayor

David J. Henry Service-Safety Director

GENERAL INFORMATION

DATE: 10/15/2020

CASE NUMBER: 1015220436

PROPERTY ADDRESS: 728 W CHILLICOTHE

PARCEL NUMBER: 17-551-11-18-502-000

OWNER INFORMATION

OWNER NAME: MICHAEL KESSLING ETUX 1/2 INT & LOH KESSLING 1/2 INT

OWNER ADDRESS: 728 W CHILLICOTHE AVE

BELLEFONTAINE

PHOTOGRAPHS



View Full Size

Print



View Full Size

Print

VIOLATION INFORMATION

CODE SECTION: 1405.08 Storage and Accumulation of Junk and Similar Materials on Private Property

CATEGORY: Exterior Premises

STATUS: Violation Letter Sent

FOLLOW UP DATE: 10/26/2020

RESOLUTION:

DETAILED INFORMATION

OBSERVATIONS: JUNK, TRASH, RUBBISH AND/OR OTHER DEBRIS DISCARDED ON PROPERTY INCLUDING FURNITURE, APPARENT DISABLED LONG TRACTOR, AND LOOSE TRASH/RUBBISH/MATERIAL

REMEDY: REMOVE AND PROPERLY DISPOSE OF ALL JUNK, TRASH, RUBBISH AND/OR OTHER DEBRIS ON PROPERTY

CASE HISTORY

19/10/2020

Violation Sent via Certificate

CASE FINANCIALS

Owner Received:

1405.08 Fees

1405.10 Penalties of Motor Vehicles and Motorcycles

1405.18 Impoundment Against Junk Motor Vehicles

1405.05 Storage and Accumulation of Junk and

ADDRESS HISTORY

8/1/2020/547

9-4-2020

9/15/2021

9-4-2020

9/22/2021

9-4-2020

9/22/2021

9-4-2020

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Previous Record

Next Record

Home



# VIOLATION NOTICE EXAMPLES

## EXTERIOR PREMISES - ACCUMULATION OF JUNK/RUBBISH

### NOTICE OF PROPERTY MAINTENANCE CODE VIOLATION



EXTERIOR PROPERTY AREA VIOLATION  
ORDER DATE: 10/16/2020

MICHAEL KISSLING ETUX 1/2 INT & LORI KISSLING 1/2 INT  
728 W CHILlicothe AVE  
BELLEFONTAINE OH 43311

RE: CASE NO. 101520020435- ACCUMULATION OF JUNK AND SIMILAR MATERIALS ON  
PROPERTY at 728 W CHILlicothe, Parcel Number 17-491-11-18-002-000

Dear Property Owner,

A recent inspection of the property listed above revealed the property to be in violation of Section 1406.08 Storage and Accumulation of Junk and Similar Materials on Private Property. Notice to Remove of the codified Ordinances of the City of Bellefontaine. Specifically, the inspection showed the following conditions on the property: JUNK, TRASH, RUBBISH AND/OR OTHER DEBRIS DISCARDED ON PROPERTY INCLUDING FURNITURE, APPARENT DISABLED LONG TRACTOR, AND LOOSE TRASH/RUBBISH/JUNK/LITTER

In order to bring the property into compliance, you must take the following actions within ten (10) days of this notice: REMOVE AND PROPERLY DISPOSE OF ALL JUNK, TRASH, RUBBISH AND/OR OTHER DEBRIS ON PROPERTY

If you fail to remedy the conditions on the property as described above within ten (10) days of the date of this letter, the City of Bellefontaine may cause the necessary work to bring the property into compliance to be completed. You will be billed for this service at a rate of costs incurred, plus a \$150.00 Administrative Fee. In addition, you will be subject to a Civil Penalty of \$350.00, and a re-inspection fee of \$75.00. The City of Bellefontaine reserves the right to pursue criminal charges for violation of the Property Maintenance Code as well.

You have the right to appeal this order to the Bellefontaine Board of Building Appeals. An appeal must be filed within ten (10) days of the date of this order as outlined by Section 1404.33 of the City of Bellefontaine Property Maintenance Code.

Please consider this a reminder of something that needs attention on the property. If you have already taken care of this issue, please disregard this notice and accept our thanks for your cooperation.

135 N. Detroit St., Bellefontaine, Ohio 43311 (p) 937-592-4376 (f) 937-592-4218  
R. Benjamin Stahler, Mayor David J. Henry, Service Safety Director

If you have questions or concerns regarding this notice, please contact me at 937-651-6049 or by e-mail to [waddos@ci.bellefontaine.oh.us](mailto:waddos@ci.bellefontaine.oh.us)

Your prompt attention to this matter is appreciated.

Sincerely,

Wesley R. Dodds  
Code Enforcement Officer



**1406.08 Storage and Accumulation of Junk and Similar Materials on Private Property**  
**Notice to Remove**  
**PROPERTY; NOTICE TO REMOVE:**  
(A) No person shall cause or permit garbage, rubbish, trash or brush branches or trimmings, brush, discarded or discarded articles, litter, junk, materials which are ready for destruction, or which have any structural or salvage or conversion value to be stored, kept or placed outside of the property boundaries of the property.

(B) Upon receipt of information that subsection (A) hereof is being violated, the Code Official shall cause a written notice to be served upon the owner, lessee, agent or tenant having charge of such land, notifying him that the offending articles and/or materials must be removed within ten days after service of such notice.

135 N. Detroit St., Bellefontaine, Ohio 43311 (p) 937-592-4376 (f) 937-592-4218  
R. Benjamin Stahler, Mayor David J. Henry, Service Safety Director

(C) The form of such notice shall comply with the provisions of Section 1404.30 and shall be served in accordance with Section 1404.31.  
(D) If the person to whom a notice is directed fails to comply with the requirements of the notice, the Code Official shall cause such offending articles and/or materials to be removed from the premises and may employ the necessary labor to perform such task. All expenses shall be paid by the person to whom the notice is directed.  
(E) The expenses shall consist of the following:  
(1) All expenses for preparing and serving all notices; plus  
(2) The cost for preparing and serving all notices; plus  
(3) An administrative fee in the amount set forth in 1404.38.  
(F) In the event that the owner or other appropriate person fails to pay such expenses within thirty days after being notified in writing, by regular U.S. mail, of the amount thereof by the Code Official, the expenses set forth in subsection (D) hereof may be collected using one or more of the following methods, provided, however, that the expenses may only be collected once:  
(1) Such expenses may be submitted by the Code Official to the County Auditor and placed upon the tax duplicate for collection as a special assessment and thereupon shall be collected as other taxes levied and collected by the County Auditor;  
(2) The Director of Law is authorized to bring suit and take other necessary legal action to collect all such expenses;  
(3) The Director of Law is authorized to bring suit and take other necessary legal action to collect all such expenses.  
(F) The remedies provided in this section shall be in addition to the penalty provided in Section 1404.38 and any other remedy allowed by law.

135 N. Detroit St., Bellefontaine, Ohio 43311 (p) 937-592-4376 (f) 937-592-4218  
R. Benjamin Stahler, Mayor David J. Henry, Service Safety Director



# VIOLATION NOTICE EXAMPLES

## GRASS/WEED NOTICE



**NOTICE OF PROPERTY MAINTENANCE  
CODE VIOLATION**  
GRASS/WEED VIOLATION  
10/15/2020

PARDON BRIAN J  
804 W SANDUSKY AVE  
BELLEFONTAINE OH 43311-1248

RE: CASE NO. 10152020433 - GRASS AND/OR WEEDS EXCEEDING EIGHT (8) INCHES IN  
HEIGHT AT 804 W SANDUSKY, Parcel Number 17-091-11-15-009-000

Dear Property Owner,

A recent inspection of the property listed above revealed the property to be in violation of Section 1406.09 Weeds of the codified Ordinances of the City of Bellefontaine. Specifically, the inspection showed the following conditions on the property: **TALL GRASS AND/OR WEEDS ON PROPERTY EXCEEDING EIGHT (8) INCHES IN HEIGHT IN REAR YARD, ESPECIALLY ALONG FENCE AND BRUSH PILES**

In order to bring the property into compliance, you must cut the tall grass and/or weeds on this property within five (5) days of the date of this notice. If you are unable to complete the corrective action within the specified time, please contact me to discuss alternative arrangements at 937-451-6049.

If you fail to remedy the conditions on the property as described above within five (5) days of the date of this letter, the City of Bellefontaine will cause the necessary work to bring the property into compliance to be completed. You will be billed for this service at a rate of costs incurred, plus a \$150.00 Administrative Fee. In addition, you will be subject to a Civil Penalty of \$350.00, and a re-inspection fee of \$75.00. The City of Bellefontaine reserves the right to pursue criminal charges for violation of the Property Maintenance Code as well.


You have the right to appeal this order to the Bellefontaine Board of Building Appeals. An appeal must be filed within ten (10) days of the date of this order as outlined by Section 1404.33 of the City of Bellefontaine Property Maintenance Code.


Please consider this a reminder of something that needs attention on the property. If you have already taken care of this issue, please disregard this notice and accept our thanks for your cooperation.

If you have questions or concerns regarding this notice, please contact me at 937-451-6049 or by e-mail to [wes.dodds@cityofbellefontaine.org](mailto:wes.dodds@cityofbellefontaine.org).

135 N. Detroit St., Bellefontaine, Ohio 43311 (p) 937-592-4376 (f) 937-592-4218  
R. Benjamin Stahler, Mayor David J. Henry, Service Safety Director

mail to [wesdods@cityofbellefontaine.org](mailto:wesdods@cityofbellefontaine.org).  
Your prompt attention to this matter is appreciated.

  
Weston R. Dodds  
Code Enforcement Officer



**1406.09 WEEDS.**  
(A) The owner or occupant of any premises shall maintain such premises and exterior property free from grass and/or weeds in excess of eight inches.  
(B) The owner or occupant of any premises shall maintain such premises and exterior property free from all noxious or harmful weeds or vines.

**1406.10 NOTICE TO CUT SERVICE.**  
(A) Upon information that noxious or harmful weeds or vines, or grass or weeds in excess of the maximum allowable height, are growing on land within the City, the Code Official shall cause a written notice to be served upon the owner, lessee, agent or tenant having charge of such land, notifying him that noxious or harmful weeds or vines, or grass or weeds in excess of the maximum allowable height are growing on such land and that they must be cut and destroyed within five days after service of such notice.  
(B) The form of such notice shall comply with the provisions of Section 1404.30 and shall be served in accordance with Section 1404.31.

135 N. Detroit St., Bellefontaine, Ohio 43311 (p) 937-592-4376 (f) 937-592-4218  
R. Benjamin Stahler, Mayor David J. Henry, Service Safety Director




# **IMPORTANT POINTS ABOUT VIOLATION NOTICES**

- There are an unlimited number of violation notice templates that can be created and stored
- The database is designed to automatically choose the correct form letter based on the type of violation
- The observations and remedies contained in the form letters are specific for each case – they are what the officer enters upon creation of the violation
- Owner names and mailing addresses are automatically populated based on the Logan County Auditor's Office information
- All cases that are ready for a notice of violation can be printed with the push of one button
- Forms are currently designed to print for mailing with window envelopes – forms can be customized to your needs



# REPORTING

- Database can be set up to run customized reports
- Example at the right is an activity report for the month of April 2020
- Examples of other types of reports include:
  - Follow up reports
  - Reports for contractor abatement
  - Reports for payment
  - Reports to County Auditor for special assessments (examples on next slides)

		<b>PROPERTY MAINTENANCE CODE ENFORCEMENT ACTIVITY REPORT</b>	
REPORT DATE: 10/23/2020		REPORTING PERIOD: 04/01/2020 - 04/30/2020	
<b>TOTAL CASES:</b>		42	
GRASSWEEDS		7	
EXTERIOR PREMISES:		28	
EXTERIOR STRUCTURE:		6	
INTERIOR STRUCTURE:		0	
RUBBISH & GARBAGE:		0	
EXTERMINATION:		0	
CONDEMNATION:		1	
LIGHT, VENTILATION & OCCUPANCY:		0	
MECHANICAL AND ELECTRICAL:		0	
PLUMBING:		0	
SIGNS:		0	
FIRE SAFETY:		0	
<b>RESOLVED CASES:</b>		35	
CASES ABATED BY CITY:		6	
Total Contractor Fees this period:		\$325.00	
Average Cost per abatement:		\$81.25	

Presented by Wes Dodds - dodds.w@gmail.com, 937-844-9022




[illegible]Presented by Wes Dodds - dodds.w@gmail.com, 937-844-9022



# CONTRACTOR & FOLLOW UP REPORTS

Property Address	Violation Type	Observations	Parcel Number	Resolved?		
405 N MAIN	1405.15 Parking of	APRMENT JUNK, DISHELED, UNLICENSED OR UNREGISTERED VEHICLE, UNLAWFUL TRAILER, UNLAWFUL MOTORCYCLE, TRAILER OR PROPERTY SILVER DOOR, LUGGAGE	17-091-12-04-016-001	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
720 W COLUMBUS	1422.18 Electrical	IS ELECTRICAL WIRE AND ASSOCIATED WIRING IS BASEMENT IS DEMAND TO BE MAINTAINED THERE IS NO COVER ON THE PANEL. PANEL APPEARS TO	17-091-11-19-005-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
433 N ELM	1405.18 Prohibition	APRMENT JUNK, DISHELED, UNLICENSED OR OTHERWISE MOBILE VEHICLE ON PROPERTY. VEHICLE IS A WHITE FORD MUSTANG	17-091-12-02-017-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
125 - 137 S MAIN	1415.12 Order to	NUMEROUS VIOLATIONS OF FIRE AND PROPERTY MAINTENANCE CODES, PLUMBING AND ELECTRICAL VIOLATIONS, SEE ENCLOSED LETTER	17-091-12-25-002-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
108 - 115 COURT	1415.12 Order to	NUMEROUS VIOLATIONS OF FIRE AND PROPERTY MAINTENANCE CODES, PLUMBING AND ELECTRICAL VIOLATIONS, SEE ENCLOSED LETTER	17-091-12-25-004-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
609 N MAIN	1405.06 Rods;	GUTTERS ARE MISSING AND/OR HANGING, DROPPED, UNLICENSED OR OTHERWISE SAGGING MATERIAL ON CEILING OF PORCH	17-091-08-13-023-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
224 - 225 W BROWN	1403.11 Window and	STRUCTURE HAS BOARDED AND/OR BROKEN WINDOWS	17-091-12-10-011-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
224 - 225 W BROWN	1403.11 Window and	DOORS HAVE BEEN BOMBED UP	17-091-12-10-011-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>
323 PLUM/VALLEY	1405.18 Prohibition	THERE ARE MULTIPLE APPARENT JUNK, DISHELED, UNLICENSED OR OTHERWISE UNLAWFUL VEHICLE ON THE PROPERTY, IF APPLICABLE	17-091-15-07-002-000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/>



PROPERTY MAINTENANCE

CONTRACTOR LIST FOR ABATEMENT

ADDRESS	NOTES	COST
517 E CHILLICOTHE		
412 N ELM		
505 WALKER		



# MOBILE REPORTING

- Database can be deployed on multiple devices (phones, tablets, etc. running iOS)
- Violations recorded on mobile devices can be imported to master database file in office
- Information is pared down to make violation entry simple. Only need to record address and snap photograph directly from app. Interface can be fully customized if more or less information is desired on screen
- Android mobile app currently not supported. However, pictures can still be taken with an android phone or tablet and imported into the database.



# MOBILE REPORTING EXAMPLES

New entry on mobile device

10:53 iPhone Reporting iPhone Code Enforcement Reporting

DATE 10/26/2020 CASE 1026202042 ADDRESS PARCEL VIOLATION

PREVIOUS NEW RECORD NEXT

Mobile entry showing auto filled date, case number and drop down menu

10:53 iPhone Reporting iPhone Code Enforcement Reporting

DATE 10/26/2020 CASE 1026202041 ADDRESS PARCEL VIOLATION

351116 - Prohibited Parking in Residential Districts  
311101 - Placing Injurious Material Or Obstruction in Street  
1406.01 Sanitation  
1406.02 Infestation  
1406.03 Grading and Drainage  
1406.04 Sidewalks and Driveways  
1406.05 Removal of Snow and Ice from Sidewalks

Done

Completed mobile entry

10:54 iPhone Reporting iPhone Code Enforcement Reporting

DATE 10/26/2020 CASE 1026202081 ADDRESS 217 E PATTERSON PARCEL 174261-1645-008-005 VIOLATION 1406.18 Prohibited Agent Jane Nator

PREVIOUS NEW RECORD NEXT