

VILLAGE OF MECHANICSBURG COUNCIL RULES 2021

SECTION 1 – COUNCIL MEETINGS

- A. The regular meetings of Council shall be held the first and third Monday of each month, at 6:30 pm. In the event the meetings fall on a legal holiday, the meetings may be held Wednesday, of the same week, at the same time. The dates of meetings covered under this exception will be established at the first regular meeting of the year and shall be designated as regular meetings. The yearly schedule of regular council meetings shall become a part of these rules. (See Appendix I)
- B. Council may at any meeting, adjourn over the next regular meeting by a majority vote, or designate a different day on which to meet. Such order shall apply only to the date named.
- C. Special meetings, including emergency meetings, must be requested by at least three members of Council, or at the request of the Mayor.
- D. Emergency meetings may be called if a situation requires immediate official action.

SECTION II – MEMBERS AND PRESIDING OFFICER'S DUTIES

- A. The Mayor shall preside at each council meeting. Each session shall begin with a call to order and roll call to show the presence of members. Four members shall constitute a quorum. In the absence of a quorum, attending members shall adjourn until the next regular meeting. In the Mayor's absence, the President Pro Tempore shall preside and follow the same process. Council, by majority vote shall select the President Pro Tempore at each year's first regular meeting.
- B. The presiding officer (Mayor, President Pro Tempore, or Administrator) shall always maintain order. If participants, either citizens or council members are found to be disruptive or unruly, the presiding officer shall 1) call for order, 2) warn the violator(s) that his/her behavior is unacceptable, and 3) inform the person(s) that a second occurrence will result in being asked to leave the meeting. If a council member is removed, or leaves any regular, special, emergency, or committee meeting, without permission from the presiding officer, he/she shall forfeit one meeting council pay.
- C. By a majority vote, any member may be reprimanded by Council for conduct unbecoming his/her position. Members shall abide by the codes of the Ohio Ethics Commission and the Ohio Revised Code. Reprimands may include, but are not limited to, expulsion from session, removal from Council, or forfeiture of pay.
- D. Any member of Council, or the Mayor, may raise a point of order regarding these rules. The presiding officer must rule upon the objection according to the rules adopted by Council. Any two members may appeal the presiding officer's ruling. On such appeal, there shall be no debate. Vote of Council shall prevail.

- E. When about to speak to a question or make a motion, members shall address the Chair as "Mr. Mayor", "Mr. President", or "Mr. Chairman." The Chair shall respond by pronouncing the name of the member entitled to the floor. Members addressing Council shall confine themselves to the question under debate and avoid personality conflicts. No member shall be allowed to speak more than once on any one subject until every member choosing to speak has spoken. No member shall speak more than two times on the same subject, or longer than five (5) minutes without leave of Council, as expressed by a majority of votes from the members present.

SECTION III - AGENDA

- A. Meetings will be conducted in accordance with the following agenda:

1. Call to order and roll call,
2. Pledge of Allegiance
3. Approval of Council minutes,
4. Approval of invoices (from monthly reports) as signed by a majority of Council,
5. Public Participation
6. Approval of Monthly Fiscal Report,
7. Zoning Inspector's monthly report (including number of permits requested, issued, items referred to the Zoning Board of Appeals and a financial report),
8. Fiscal Officer's Report (including monthly income tax report),
9. Administrator's Report,
10. Standing Committee reports,
11. Communications,
13. Unfinished Business,
14. Executive Session, and
15. Other

- B. Those who wish to be heard under agenda item # 5 (Public Participation) shall be limited to three (3) minutes. Appropriate responses from Council may include an immediate answer, a specified period of time in which a council member will contact the participant with a response, or referral to the appropriate department with a specified time frame for the department head to respond to the participant. Participants should be assured their concerns will be addressed in a timely manner. Public participants are required to follow rules for participation as set forth by Council
- C. All issues raised during the course of the meeting must be disposed of in some manner before moving on to the next item of business.
- D. Action of Council will be taken by a motion made and seconded by a member of Council. Roll call vote shall be taken to determine the fate of the motion. The person making the motion or the person seconding the motion may withdraw. If no other member seconds a motion, it shall die for lack of a second.
- E. Communication with the Village Solicitor on village legal matters may be made by individual Council members and Village officers.

SECTION IV – COMMITTEES

- A. Council shall be organized into standing committees at the first meeting of the year. The presiding officer shall appoint the standing committees. The committees shall consist of two members and the Village Administrator who shall be named the Chair with majority approval from Council.
- B. The presiding officer, with a majority vote of Council, shall have the right to revise the committees for cause.
- C. Meetings will be at the call of the Chair, Mayor, or two committee members.
- D. Committees shall have the right to investigate any item of business or complaint made and shall give report to Council at its next regular session. All issues raised at a council meeting or complaint raised by a citizen to Council, shall be assigned by the presiding officer to the appropriate committee jurisdiction. Any question to jurisdiction shall be resolved by a majority vote of Council.
- E. Minutes of committee meetings shall be kept in writing and turned over to the Village Administrator to be included in the agenda of the next council meeting. The minutes become part of the public record.
- F. Committee meetings shall be scheduled at such time that all committee members may have the opportunity to attend, and ALL council member shall be notified of the meetings.
- G. Matters that a committee or officer have not reported within two (2) weeks from the time of reference shall be brought by the Village Administrator to the attention of Council. Council may take further action on the matter as it deems best.
- H. Standing committees are: (See Appendix II for members)
 - 1. Finance - works on the appropriation of money for expenditures for all departments; members shall have a working knowledge of the budget, and make reports and recommendations to Council
 - 2. Building - makes periodic inspection of all Village owned/leased buildings in order to assess maintenance and repair issues; makes recommendations to Council and if possible, include cost estimates.
 - 3. Safety – responsible for the overall safety issues for the village that include, but are not limited to, the fire, EMS, and police departments.
 - 4. Street/Public Utility – responsibilities include providing direction and oversight of the public utilities, periodic inspections of streets, alleys, sidewalks, curbs, gutters, and driveway approaches; personnel from the street and utility departments may routinely work together to complete assigned tasks.

5. Ordinance and Resolution – oversees the formulation of ordinances and resolutions required or advised by the mayor or Council; presents the document for approval and passage.
6. Recreation – oversees recreational activities for village citizens.

SECTION V – VOTING

- A. Voting shall be by majority unless otherwise specified.
- B. Procedural items to be voted on may include approval of minutes, bills, reports, and adjournment. The adjournment vote may be done by voice vote as determined by the presiding officer.
- C. When a question or proposal comes before Council, or is under debate, no motion shall be received except the following: to adjourn, to lay on the table, for previous question (a request that the discussion end and that any motion being considered be voted on), to postpone to a certain day, to comment, to amend, or postpone indefinitely. Motions to adjourn, to lay on the table, or for previous question shall be decided without debate.
- D. A motion shall be made and seconded on any issue, and then the issue may be debated. A vote will be called after sufficient discussion has been allowed by the presiding officer. Any council member may request additional discussion at any time, and it may be granted by a majority roll call vote from Council. Any member may call for a division of the question, or the presiding officer may direct the same if the question divided is so distinct, that one being taken from the other will stand alone as an entire question for decision.
- E. A vote to adopt an ordinance or resolution shall take place after three readings by title and number. A motion to suspend the three-reading rule for an ordinance or resolution can be made and seconded and must receive the yeas of at least three-fourths of ALL council members. After that motion passes, the ordinance or resolution shall be read by title and number, unless a majority of Council requests a full text reading via voice vote. Passages of ordinances or resolutions that include an emergency clause require a two-thirds vote in favor of the adoption. Three-fourths vote of Council is required to table an ordinance or resolution indefinitely

SECTION VI – RESOLUTIONS

- A. Resolutions are statements of opinion of Council to carry out an action. Resolutions shall be read at an open meeting by title and number unless the entire text is requested by a majority of Council. The ordinance and resolution committee must review all resolutions before presentation to Council. In the case of emergency, the resolution must be reviewed by at least one member of the ordinance and resolution committee before presentation to Council.

SECTION VII – ORDINANCES

- A. Ordinances are laws of the Village of Mechanicsburg. Ordinances shall be read at an open meeting by title and number unless the entire text is requested by a majority of Council. The ordinance and resolution committee must review all ordinances before presentation to Council. In the case of emergency, the ordinance must be reviewed by at least one member of the ordinance and resolution committee before presentation to Council.

SECTION VIII – VACANCY

- A. The resignation of a member of a council member, when presented during an open session, shall take place immediately. The resignation may be either verbal or written.
- B. Nominations for a vacant council seat can be made by any council member. There may be several nominations for a seat, and seated members may nominate more than one person to fill any vacancy. Vote shall be taken by roll call with each member announcing the nominee for whom they are voting.

SECTION IX – HEARINGS

- A. If any elector, taxpayer of the Village, or any other person or persons desires a hearing on any matter pending before Council, application may be made to Council. Council, by majority vote, may grant a public hearing, arrange a special time, and place. The hearing may be granted during a regular or special meeting of Council.

SECTION X – ROBERTS RULES AND PARLIAMENTARY PROCEDURES

In all cases not provided for by these rules, Council shall utilize the practices and procedures cited in Robert's Rules and Orders.

SECTION XI – ANNUAL REVIEW OF COUNCIL RULES

Council shall review these rules at the first regular meeting of each year or as needed. Amendment of the rules shall be made by a majority vote.

APPENDIX I

Council Meeting Dates – 2021

January 4

January 18 Martin Luther King Day

February 3

February 15 Presidents Day

March 1

March 15

April 5

April 19

May 3 (Annual joint meeting with Goshen Township Trustees and Cemetery Board 6pm)

May 17

June 7

June 21

July 5

July 19

August 2

August 16

September 6 Labor Day

September 20

October 4

October 18

November 1

November 15

December 6

December 20

APPENDIX II
Standing Committee Members – 2021

Committee

Members

Building

Wibright-Adelsberger

Finance

Foss-Salee

Ordinance/Resolution

Tibbals-Hickey

Safety

Hickey– Salee

Street & Utilities

Foss- Wibright

SECTION XII – EFFECTIVE DATE

These rules shall take effect upon passage by a majority vote of Council and become a part of the minutes of the meeting in which they were passed.

Passed this 4th day of January 2021.

MAYOR:

[Signature]

ATTEST:

April Huggins Davis *ZOOM MTC*
(Clerk)

Motion by: *HICKEY*

Second by: *SALEE*

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
January 4, 2021 – 6:30 pm
Zoom Meeting

Members and Public Present

Chuck Foss, Scott Salee, Charles Hickey, Chip Wibright, Lori Tibbals, Jason Adelsberger, Mayor Ben Layne, Fiscal Officer Dan Eck, Solicitor Joe Jimenez, Dusty Hurst Zoning, Rebecca Wilden Mechanicsburg Public Library, Mike Hull, and Anna Gaertner from the Urbana Citizen.

Call to Order at 6:30 pm

Roll Call

A roll call of Council Members showed all were present.

Pledge of Allegiance

Public Participation

Rebecca Wilden, Library Director, came to discuss upcoming programs at the Library. Explorer Club ages k-5th grade, Reading on Bean stack 18+ Adults, Mindfulness-all ages, 1000 books, and Financial Literacy. They now offer print at home and pick-up services, self-checkout, and curbside services. A;; can be found on their website or by calling the Library.

Minutes

A motion was made by Foss to approve the council meeting minutes December 21, 2020 with a second by Salee and all were in favor, Motion to approve the 2021 Council Rules with no changes and Foss remaining as the President Pro Temp was made by Hickey with Salee second and all were in favor.

Fiscal Officer Report 01-04-21:

Check Register with checks from **#55371 to #55395** and electronic warrants were provided to Council electronically prior to the meeting and referenced during the virtual meeting.

Bank reconciliation for December 31, 2020 was distributed to Council via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Fund Balance Report for the Full Year 2020 was presented to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Jason Adelsberger. Motion passed unanimously.

Fiscal Officer noted that the 2020 books would be closed within the week, a notice would be sent to the paper, and 2020 financials would be uploaded to OhioCheckbook.com. The 2021 Perm Budget process would begin next week and shared with Council in late January or early February.

Village Administrator Report

1. Approval to haul sludge. Estimated at \$20,000. Motion to approve \$20,000 for Sludge removal by Salee with a second by Wibright and all were in favor.
2. Snow removal policy. Snow emergency routes. Call out by on duty Police.
3. Street and Utility Committee meeting Thursday, January 7 at 4pm to discuss projects for 2021.

Ordinances and Resolutions

2nd reading of Resolution 21-01 Resolution Authorizing the Sale of Personal Property, Including Motor Vehicles Acquired for the use of Municipal Officers and Departments, and Road

Machinery, Equipment, Tools, or Supplies, which is not needed for Public use or is Obsolete or unfit for the use for which it was Acquired, by Internet Auction

Executive Session

A motion was made by Salee to go into Executive Session to discuss personnel compensation with a second by Foss and a roll call vote: Hickey yes, Salee yes, Tibbals yes, Foss yes, Wibright yes, and Adelsberger Yes.

A motion was made by Salee to go back into Regular Session with a second by Foss and a roll call vote: Hickey yes, Salee yes, Tibbals yes, Foss yes, Wibright yes, and Adelsberger Yes.

A motion was made by Adelsberger with a second by Salee to give Fiscal Officer a raise of \$5,000 bringing his salary to \$15,000 per year Hickey abstained, Salee yes, Wibright yes. Tibbals yes, Adelsberger yes, Foss yes.

A motion was made by Salee with a second by Wibright to give Administrator a raise of \$3,000 bring the salary to \$53,000 per year Hickey yes, Salee yes, Wibright yes. Tibbals yes, Adelsberger yes, Foss yes.

There was discussion to form a HR Committee to review Handbook and Position evaluations. Council would like to invite HR Consulting Firm to a Work Session before the next meeting to discuss.

Other

Mayor has talked to Moorefield TWP about a Leaf Vac for \$1,500. Foss and Wibright both agreed that it looked better than the one we have and had maintenance kept up on it. Council agreed to purchase. Mayor also wants to purchase a shipping container to store records in, it would be placed in the barn at the WWTP and be weatherproof with a lock and a dehumidifier.

Motion to Adjourn by Salee with a second by Hickey with all in favor 8pm

Minutes taken by Lori April Huggins Davis

Approved January 18, 2021

Attest

April Huggins Davis zoom mtg
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Street and Utility Committee Meeting
January 7, 2021
4pm


Members present: Mayor Ben Layne, Chuck Foss, Chip Wibright, Cameron Britenstine, and Administrator April Huggins Davis

Committee discussed street projects for 2021. Mayor provided spreadsheet with costs of different methods of repair and a map of the targeted streets. Committee member Chip Wibright had quotes for the different applications available from two contractors. W/WW Operator Cameron was there to discuss and identify possible valve replacement before the streets were repaired. Chip and Ben discussed how to best spend the funds to preserve existing roads in different scenarios to present to Council.

Minutes taken by April Huggins Davis

Approved January 18, 2020

Attest


Clerk of Council

zoom
MTC

Mechanicsburg Council Meeting Minutes
January 18, 2021 – 6:30 pm
Zoom Meeting

Members and Public Present

Chuck Foss, Scott Salee, Charles Hickey, Chip Wibright, Lori Tibbals, Jason Adelsberger, Mayor Ben Layne, Fiscal Officer Dan Eck, Solicitor Joe Jimenez, Dusty Hurst Zoning, Mike Hull, and Anna Gaertner from the Urbana Citizen.

Call to Order at 6:30 pm

Roll Call

A roll call of Council Members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Foss to approve the council meeting minutes January 4, and Street and Utility Committee meeting January 7, 2021, with a second by Wibright and all were in favor.

Fiscal Officer Report 01-18-21:

Check Register with checks from #55396 to #55432 and electronic warrants were provided to Council electronically prior to the meeting and referenced during the virtual meeting.

Bank reconciliation for December 31, 2020 was distributed to Council via email prior to the virtual meeting and a copy of said email was retained as a record of distribution. This is a replacement of the Bank Rec presented on 01/04 due to a December check that had to be reissued.

Full Fund, Expense and Revenue Reports for the Full Year 2020 were presented to Council via email prior to this virtual meeting. These are the final 2020 reports post-close. Motion to accept the Fund Balance report was made by Charles Hickey and seconded by Scott Salee. Motion passed unanimously.

Fiscal Officer noted that the 2020 books are now closed, a notice will be sent to the paper, and 2020 financials will be uploaded to OhioCheckbook.com. The 2021 Perm Budget process would begin next week and shared with Council in late January or early February.

Village Administrator Report

1. Security cameras installed. PPE delivered. Bay floor improvements in the next couple of weeks. Waiting on IT upgrades for on-line bill pay.
2. Village has had 2 water main breaks. These both required small boil advisories. Doors of properties that were affected were tagged. These advisories are required by the OEPA and are just precautionary. Advisories are lifted when test results are back. We also post on the website any advisories.
3. Anyone 65 years and older are eligible for the COVID-19 vaccine and can find information and applications at the Champaign County Health District website or Facebook page. There are limited supplies at this time and an appointment must be made.

Zoning

Housing Consortium meetings have started back up. LUC is working on updating subdivision regulations etc. The Champaign County Comprehensive Plan has been adopted and village will receive copies and is

available online at LUC. Discussion of tax incentives for economic growth were discussed. Wibright requested that the Zoning and Code book be posted on LUC website.

Finance

Building

Safety

Medic 31 should be repaired by July and will have a backup rental paid by insurance in 2-3 weeks.

Street/Utility

Mayor sent spreadsheet with estimates and options for 2021. Tar, chip, and fog seal for streets in

Ordinances and Resolutions

3rd reading of Resolution 21-01 Resolution Authorizing the Sale of Personal Property, Including Motor Vehicles Acquired for the use of Municipal Officers and Departments, and Road Machinery, Equipment, Tools, or Supplies, which is not needed for Public use or is Obsolete or unfit for the use for which it was Acquired, by Internet Auction

Motion made by Foss with a second by Salee and all were in favor. Res. 21-01 pass

Other

Mayor sent a spreadsheet to Council for review of proposed streets to be improved with various methods. Looking to have County Engineer do as much as possible with tar chip and fog seal. Getting estimates for replacement of waterlines/valves etc. before any improvements. Wiseman would be replacing valves identified. Will schedule a work session with Council to go over plans and discuss details.

Motion to Adjourn by Foss with a second by Hickey with all in favor 7:20pm

Minutes taken by Lori April Huggins Davis

Approved February 1, 2021

Attest


Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

**Mechanicsburg Council Meeting Minutes
February 1, 2021 – 6:30 pm
Zoom Meeting**

Members and Public Present

Chuck Foss, Scott Salee, Jason Adelsberger, Charles Hickey, Lori Tibbals, Chip Wibright, Major Ben Layne, Fiscal Officer Dan Eck, Zoning Inspector Dusty Hurst, Mike Hull, Emily Rozmus, Tom Talbot, and Urbana Daily Citizen Anna Gaertner.

Call to Order at 6:32 pm

Roll Call

A roll call of all Council Members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Charles Hickey to approve the council meeting minutes of January 18, 2021 as read with a second by Chuck Foss and all were in favor.

Fiscal Officer's Report – Dan Eck

Check Register with checks beginning with #55433 will be sent to Council in the coming days after the January books are closed and balanced, including the bank reconciliation.

January 2021 Fund Statement was not prepared prior to the Council meeting, but it will be sent to Council in the coming days after the January books are closed and balanced, including the bank reconciliation.

2021 Budget is awaiting a few payroll numbers and then will be forwarded to Council for review and comment. The Perm Budget must be approved by the end of February, targeting the 2/15/21 Council meeting for passage.

BZA Members Swear-In

Mayor Layne swore in three new members to the Board of Zoning Appeals for the Village of Mechanicsburg, Emily Rozmus, Tom Talbot and Mike Hull.

Village Administrator's Report – April Huggins-Davis (Given by Mayor Layne)

Fire bay floors are done, keyless entry will be installed February 10-11, gear washer will be delivered soon, foundation for LED sign is in the works (permits, electric, etc.).

Mayor has requested disposal of equipment. Police cruiser Crown Vic and a log splitter that was received years ago through another agency. There is a forklift that is in pieces that he would like to dispose of by trading to a local auto repair shop for oil changes to Village vehicles. There are two ways to dispose of Village equipment per ORC sell on online auction or sealed bid advertised in local newspaper. It is up to Council to approve the means of disposal.

Mayor Layne stated that the Police Chief told him that they don't use the Crown Vic and the log splitter was from police evidence from many years ago that was never claimed, etc. So, they want to get rid of those items. As for the forklift, Mayor thought about using it to trade for oil changes, but we can't. Charles Hickey asked if the forklift could be fixed and Ben stated that he messed with it to try and fix it, but it is a lot of pieces and can't be fixed. It is not an asset of the villages, just like the toolboxes that Mr. Kimball left/donated.

Motion was made by Scott Salee to put the Crown Vic and the log splitter on gov.deals and take sealed bids for the forklift that is in pieces, second by Jason Adelsberger. All in favor.

Our meter reader is at the end of its battery life. We are looking to replace. The meters themselves are getting close to the end-of-life battery wise. The current meters that we have are now obsolete as far as the same models. Utility committee needs to address and come up with a plan.

Mayor Layne stated that he has contacted Core & Main and they will come up with a plan to fix/replace or something with the meters.

The County EMA has a Village Representative that serves on the Executive Board for years. I have served on the Board for our turn in the past. The first meeting was this morning. they meet every quarter; Monday February 3, Monday May 3, Monday August 3, Monday November 3. I would be happy to serve but if someone would like to serve that would be fine.

All council members agreed to let April Huggins-Davis to continue to serve on the County EMA as the Village Representative on the Executive Board.

Zoning Inspector's Report – Dusty Hurst

Now that the new members are in, they will be attending a zoom training with Brad Bodenmiller from LUC on 2/9/21 at 6:00 pm, it is about an hour long and they will be receiving the link via email soon, Mayor Layne will be attending also. I will also reach out to the other members to see if they would like to attend again also.

Worked on the Comprehensive Plan updates and I believe Joe sent everyone the ordinance for that. I have also been in contact with the City of Urbana Zoning and working on updating our zoning.

Finance

Building

Safety

Street/Utility

Ordinances and Resolutions

Ordinance 21-02, Ordinance Approving, Adopting and Enacting American Legal Publishing's Ohio Basic Code, 2021 Edition, as the Code of Ordinances for the Municipality of Mechanicsburg, Ohio and declaring it an Emergency.

Motion was made by Scott Salee to suspend the three-reading rule and declare Ordinance 21-02 as an emergency, second by Chuck Foss and Jason Adelsberger. Roll Call vote taken: Chuck – yes, Scott – yes, Jason – yes, Charles – yes, Lori – yes and Chip – yes.

1st Reading declared by Mayor Layne for Ordinance 21-03, Ordinance to Approve and Adopt the Champaign County Comprehensive Plan 2020 Update.

Other

Mayor Layne wanted to say that the Maintenance Department; Josh and Dave have been working hard on the streets with plowing. Major received some push back from the snow at the end of driveways, but it was handled.


Communications

Unfinished Business

Motion to Adjourn by Scott Salee and second by Lori Tibbals. All in favor; 6:55 pm.

Minutes taken by Lori Tibbals
Approved February 15, 2021

Attest


Clerk of Council ZOOM
MTC

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
February 15, 2021 – 6:30 pm
Zoom Meeting

Members and Public Present

Chuck Foss, Scott Salee, Jason Adelsberger, Charles Hickey, Lori Tibbals, Chip Wibright, Mayor Ben Layne, Fiscal Officer Dan Eck, Zoning Inspector Dusty Hurst,

Call to Order at 6:30 pm

Roll Call

A roll call of all Council Members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Hickey to approve the council meeting minutes of February 1, 2021 as read with a second by Salee and all were in favor.

Fiscal Officer Report 02-15-21:

Check Register with checks from #55463 to #55482 and electronic warrants were provided to Council electronically prior to the meeting and referenced during the virtual meeting. It was noted that the Check Register including #55433-55462 were not provided at the 2/1/21 meeting. They will be sent to Council for review.

Bank reconciliation for January 31, 2021 was distributed to Council via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Full Fund, Expense and Revenue Reports for January 2021 were presented to Council via email prior to this virtual meeting. A **Fund Balance Statement through 02/11/2021** was also emailed to Council. Motion to accept that 2/11/21 Fund Balance report was made by Chuck Foss and seconded by Scott Salee. Motion passed unanimously.

Appropriation Measure 21-01, providing the Permanent Budget for 2021, was presented to Council via email prior to the meeting. After a brief discussion, a motion to accept Appropriation Measure 21-01 was made by Scott Salee and seconded by Chuck Foss. Motion passed unanimously.

Village Administrator's Report

1. Keyless entry has been installed. We have key cards for Council, and they can be picked up at the office. Sign will be ready by the middle of next month.
2. Mayor is requesting to dispose of more equipment: Salt spreader box and controls
Push mowers, Ford tractor with bush hog and finish, Old John Deere tractor with belly mower.
A motion was made by Salee and a second by Tibbals to sell the equipment on govdeals.com

with all in favor. A motion was made by Foss to sell the leaf vacuum with a second by Adelsberger with all in favor. The Ford tractor is used for mowing and maintenance has requested that we keep that.

3. We still need to address the meter reader for Utility billing. Meter read is Wednesday.
4. I made contact to discuss the process for trash removal in the Village. He is willing to discuss the process with Council or the Street and Utility Committee.
5. Housing Consortium met this week. I informed Marcia that the Village is ready to discuss tax incentives for development in the Village. She is still working on the details of the process to present to Council.
6. Meeting with Maintenance and Utility this week. Cameron had a list of items to discuss and updates of projects. Well #4 is back online. High Service pump is still waiting on parts. Pump #3 and #2 will be next in line. I will need approval for the additional \$15,000 that was appropriated last year for the replacement. A motion was made by Salee with a second by Hickey to spend \$15,000 that was appropriated last year for replacing High Service pumps at the Water Plant with all in favor. WTP filters are soon to be inspected for estimate of \$3,500, may need replacement but can come up with a schedule once we know the condition of the filters. WW Cameron is waiting on quotes for replacing the electrical panel on the lift station on Western and a quote from Electro Controls to tie in a warning system. The Solar Aerator that was ordered by Jim will be installed in house. Will need a concrete pad and posts. There is some scrap metal that needs to be disposed of. Cameron has looked into a dumpster, contractor or us hauling ourselves. Council decided to scrap the metal for money.

Zoning Inspector's Report – Dusty Hurst

We are going through the zoning ordinance and updating the zoning map to put online. Working with LUC to update zoning across the county. We are also working with CEP to have CRA's and incentives county wide. ZBA passed conditional use for property located in the alley behind W Sandusky to allow storage facilities to expand.

Finance

Building

Safety

Street/Utility

Ordinances and Resolutions

2nd Reading declared by Mayor Layne for Ordinance 21-03, Ordinance to Approve and Adopt the Champaign County Comprehensive Plan 2020 Update.

Other

Discussion of conflict of interest and ethics clarified by Solicitor for emergency repairs made by Wibright's on the snow plow. Council was notified by Wibright. Wibright has been a vendor of the Village for many years and there was no conflict of interest or ethics violated.

Communications

Unfinished Business

Motion to Adjourn by Salee and second by Adelsberger. All in favor; 7:24 pm.

Minutes taken by April Huggins Davis

Approved March 1, 2021

Attest

April Huggins Davis *Zoom*
Clerk of Council *MTC*

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member