**May 11, 2020 REGULAR COUNCIL MEETING**

**6:30 PM**

**Via Zoom**

**COUNCIL MEETING**

AGENDA

Mayor Lane called the meeting to order at 6:36 pm followed by the Pledge of Allegiance.

Council Members present were Jody Carney, Sherry Heineman, Shannon Pine, Darren Lee, Frank Reed, and John Rucker.

Village Staff present were Village Administrator Nathan Cahall, Fiscal Officer Renee Sonnett, Police Chief Dale McKee, Solicitor Paul-Michael La Fayette, and Council Clerk Karley Kidd.

**Approvals:** Minutes – April 27, 2020, Regular Council Meeting

* Mr. Lee motioned to approve the April 27, 2020, meeting minutes with corrections. Ms. Pine to second. Five yes votes

**Reports:**

* Mayor
  + Nothing to Report
* Fiscal Officer
  + Nothing to Report
* Police Chief
  + The police replacement levy passed. Mr. Mckee would like to thank the citizens for their support as well as the police officers and the levy council for their hard work.
  + The police department is all moved into the new building.
* Village Administrator
  + Public bids will be opening Thursday afternoon for the South Chillicothe water main project.
  + A proposed extension for the village’s state of emergency in light of the pandemic is on the agenda.
  + Staff is hoping to make an offer to a new candidate for the zoning inspector position by the end of the week.
* President Pro Tem
  + Work session is on Wednesday the 13th.
  + Time is set for 6:30 pm Wednesday

**Reports (Cont.):**

* Solicitor
  + Working with staff in regard to the wastewater plant engineering contract
  + The legislation for the emergency declaration extension was drafted.
  + Working to give guidance for the charter commission that has been passed, waiting for final certification to swear in the members.
* Capital Improvements
  + Nothing to Report
* BZA
  + There was a meeting on April 28th to review findings of fact for the meeting that was April 21st for a conditional use permit on Madison Avenue at Center Street. It was denied as it did not meet the fronting requirements. That applicant is submitting a revised proposal and will likely have a meeting on June 16th.
  + An interest form from Dan Finnell was submitted regarding the vacant position.
* Planning & Zoning
  + The board is waiting on a revised application from the Oak Grove Development.
  + May 6th was the deadline, and nothing has been received - may see it possibly June 17th.
  + Madison Meadows Phase 1 for entry signage is being potentially proposed.
* Parks & Recreation Committee
  + Meeting Tuesday the 12th at 6 pm
  + The committee is looking at programming and how to get creative starting in early 2021.
* Personnel & Finance
  + Finance meeting scheduled for Thursday the 14th.
* Fire
  + There was a board meeting last Thursday.
  + The medic that was supposed to be ordered is now on indefinite hold.
* Design Review Board
  + The board met on April 28th and considered several applications. The first was a fence for a house that borders the alley next to the brass shop, and it was approved, pending the zoning requirements being met—also, five different applications for the Grainery. Many were approved, including a bump out and patio pending council approval. The other applications submitted for the restaurant were tabled, and more information was requested.
* Charter Commission
  + The commission is pending the swearing-in of the charter members.

**Visitors:**

* Roberta Scott
* Carrie Mcglaughlin
* Mark Bennett
* Kayleen Petrovia
* Josh Cross - Ohio Edison

**Old Business:**

3rd Reading Resolution 05-20, A Resolution Authorizing the Village Administrator to Prepare and Submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to Execute Contracts as Required

* Mr. Lee motioned to approve Resolution 05-20, Ms. Carney to second. Six yes votes

2nd Reading Ordinance 07-20, An Ordinance Authorizing the Village Administrator to Advertise and Accept Bids for the Village of Plain City Community-Wide Repaving Project

2nd Reading Ordinance 08-20, An Ordinance Accepting the Annexation Petition Filed by Medco Properties, Inc. with the Board of County Commissioners of Madison County, Ohio, for Annexation to the Village of Plain City, Ohio of Certain Territory, as Provided by Ohio Revised Code Section 709.22, et. seq.

2nd Reading Resolution 10-20, A Resolution Amending the Village of Plain City Employee Policies and Procedures Handbook

2nd Reading Resolution 11-20, A Resolution Adopting the Village of Plain City Parks and Recreation Master Plan

**New Business:**

Motion - Approving the Final Record Plat for Darby Fields, Section 7, and Authorizing the Village Administrator to Take All Necessary Steps to Facilitate the Recording of Said Plat in Accordance with the Village’s Subdivision Regulations

* Ms. Carney motioned to approve the Final Record Plat for Darby Fields. Ms. Heineman to second. Six yes votes

1st Reading Resolution 12-20, A Resolution Extending the Provisions of Resolution No. 08-20 Declaration of Emergency in the Village of Plain City Due to Coronavirus (COVID-19) Outbreak and Authorizing the Mayor to Take All Necessary Steps to Protect the Health, Safety, and Welfare of Village Residents and Declaring an Emergency

* Ms. Carney motioned to move three readings of Resolution 12-20. Mr. Lee to second. Five yes votes, one nay vote.
* Mr. Reed expressed that with businesses going back to work and things opening up in the state, a need is not there for an extension to the emergency. It completely cuts out council from any part of the process of approving anything. In addition, the mayor and village staff and emergency services have the power already to take action when there is an imminent threat to people or property.

**New Business (Cont.):**

* Mr. Cahall responded that the declaration of the emergency does a couple of things. First, to make sure the village is eligible for any and all state and federal grants. This also allows for the suspension of the policy manual; for instance, the mayor signed to suspend all leave and vacation requests during the period of the state of emergency. For employees maxing out their vacation, their balance can be carried over. This could also allow staff to split up employee work schedules. Employees would work from home or separate into teams to not work on the same days as others. This gives staff allowance to make inter-fund transfers to cover unexpected expenses. The emergency also has some other legal provisions, allowing for some other administration orders as they pertain to other activities within the village. The campground is currently housing essential workers and first responders, with a reduced camping rate, and under normal circumstances, rates could not be dropped without council approval. It does not give staff the authority to do things unrelated to the current health crisis. This just allows for some flexibility without forming council in limited time.
* Mr. LaFayette added that the limitations on the time frame are limited to the 60 days or to the timeframe the Governor Dewin assessation to the existing 20-01 emergency order. There are things the village may need to respond to that is unknown.
* Mr. Reed followed up with the statement that a council meeting could be called within a day's notice, and that is his preference. He also asked if staff would be amenable to a possible amendment to the resolution to require consultation with the President Pro Tem Committee before staff issues any things with the resolution.
* Ms. Carney stated that any amendment to the resolution is a moot point, and this is in the best interest of the village residents.
* Mr. Lee motioned to pass Resolution 12-20 as an emergency. Ms. Carney to second. Five yes votes, one nay vote.

**Discussion – 2020 Budget and Capital Improvement Plan Updates**

* Mr. Cahall addressed council regarding the packet addition on the budget with some highlighted changes and to get some insight and feedback regarding the budget. A budget that assumes a 20% reduction in income tax, originally a 25%, but with current numbers from April tax collection, it is up enough in the year to date to cancel out 5%.
* What has been presented for feedback is looking at the general and capital improvement fund. Originally the general fund was set up for 11 months carry over of operations. What the current draft shows is reducing the general fund to 7.5 - 8 months of carryover balance, with all 2020 previously planned capital improvement projects. To preserve the general fund, staff is proposing that a portion of certain position salaries in the water and sewer be taken from those utilities.
* Mr. Lee asked, on the summary sheet of the 2020 budget revisions, the current number on the general fund is 2.28 million, and the revised 1.778 million is using a partial drawdown? Is there a list of the things the $500,000 from the general fund and $185,000 from the capital improvement fund are going towards?

**Discussion (Cont.)**

* Mr. Cahall responded that yes, the partial drawdown is correct, and currently, there is not a list, but one will be drafted. Predominantly, nothing new is added in terms of project costs or operational costs. To keep a positive balance on the pool and campground, there are a couple of general fund transfers to.
* Mr. Cahall stated that the municipal building is a little under budget, probably $150,000 under.
* Staff is looking at the debt note with a financial advisor.

**Adjourn -** Mr. Lee motioned to adjourn at 7:29 pm, Mr. Rucker to second.