



COUNCIL AGENDA

Tuesday, February 22, 2022 - 7:00 pm
Waynesville Municipal Building

- I. Roll Call
- II. Pledge of Allegiance
- III. Mayor (for purposes of acknowledgements)
- IV. Disposition of Minutes of Previous Meetings
February 7, 2022 at 7:00 p.m.
- V. Public Recognition/Visitor's Comments (A five minute per person time limit will be allowed each speaker unless more time is requested and approved by a majority of council)
- VI. Old Business
 - Lock Up
- VII. Reports
 - Standing Council Committees
 - a) Finance Committee
 - b) Public Works Committee
 - c) Special Committees
 - Village Manager's Report
 - Police Report
 - Finance Director's Report
 - Law Directors Report
- VIII. New Business:

Legislation:

Reading of Ordinances and Resolutions:

First Reading of Ordinances and Resolutions:

ORDINANCE NO. 2022-006

Second Reading of Ordinances and Resolutions:

Tabled:

IX. Executive Session

X. Adjournment

Next Regular Council Meeting:

March 7, 2022 at 7:00 pm

Upcoming Meetings and Events:

Working Session of Council February 22, 2022 @ 6:30 p.m.

Finance Meeting, February 24, 2022 @ 5:00 p.m.

Planning Commission Meeting, March 1, 2022 @ 7:00 p.m.

Public Works, March 21, 2022 @ 6:00 p.m.

**Village of Waynesville
Council Meeting Minutes
February 7, 2022 at 7:00 pm**

Present: Mayor Earl Isaacs
Mr. Brian Blankenship
Mr. Chris Colvin
Ms. Joette Dedden
Mr. Zack Gallagher
Mr. Troy Lauffer
Mrs. Connie Miller

Village Staff Present: Chief Gary Copeland, Village Manager and Safety Director; Jamie Morley, Clerk of Council

CLERK'S NOTE- *This is a summary of the Village Council Meeting held on Monday, February 7, 2022.*

Mayor Isaacs called the meeting to order at 7:04 p.m.

Roll Call – 7 present

Mayor Acknowledgements

The Streets Department did a great job on the streets this past snowstorm and would like to thank them for the good job. Hopefully spring is on the way.

Ms. Dedden made a motion to amend the agenda for tonight's Council meeting on page two to correct the title for Ordinance 2022-004 to change the amount to \$37,500 and change the location to Third Street. Mr. Gallagher seconded the motion.

Motion – Dedden
Second – Gallagher

Roll Call – 7 yeas

Mrs. Miller wanted to acknowledge the Scouts from Troop 1051 and Troop 51 attending the Council meeting tonight.

Disposition of Previous Minutes

Mrs. Miller made a motion to approve the minutes for the Council meeting on January 18, 2022 as written and Mr. Blankenship seconded the motion.

Motion – Miller
Second – Blankenship

Roll Call – 7 yeas

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Public Recognition/Visitor's Comments

Mr. Colvin asked Mr. Teeters, representing AES, if the winter storm this past week affected services. Mr. Teeters responded that as far as he was aware, the storm was a nonevent and service was provided as usual.

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Old Business

None

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Reports

Finance

The Finance Committee will meet on February 24, 2022 at 5:00 p.m. in the small conference room at the Government Center. The public is welcome to join.

Public Works Report

Public Works met this evening at 6:00 p.m. and went over ongoing and future Village projects. The Committee also discussed snow and ice removal during this past winter storm. Furthermore, the Committee would like Council to discuss the possibility of selling the Lock Up as it is currently sitting empty and costly repairs are needed. Council agreed to discuss this topic further under New Business.

Special Committee Reports

Planning Commission has a meeting scheduled for February 22 at 7:00 p.m. to review three lot splits or replats.

Village Manager Report

- The construction of the Village message board is moving along
- There are two ordinances on tonight's agenda to have Choice One complete the engineering plans for the OPWC Grant applications for Third Street and Franklin Road. This will award the Village extra points for having the plans before

submitting the application. This amount will be considered part of the Village's contribution.

- Staff is working closely with Wessler to complete the water model. Hydrants were flushed last week to check pressure and flow. Staff discovered valve 22 was broken and plan to replace it in the spring.
- Also on the agenda are Ordinances to renew the contracts for both the Magistrate and Prosecutor for Mayor's Court. The contracts are now cohesive and will need to be renewed at the same time. The Prosecutor's rate remained the same and the Magistrate's increased to be able to contribute to OPERS.
- Would like Council's input on considering selling the Lock Up.
- Staff did an excellent job keeping up with the storm this past week. Arranged rotating shifts with the Street Department (Brian Corn and Greg Craddock), Andy Ray, and Shannon Mermann.
- Have an appointment to meet with Karie Novesl to go over the renewal proposal from Hylant Insurance for insurance of Village vehicles and property. There will be an ordinance at the next Council meeting to approve the plan.
- Contacted by Cindy Menth from the Merchant's Association about celebrating Waynesville's 225-year anniversary. The Village has a clock donated by Mike Foley and suggested a dedication ceremony during the celebration. Ms. Menth has an appointment with Wayne Township to get approval to install the clock at the gazebo area as it is centrally located downtown.

Police Report

- Provided Dispatched Calls for Service, Mayor's Court report, and Code Enforcement report for January.
- Sgt. Denlinger will have to pick up a prisoner about 5 hours away for a case in County Court. The Sheriff's Office will not do this for this long of a distance. It is the responsibility of the citing jurisdiction to pick up the prisoner.
- Lt. Bledsoe attended STEP (Supervisor Training Education Program) training last week in Columbus. This is important for the continuation of educating police officers and to keep developing their skills.
- Provided a photograph of the presentation of Officer of the Year to Officer Walker.

Mr. Colvin asked about the code enforcement report and if yellow meant that the issue has been resolved. Chief stated that yellow did mean the case was resolved either through a citation or the violation was corrected. If the violation is repeated, a new case will be reopened. If incidents at properties are repetitive than a warning will not be issued but rather an automatic citation will be issued.

Financial Director Report

- Should have an ordinance to approve permanent appropriations at the next meeting.

Law Report

None

New Business

Ms. Dedden asked Council to review the Rules of Council to be discussed at a special meeting of Council at 6:30 on February 22, 2022. Ms. Morley will email the most recent version of the Rules of Council for Council's review.

Mr. Gallagher pointed out that the Council meeting and Planning Commission meeting were scheduled for the same date and time because President's Day is that Monday. Ms. Morley said she would contact the Planning Commission to reschedule the meeting.

At this time, Council discussed the possibility of selling the Lock Up. Mr. Gallagher stated he felt the cost for upkeep and maintaining the building was too expensive and did not think this was a good way to spend taxpayers' money. Currently, the building needs mortar work, insulation installed, duct work, and plumbing work. He further does not see any benefits for the Village to keep the property and thinks the Village should sell it while the market is good. Mr. Lauffer asked what the purpose of the Lock Up was and if there is any value to keep the building. It was explained that the building has served as the old jail and fire house at one time. Mr. Blankenship indicated the Friends Museum would be interested in using it as an auxiliary building, but they do not have the funds to purchase the building. Mr. Gallagher asked if the Village could donate the Lock Up to the Museum and Mrs. Miller asked if the Museum could afford to properly fix and maintain the building. Ms. Dedden stated she would like to see the Lock Up go to the Museum if they can afford to properly maintain the historic building. Mr. Isaacs said that at one time the Chamber was planning on using the Lock Up for an informational building but never followed through. Chief Copeland said he had spoken to Ms. Miller of the Chamber and although the Chamber would love to utilize the building, it is too far off the beaten path. Mr. Blankenship confirmed he would speak to the Museum Board and come up with a proposal for a formal offer. Mr. Colvin asked if the Lock Up was donated to the Museum Board, could a clause be included in the agreement to require the proper maintenance of the building and if the Museum decided to sell the building that it would have to be returned to the Village. It was agreed to table the discussion and revisit it at the next Council meeting.

Mr. Lauffer asked what was happening on Main Street with all the trucks. Chief Copeland explained the Warren County was lining the sewer pipes with new bladders.

Chief Copeland indicated he would speak with Wayne Township if they would like to collaborate with the Village on the OPWC Grants to help with the cost of replacing the fire hydrants. The Village will get more points if two or more municipalities collaborate on the

application. This will benefit the Wayne Township Fire Department to have all fire hydrants compatible by having the same hose size and rotation.

Legislation

First Reading of Ordinances and Resolutions

Ordinance No. 2022-002

An Ordinance Appointing Robert Kaufman to Serve as Magistrate of the Village of Waynesville Mayor's Court and Authorizing the Village Manager to Execute any Necessary Contract Related to the Appointment and Declaring an Emergency

Mrs. Miller made a motion to waive two-reading rule for Ordinance 2022-002 and Mr. Lauffer seconded the motion.

Motion – Miller

Second – Lauffer

Roll Call – 7 yeas

Ms. Dedden made a motion to adopt Ordinance 2022-002 as an emergency and Mrs. Miller seconded the motion.

Motion – Dedden

Second – Miller

Roll Call – 7 yeas

Ordinance No. 2022-003

An Ordinance Authorizing Village Manager to Enter into a Contract with Mark D. Webb for Prosecuting Services for the Village of Waynesville and Declaring an Emergency

Mr. Colvin made a motion to waive two-reading rule for Ordinance 2022-003 and Mr. Blankenship seconded the motion.

Motion – Colvin

Second – Blankenship

Roll Call – 7 yeas

Mr. Blankenship made a motion to adopt Ordinance 2022-003 as an emergency and Mr. Colvin seconded the motion.

Motion – Blankenship

Second – Colvin

Roll Call – 7 yeas

Ordinance No. 2022-004

Authorizing the Village Manager to Enter into a Contract with Choice One Engineering in an Amount not to Exceed \$37,500.00 for Construction Plans for the Third Street Water Main Replacement and Street Resurfacing and Declaring an Emergency

Ms. Dedden made a motion to waive two-reading rule for Ordinance 2022-004 and Mr. Gallagher seconded the motion.

Motion – Dedden
Second – Gallagher

Roll Call – 7 yeas

Mr. Gallagher made a motion to adopt Ordinance 2022-004 as an emergency and Mr. Colvin seconded the motion.

Motion – Gallagher
Second – Colvin

Roll Call – 7 yeas

Ordinance No. 2022-005

Authorizing the Village Manager to Enter into a Contract with Choice One Engineering in an Amount not to Exceed \$43,150 for Construction Plans for the Franklin Road Water Main Replacement and Street Improvements and Declaring an Emergency

Mrs. Miller made a motion to waive two-reading rule for Ordinance 2022-005 and Mr. Gallagher seconded the motion.

Motion – Miller
Second – Gallagher

Roll Call – 7 yeas

Mr. Gallagher made a motion to adopt Ordinance 2022-005 as an emergency and Mrs. Miller seconded the motion.

Motion – Gallagher
Second – Miller

Roll Call – 7 yeas

Second Reading of Ordinances and Resolutions

None

Tabled Ordinances and Resolutions

None

Executive Session

None

All were in favor to adjourn at 8:04 pm.

Date: _____

Jamie Morley, Clerk of Council

ORDINANCE NO. 2022-006

AUTHORIZING THE VILLAGE MANAGER TO AWARD PROPERTY AND LIABILITY INSURANCE COVERAGE FOR THE VILLAGE OF WAYNESVILLE AND DECLARING AN EMERGENCY

WHEREAS, it is necessary for the Village of Waynesville to have continuous property and liability insurance coverage; and

WHEREAS, Ohio Plan Risk Management, Inc. has submitted a proposal for one year of coverage.

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Waynesville, _____ members elected thereto concurring that:

Section 1. That the insurance policy, as written by Ohio Plan Risk Management for the issuance of automobile, general liability, police, professional liability, public officials liability, property insurance and other insurance as determined by the Village Manager in the name of the Village of Waynesville, is hereby awarded in an amount not to exceed \$25,579 for a one year period of March 2022 through March 2023. A copy of the policy is on file with the Finance Director.

Section 2. That the Village Manager is hereby authorized to execute any and all documents necessary to implement said coverage.

Section 3. That the expenditure of an amount not to exceed \$25,579 for one policy year is hereby authorized.

Section 4. That Ohio Plan Risk Management, Inc. is hereby authorized to render professional consultation with respect to insurance coverage for the policy year.

Section 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and general welfare and shall be effective immediately upon its passage. The reason for said declaration of emergency is the need to have continuous insurance coverage.

Adopted this _____ day of _____, 2022.

Attest: _____
Clerk of Council

Mayor



Ohio Plan Package Proposal

Village of Waynesville

1400 Lytle Road
Waynesville, OH 45068

Effective Date of Coverage: 03/12/22 to 03/12/23

► **Prepared by:**
Hylant Administrative Services, LLC
811 Madison Ave., 11th Floor
Toledo, OH 43603-2083



BOARD OF DIRECTORS

With history dating back to 1988, the Ohio Plan Risk Management, Inc. (Ohio Plan) was formed to provide affordable, comprehensive property and liability coverage to Ohio's public entities. The Ohio Plan is managed by a board of directors composed of individual representatives from a diverse selection of local governments. The board of directors ensures the Ohio Plan meets the common needs of all its members.

Board Officers

<p><u>Chris Gilbert</u> Ohio Plan - President Springfield Township Hamilton County cgilbert@springfieldtp.org</p>	<p><u>Joel Montgomery</u> Ohio Plan – Vice President City of Wooster Wayne County jmontgomery@woosteroh.com</p>	<p><u>Bret Henninger</u> Ohio Plan - Secretary Great Parks Hamilton County bhenninger@greatparks.org</p>
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Board Members

<p><u>John Applegate</u> City of Union Montgomery County japplegate@unionoh.org</p>	<p><u>Erika Buri</u> The Olander Park System Lucas County eburi@olanderpark.com</p>	<p><u>Jim Crandall, CPA</u> Muskingum Watershed Conservancy District Tuscarawas County jcrandall@mwdc.org</p>
<p><u>Jamie Giguere</u> City of Wauseon Fulton County jamie.giguere@cityofwauseon.com</p>	<p><u>Michael Hampton</u> Springfield Township Lucas County mhampton@springfieldtownship.net</p>	<p><u>Kerry Reed</u> Newton Falls Public Library Trumbull County kerryreed@newtonfalls.org</p>
<p><u>Joseph F. Stefanov</u> City of New Albany Franklin County jstefanov@newalbanyohio.org</p>		<p><u>Jennifer Wilder</u> City of Oakwood Montgomery County wilder@oakwood.oh.us</p>

Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

PROPERTY COVERAGE	LIMITS
Building and Personal Property	\$6,074,350
Specific Building and Personal Property	\$ 0
<i>See the Property Schedule for those locations covered on a blanket limit vs. specific basis.</i>	
Flood and Mudslide	\$1,000,000
Earthquake and Volcanic Eruption	\$1,000,000
Business Income with Extra Expense	\$500,000
Legal Liability – Real Property	\$1,000,000
Ordinance or Law Coverage	\$500,000
Deductibles	
Building and Personal Property	\$1,000
Electric Substations and Transformers	\$10,000
Flood and Mudslide	\$25,000
Earthquake and Volcanic Eruption	\$25,000
Unmanned Aerial Systems	
Causes of Loss	Special Form
Coinsurance	Agreed Amount
Valuation	See Property Schedule
<u>Additional Property Coverage/Extensions</u>	
Accounts Receivable	\$250,000
Animal Mortality/Injury	\$40,000
Arson Reward	\$25,000
Athletic Fields – Natural and Artificial Turf	\$200,000
Builders Risk	\$500,000
Cemetery Buildings	\$25,000
Claim Preparation Expense	\$50,000
Commandeered Property	\$100,000
Crime Reward	\$1,000 Per Person Subject to \$5,000 Maximum
Electronic Data	\$1,000
Expediting Expense	\$250,000

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Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

Additional Property Coverage/Extensions

Fine Arts	\$25,000
Fire Department Service Charge	Actual Fire Department Service Charge
Fire Protective Devices	\$5,000
Lock Re-Keying	\$2,500
Newly Acquired/Constructed	
Building	\$2,000,000
Personal Property	\$1,000,000
Non-owned Detached Trailers	\$5,000
Outdoor Property	\$100,000
Paved Surfaces	\$100,000
Personal Effects of Employees – Per Claim	\$2,500
Pollutant Clean-up	\$100,000
Property in Transit	\$100,000
Property Off Premises	\$10,000
Spoilage	\$25,000
Underground Pipes, Flues or Drains	\$1,000,000
Unnamed Location	\$750,000
Utility Services (Off Premises Power Interruption)	\$25,000
Valuable Papers – Cost to Research	\$250,000
No Foundations Exclusion	

EQUIPMENT BREAKDOWN COVERAGE

LIMITS

Property Damage – Any One Accident	\$6,074,350
Deductibles	
Property Damage	\$1,000
Deep Well Pumps, Electrical Substations and Transformers	\$10,000

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Entity Name: Village of Waynesville

PROPERTY SCHEDULE

PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION A-TION ⁽¹⁾	SPECIFIC LIMIT
1	1	Government Center	1400 Lytle Rd	\$2,206,245	\$320,115	\$ 0	RC	
1	1	Pole Barn	1440 Lytle Rd	\$272,302	\$53,550	\$ 0	RC	
1	2	Salt Building	1440 Lytle Rd	\$39,300	\$1,899	\$ 0	RC	
2	1	Well Field w/Pump Houses	1798 N. St. Rt. 42	\$88,887	\$87,985	\$ 0	RC	
3	1	Engine House and Lock-Up	260 Chapman	\$256,541	\$25,590	\$ 0	RC	
4	1	Storage Garage	2R S Main St	\$124,692	\$8,294	\$ 0	RC	
5	1	Street Maint Garage	434 S Main St	\$531,294	\$14,179	\$ 0	RC	
6	1	Water Tank	5 Lytle	\$877,870	\$ 0	\$ 0	RC	
7	1	Public Restrooms	88 S Main St	\$133,370	\$32,165	\$ 0	RC	
8	1	Water Tank	Ferry Rd	\$768,138	\$ 0	\$ 0	RC	
9	1	Government Center Pole Bldg	Lytle Rd	\$197,765	\$ 0	\$ 0	RC	
10	1	Veterans Park Memorial - All Property in the Open	South Street	\$ 0	\$ 0	\$34,169	RC	
TOTAL				\$5,496,404	\$543,777	\$34,169		

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(1) RC Replacement Cost
ACV Actual Cash Value
FRC Functional Replacement Cost
HV Historical Value

Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

SPECIAL PROPERTY COVERAGE

LIMITS

Special Property - Scheduled	\$235,654
Special Property - Unscheduled Equipment (Any one item \$5,000 or less)	\$110,000
Deductible	\$500
Causes of Loss	Special Form
Valuation	Replacement Cost

COMPUTER COVERAGE

LIMITS

Computer Equipment	\$56,948
Media and Data	\$5,694
Property Away from Premises	\$5,000
Computer Virus	\$1,000
Business Income	Not Covered
Extra Expense	\$5,000
Deductibles	
Computer Equipment	\$500
Business Income	Not Covered
Extra Expense	None
Causes of Loss	Special Form
Valuation	
Computer Equipment	Replacement Cost
Data and Media	Reconstruction Cost

Entity Name: Village of Waynesville

SPECIAL PROPERTY SCHEDULE

ITEM#	DESCRIPTION	SERIAL NO.	VALUE
1	John Deere Tractor		\$31,892
2	John Deere Bushhog		\$7,973
3	Cub Cadet Zero Turn 72" Mower		\$14,000
4	Vermeer Wood, Brush Chipper		\$5,694
5	Cub Cadet Walk Behind Mower 54" deck		\$7,199
6	2009 Roadmaster LLC Trailer		\$5,694
7	Police Equip In Or On Cruisers (Each)		\$34,169
8	John Deere 310L Backhoe Loader	1T0310LXTJF329259	\$89,033
9	Leaf Vac - Diesel		\$40,000
TOTAL			\$235,654

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Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

LIBRARY MATERIALS COVERAGE

LIMITS

Scheduled Library Materials	
Library Materials in Storage	Not Covered
Library Materials on Exhibition	Not Covered
Library Materials in Transit	Not Covered
Library Materials on Loan	Not Covered
Unscheduled Rare Books and Periodicals	Not Covered
Scheduled Rare Books and Periodicals	Not Covered
Library Fine Arts	Not Covered
Deductible	Not Covered

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Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

CRIME COVERAGE	LIMITS
Public Employee Dishonesty	\$100,000
Inside the Premises – Theft of Money and Security	\$50,000
Outside the Premise	\$50,000
Forgery and Alterations	\$50,000
Computer Fraud	\$50,000
Funds Transfer Fraud	\$50,000
Social Engineering Fraud	\$25,000
Deductibles	
Public Employee Dishonesty	\$1,000
Inside the Premises	\$250
Outside the Premise	\$250
Forgery and Alterations	\$250
Computer Fraud	\$250
Funds Transfer Fraud	\$250
Social Engineering Fraud	\$250

LIABILITY COVERAGE	LIMITS
General Liability	
Bodily Injury and Property Damage – Each Occurrence	\$5,000,000
General Aggregate	\$7,000,000
Personal & Advertising Injury – Each Offense	\$5,000,000
Medical Expense – Per Person	\$10,000
Medical Expense – Any One Accident	\$50,000
Deductible	\$0
Unmanned Aerial Systems	
Unmanned Aerial Systems Deductible	
<u>Coverage Extensions</u>	
Cemetery Professional	
Governmental Medical	
See Liability Exposures Schedule, if applicable	

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Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

Employee Benefits Liability

Each Incident	\$5,000,000
Annual Aggregate	\$7,000,000
Deductible	\$0

Employers Liability

Bodily Injury by Accident – Each Accident	\$5,000,000
Bodily Injury by Disease – Each Employee	\$5,000,000
Bodily Injury by Disease – Aggregate	\$5,000,000
Deductible	\$0

PRIOR ACTS COVERAGE

RETROACTIVE DATES

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Entity Name: Village of Waynesville

LIABILITY EXPOSURES SCHEDULE

OPERATIONS/EXPOSURE AND EXPOSURE BASE	SUBCONTRACTED (YES/NO)	DESCRIPTION	EXPOSURE AMOUNT
Water Utility	No		1600
Street & Roads - Miles	No		13
Special Events/Other - Each	No	4th of July Parade	1

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Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

LIABILITY COVERAGE	LIMITS
Public Officials Errors and Omissions Liability	
Each Wrongful Act	\$5,000,000
Annual Aggregate	\$7,000,000
Errors and Omissions Deductible	\$5,000
Employment Practices Liability	
Each Wrongful Act	\$5,000,000
Annual Aggregate	\$7,000,000
Employment Practices Deductible	\$5,000
Back Wages – Annual Aggregate	\$25,000
Back Wages Deductible	\$5,000
Non-Monetary Defense	
Annual Aggregate	\$25,000
Deductible	\$5,000
Law Enforcement Liability	
Each Wrongful Act	\$5,000,000
Annual Aggregate	\$7,000,000
Medical Expense – Per Person	\$10,000
Medical Expense – Any One Accident	\$50,000
Deductible	\$5,000

AUTOMOBILE COVERAGE	LIMITS
Bodily Injury and Property Damage Liability	
Combined Single Limit – Each Accident	\$5,000,000
Uninsured/Underinsured Motorists Bodily Injury	\$50,000
Medical Payments – Each Accident	\$5,000
Automobiles	Refer to Auto Schedule
Deductibles	\$ 0
Liability	\$ 0
Comprehensive and Collision	Refer to Auto Schedule

The automobile coverage included in this quotation is subject to acceptable state motor vehicle reports. Automobile coverage may subsequently be excluded for any covered auto while being operated by a driver with an unacceptable report.

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Entity Name: Village of Waynesville

AUTOMOBILE SCHEDULE

VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
1		2000	Ford F450 Dump	6639	\$52,081		Streets	\$500	\$1,000	ACV
2		2005	GMC Canyon	3433	\$20,173		Streets	\$500	\$1,000	ACV
3		2013	Ford Interceptor SUV	1044	\$40,000		Police	\$500	\$1,000	ACV
4		2000	International Dump	4028	\$40,000		Streets	\$500	\$1,000	ACV
5		2014	Ford F250 Utility Truck	6639	\$38,000		Streets	\$500	\$1,000	ACV
6		2009	Ford 4 Door	2227	\$35,000		Police	\$500	\$1,000	ACV
7		2016	Ford Taurus Interceptor	9733	\$42,000		Police	\$500	\$1,000	ACV
8		2016	Ford Taurus Interceptor AWD	9734	\$42,000		Police	\$500	\$1,000	ACV
9		2017	Ford F150 4x4	2126	\$30,000		Streets	\$500	\$1,000	ACV
10		2017	Ford Taurus Interceptor	1357	\$42,000		Police	\$500	\$1,000	ACV
11		2019	Kenworth T370 Dump Truck	71	\$141,850		Streets	\$500	\$1,000	ACV
12		2018	Ford F550 Dump Truck	1175	\$87,898		Streets	\$500	\$1,000	ACV
13		2019	Ford F150	622	\$27,000		Water	\$500	\$1,000	ACV
14		2019	Ford Explorer	5363	\$39,000		Police	\$500	\$1,000	ACV
15		2008	Ford F450 Mobile Police Command Unit	9877	\$60,000		Police	\$500	\$1,000	ACV
16		2019	Ford F450 Quad Cab	9039	\$56,476		Streets	\$500	\$1,000	ACV

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
Leaf Truck										
17		2021	Ford Interceptor SUV	4412	\$35,217		Police	\$500	\$1,000	ACV
TOTAL					\$828,695			\$ 0		

Disclaimer: The abbreviated outlines of coverage used throughout this document are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage and do not detail all policy terms nor do they alter any policy conditions. Please read your policy for specific coverages, limitations and restrictions and call us with questions.

Entity Name: Village of Waynesville

SUMMARY OF COVERAGE

CYBER	LIMITS
Data Breach and Privacy Liability – Each Claim	\$250,000
Data Breach Loss to Member – Each Unauthorized Access	\$250,000
Electronic Media Liability – Each Claim	\$250,000
Breach Mitigation Expense – Each Unintentional Data Compromise	\$250,000
Bricking Sublimit	Not Covered
Policy Aggregate	\$250,000
Deductibles	
Data Breach and Privacy Liability	\$25,000
Data Breach Loss to Member	\$25,000
Electronic Media Liability	\$25,000
Breach Mitigation Expense	\$25,000
Bricking	Not Covered

TERRORISM COVERAGE	LIMITS
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Terrorism means an act, including the use of force or violence, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organizations(s) committed for political, religious or ideological purposes including the intention to influence any government and/or to put the public in fear for such purposes.

Coverage Term – November 1, 2021 to November 1, 2022

Property

Building and Personal Property	\$6,992,646 ⁽¹⁾
Deductible	\$25,000

⁽¹⁾ Subject to a \$100,000,000 per occurrence limit and a \$100,000,000 aggregate limit per member for all covered losses with the exception of a \$1,000,000 Ohio Plan annual aggregate sublimit for Biological and Chemical Cleanup.

Liability

Each Occurrence per Member	\$5,000,000
Annual Aggregate per Member	\$7,000,000
Deductible	\$10,000

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Entity Name: Village of Waynesville

MALICIOUS ACT

COVERAGE DESCRIPTION	LIMITS
Malicious Act General Aggregate Limit	\$1,000,000
Death Benefit Aggregate Limit	\$1,000,000
Death Benefit Limit - Per Member	\$25,000
Medical Expense Aggregate Limit	\$25,000
Medical Expense Limit - Per Member	\$5,000
Funeral Services Aggregate Limit	\$25,000
Funeral Services Limit - Per Member	\$1,000
Personal Counseling Aggregate Limit	\$10,000
Personal Counseling Limit - Per Member	\$2,500
Travel Services Aggregate Limit	\$25,000
Travel Services Limit - Per Member	\$5,000

SUPPLEMENTARY PAYMENTS:

- Group Trauma Counseling Services
- Extra Security
- Temporary Workers
- Rental Substitute
- Job Retraining Expenses
- Recruitment Costs
- Crisis Management

COVERAGE:

Pays a death benefit, medical expenses and additional expenses in addition to the Supplementary Payments noted above as a result of bodily injury arising out of a malicious act including hostage taking.

WHO IS A MEMBER:

- Elected or Appointed Officials
- Employees, Temporary Workers, Authorized Volunteers
- Visitors, Customer, Contractors, and Vendors

Disclaimer: The abbreviated outlines of coverage used throughout this document are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage and do not detail all policy terms nor do they alter any policy conditions. Please read your policy for specific coverages, limitations and restrictions and call us with questions.

MAJOR EXCLUSIONS:

- Asbestos
- Lead
- Fungi or Bacteria
- Gang Members
- Pollution
- Suicide
- Toxic Materials
- War

Disclaimer: The abbreviated outlines of coverage used throughout this document are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage and do not detail all policy terms nor do they alter any policy conditions. Please read your policy for specific coverages, limitations and restrictions and call us with questions.

Entity Name: Village of Waynesville

GENERAL CONDITIONS

**NOTICE OF
CANCELLATION:**

The company will provide sixty (60) days written notice of cancellation or non-renewal except for non-payment of premium, which remains ten (10) days written notice.

POLICY CHANGES:

The policy contains all the agreements between the member and the Ohio Plan Risk Management Inc. concerning the property and liability coverage afforded. The Named Member is authorized to make changes in the terms of the policy with the consent of the Ohio Plan.

POLICY PREMIUM:

See Premium Summary

Once bound, premiums are fully earned unless the policy is cancelled by Ohio Plan Risk Management Inc. or a subsequent policy with no lapse in coverage issued. If Ohio Plan Risk Management Inc. cancel the policy the refund will be pro rata.

Premium financing is available upon request.

**COMMUNICABLE
DISEASE EXCLUSION**

This policy contains a communicable disease exclusion which excludes all liability, loss, injury or damage arising out of or contributed to or in connection with a communicable disease or fear or threat of a communicable disease. Please review your policy language fully to determine the extent of coverage.

**PERFLUOROALKYL OR
POLYFLUOROALKYL
SUBSTANCES
(PFAS) EXCLUSION**

This policy contains an exclusion which excludes all liability, loss, injury or damage arising out of or contributed to or in connection with a Perfluoroalkyl Or Polyfluoroalkyl Substances (PFAS's). Please review your policy language fully to determine the extent of coverage.

Entity Name: Village of Waynesville

PREMIUM SUMMARY

COVERAGE	PREMIUM
Package	\$26,682
Ohio Plan Advantage Premium Contribution -or-	\$1,103
Ohio Plan Safety Allowance	\$ 0
Total Annual Premium	\$25,579

OHIO PLAN ADVANTAGE

The Ohio Plan Advantage is available to members with 4 or more consecutive years of membership with the Ohio Plan. The Named Member received the following premium contribution.

Active Ohio Plan Member since	2014
Loss Ratio Points (Up to 60 points) (60 - 30 = Advantage Loss Ratio Points)	30
Risk Management Points (Up to 40 points)	40
Advantage Potential Premium Contribution	\$1,575
Advantage Final Premium Contribution	\$1,103
Eligible	Yes

OPTIONS

NOTES

- Premium includes Ohio Plan's risk management services.

REINSURANCE

The following companies are the reinsurance companies providing strength to the Ohio Plan Risk Management Inc. including their A.M. Best ratings.

American Agricultural Insurance Company

A.M. Best Rating, A, X
Reinsuring the Ohio Plan since 2011

Aspen Group

A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2007

Axa XL Bermuda Ltd

A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2014

Berkley Insurance Company

A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2021

Berk Re Fac

A.M. Best Rating: A++, XV
Reinsuring the Ohio Plan since 2019

Chubb Group of Insurance Companies

A.M. Best Rating: A++, XV
Reinsuring the Ohio Plan since 2001

Convex Re Limited

A.M. Best Rating: A-, XIV
Reinsuring the Ohio Plan since 2020

Great American Insurance Company

A.M. Best Rating: A+, XIV
Reinsuring the Ohio Plan since 2012

Hanover Re

A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2017

Lloyd's of London

A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2005

Market Global Reinsurance Company

A. M. Best Rating: A, XIII
Reinsuring the Ohio Plan since 2006

Odyssey Reinsurance Company

A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2007

Ryan Re

A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2019

Sompo Insurance Company

A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2003

Swiss Reinsurance America Corporation

A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2004

A.M. Best Rating Classifications

Secure Ratings

A++ and A+Superior
A and A-Excellent
B++ and B+Very Good

Vulnerable Ratings

B and B-Fair
C++ and C+Marginal
DPoor
SRating Suspended

Poor Ratings

EUnder State Supervision
FIn Liquidation

Financial Size Category

XV \$2 Billion or Greater
XIV \$1.5 Billion to \$2 Billion
XIII \$1.25 Billion to \$1.5 Billion
XII \$1 Billion to \$1.25 Billion
XI \$750 Million to \$1 Billion
X \$500 Million to \$750 Million
IX \$250 Million to \$500 Million
VIII \$100 Million to \$250 Million

Note: Effective 11/1/2021, the Ohio Plan collects premium and makes claims payments for liability losses up to \$250,000 and covered property losses up to \$130,000.



Comprehensive Risk Management for Public Safety Organizations

Lexipol is America's leading provider of risk management solutions for public safety organizations. They provide police and fire departments with comprehensive, customizable, state-specific policies on a broad range of risk-centric topics, along with integrated Daily Training Bulletins that address department-specific policy areas – all through a unique web-based system.

Lexipol can help you address issues related to risk, liability, safety and best practices for your safety service departments. They also can help you comply with current laws and regulations and then document that you have trained your staff on approved policies.

Key Features and Benefits

There is no other system that offers the following integration in one package:

1. Lexipol provides comprehensive Ohio-specific policies written by legal and safety service professionals.
2. Supervisors can track staff training using reporting tools.
3. Lexipol experts constantly monitor major court decisions, legislation, and emerging trends affecting safety service operations and provide policy updates in response.
4. Lexipol archives your department's policy manual and Daily Training Bulletin records to provide an invaluable resource in defense litigation or personnel matters.
5. The Lexipol system allows cross-referencing to any accreditation standard.
6. Policy and training components are 100% web-based. There is no software to purchase or maintain.

Nationwide collaboration between the largest private network of legal and public safety experts and Lexipol's risk management tools provide agencies the most complete solution for policy manual management, training and documentation.

Return on Investment

According to a five-year post-Lexipol implementation study performed by a risk management association, agencies that adopted Lexipol saw:

- A significant decrease (45%) in the number of litigated claims
- A dramatic reduction (48%) in the cost of claims paid out
- No personnel or employment claims

The study found that Lexipol agencies in this study have yet to incur a personnel or employment claim, while non-Lexipol agencies in the in the study had eight claims for over \$448K.

Ohio Plan Member Estimated Cost

Police Department:

# of Full Time Sworn Officers	Lexipol Standard Pricing	OPRM Discounted Pricing	OPRM Board Subsidy	Final Lexipol Subscription Cost
6.00	\$4,797	\$4,557	0.50	\$2,279

Fire Department:

# of Career & Volunteer FF	Lexipol Standard Pricing	OPRM Discounted Pricing	OPRM Board Subsidy	Final Lexipol Subscription Cost
0.00	\$ 0	\$ 0	0.50	\$ 0

An additional discount may be available to OPRM members who are also members of the Ohio Fire Chiefs Associations, (OFCA).
Disclaimer: The above are estimates based upon information submitted to The Ohio Plan. Actual costs will be determined by Lexipol.

Additional Base Member Services

<p align="center"><u>Cyber Assessment</u></p> <p>CyberClearSafe provides cybersecurity service for small and mid-size organizations. Service offerings include:</p> <ul style="list-style-type: none"> • a questionnaire assessment and recommendations • "Dark Web" Check-up 	<p align="center"><u>Training</u></p> <ul style="list-style-type: none"> • Ohio Plan Leadership Institute <ul style="list-style-type: none"> ○ <u>Supervisory Training</u> (2 Events, 2 People Attend) • Members Only Training <ul style="list-style-type: none"> ○ <u>Multi Topic</u> (2 Events, 2 People attend)
<p align="center"><u>Programs</u></p> <ul style="list-style-type: none"> • Community Energy Savings Programs <ul style="list-style-type: none"> ○ Reduce energy costs while providing security in volatile market conditions <ul style="list-style-type: none"> ▪ Community facilities ▪ Community Aggregation ▪ Building Commission 	
<p align="center"><u>Other Available Services</u></p> <p align="center">Offered at a discounted rate to all Ohio Plan Members</p>	
<ul style="list-style-type: none"> • Executive and Staff Hiring and Assessment Centers • Legal Consultation • HR Consultation • Emergency Operations Plan Development and Training • Labor Negotiation Assistance • Board/Council Meeting and Retreat Facilitation • Strategic Planning • Grant Writing 	<ul style="list-style-type: none"> • Competitive Bidding/RFP Assistance • Levy/Campaign Strategy Assistance • Bond/Capital Financing Consultation • Police and Fire Organizational and Personnel Studies • Zoning, Planning and Economic Development Studies and Consultation • Staff and Special Study Assessments • Other Special-Needs Request



**RULES OF COUNCIL
VILLAGE OF WAYNESVILLE**

Adopted March 18, 1980
Amended January 1990
Amended April 1992
Amended January 1994
Amended January 1995
Amended February 1996
Amended April 2000
Amended January 2004
Amended January 2005
Amended May 2009
Amended April 2011
Amended April 2018
Amended March 2019
Amended April 2021

Authority to Proclaim Rules:

The Council shall determine its own rules of procedure.
(Section 731.45 ORC)

" ALL LEGISLATIVE POWER OF THE MUNICIPALITY SHALL BE VESTED IN THE COUNCIL...(Council has) the power to provide for the exercise of all powers of local self government granted to the Municipality by the Constitution of the State of Ohio in a manner not inconsistent with this Charter or the Constitution of the State of Ohio." (Section 3.09 Waynesville Charter)

Contrary to Law:

Section 1: If rules of procedure of any provision thereof pursuant to section 731.45 of the ORC shall be found to be contrary to law, by a Court of competent jurisdiction, then that portion or provision shall be deemed invalid except to the extent permitted, but all other provisions hereof shall continue in full force and effect for the remainder of the said term.

Section 2: If any section of these rules are found to be invalid, pursuant to section 1 above, they shall be reformulated in order to correct any deficiencies. Upon such discovery, Council shall commence, beginning at the next regularly scheduled meeting subsequent to the time of any such discovery, to reapportion its rules in order to achieve conformance with the law.

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Rule II:	Appointment of Committees
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Rule VI:	Council Procedures
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Rule VIII:	Clerk of Council
Rule IX:	Law Director
Rule X:	Attendance
Rule XI:	Travel on Official Business
Rule XII:	Vacancies
Rule XIII:	Dispensation of Rules
Rule XIV:	Amendment to Rules

RULE I: ORGANIZATION

Following each regular municipal election, the Council shall meet not later than the seventh day of January for the purpose of organizing. At such meeting, the newly elected members of Council shall take the oath of office and the Council may transact such other business as may come before it. Thereafter, regular meetings shall be held as prescribed by ordinance, but not less frequently than twice each month. (Section 3.07, Waynesville Charter)

RULE II: APPOINTMENT OF COMMITTEES

Section A:

At the second meeting in November of each year, the Mayor shall select from Council two members as a nominating committee to fill the seats of all Committees, Boards and Commissions required to be filled at the first Council meeting of the year.

Immediately after the organization of Council at the first meeting of the year, the Council shall choose from the Council membership, three (3) different persons to serve on one of the two standing committees. One member shall be designated as chairman for each committee, based on a majority vote of committee members, to be taken at the first scheduled meeting of each committee. The following shall be the standing committees of Council: Finance and Public Works/Service Committee.

Section B:

The Council may create, change, or abolish other boards and commissions as it determines to be necessary, and may provide for their organization, membership, method of appointment, terms of office of members, and powers, duties, and functions by ordinance or resolution (Section 7.12, Waynesville Charter).

Special committees for particular purposes may at any time be appointed by the Council with the approval of the majority of Council. Unless otherwise stated in the minutes relative to the appointment of special committees, all such special committees shall serve for a time to be specified by Council.

RULE III: MEETINGS

Section A:

Regular meetings of Council shall be held at the Waynesville Government Center, unless otherwise stated, on the first (1st) and third (3rd) Monday of each

month at 7:00 p.m., except when any such Monday is a legal holiday recognized by both the State and Federal Government or when for other good and sufficient reasons it is impractical to hold a regular scheduled meeting, Council shall meet in regular session on the following day at the same time and place. In the event of instances deemed to be "special circumstances", the regular meeting start time may be changed to an earlier time to accommodate such circumstances, and the public will be notified of such change in accordance with the established policies regarding appropriate notice.

Except as provided under the laws of the State of Ohio, Section 121.22 and commonly referred to as the 'Sunshine Law', all meetings of the Council shall be open to the public. A majority of the members of Council shall constitute a quorum at all meetings. (Section 3.07(B), Waynesville Charter)

Section B:

Special Meetings may be called by an affirmative vote of at least four members of Council taken at any regular or special meeting thereof or may be called by the Mayor, or any three members of Council. (Section 3.08A, Waynesville Charter)

The Clerk of Council shall notify all news media who have requested such notification in writing.

(Notice of a special meeting shall be personally served upon each member of Council or left at their usual places of residence at least twenty-four (24) hours before the time of the meeting. It shall be the duty of the Clerk of Council to make a diligent effort to notify each member of the Council in person, by telephone, or otherwise of such special notice.)

Public notice of each special meeting of Council shall be made by the Clerk of Council, by at least one of the following:

1. Posting a notice of the special meeting at a location accessible to the public at the municipal building and at least four other conspicuous places in the Municipality frequented by the public. The notices shall contain the time, place, and all matters to be considered at the special meeting. No other matters may be considered after notice is given. These notices must be posted at least 24 hours before the starting time of the meeting.
2. Publication in a newspaper determined by Council to be of circulation within the Municipality at least 24 hours before the special meeting.

3. Post meeting notices on appropriate electronic media.

Failure to notify the public by one of the aforementioned means shall invalidate actions taken by Council at the special meeting. The Clerk of Council must submit to the Mayor, within 48 hours after commencement of the special meeting, a written explanation of the failure to notify the public. This explanation shall be read and recorded in the minutes at the next regularly scheduled Council meeting. (Section 3.08(C), Waynesville Charter)

In the event of an emergency situation that affects the immediate public health, safety, or welfare of the Municipality, the Mayor may call an emergency meeting of Council by waiving the above requirements. (Section 3.08(D), Waynesville Charter)

Section C:

Adjourned meetings - Any session of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than the next regular meeting thereafter. Any absentee shall be notified personally by the Clerk of Council by telephone or by written notice served personally, at his regular place of residence, at least twenty-four (24) hours prior to the date and hour for the reconvened adjourned meeting.

Section D:

Executive Session

1. Any member of Council, may request that executive session be held. Upon majority of Council, an executive session shall be convened, under provisions allowed by ORC 121.22G.

2. Unless otherwise stated, all executive sessions will be held in a "closed-door" session in an appropriate conference room or meeting area previously designated for such purpose.

3. During executive session the remainder of the building, including the area designated for Council Chambers will remain undisturbed.

4. Attendance at an executive session shall consist of members of the Village Council, however Council may invite such persons as may be required for advice and information.

5. Exceptions to the open meeting requirements must conform to ORC 121.22(G).

RULE IV: TEMPORARY CHAIRMAN

In the case of the absence of the Mayor and president pro tempore, the Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, a chairman of the meeting to act until the Mayor or president pro tempore appears. The temporary chairman during this period shall retain all the rights and privileges of a Council member including the right to vote on all matters.

RULE V: AGENDA

Any item to be placed on the Agenda for the regularly scheduled meeting must be in the Office of the Clerk of Council by Noon the Friday before the meeting. The Clerk of Council shall make available, at his/her office, copies of the agenda and pertinent background information to the members of the press.

The Clerk of Council shall be responsible for preparing the Agenda for the regular meetings of Council. The Clerk of Council shall reject any item for consideration on the Agenda that is not submitted to the Clerk of Council prior to the closing date and time of noon, the Friday before the scheduled meeting.

In the event that issues of an emergency nature may arise after the designated close time for agenda items as previously indicated, a motion may be made at the opening of the Council session to adopt a modified agenda for that meeting. An explanation must be given for the modification and such a motion must be approved by an affirmative vote of at least 4 members of Council.

RULE VI: COUNCIL PROCEDURES

Section A. The following shall be the order of business:

- I. Roll Call**
- II. Pledge**
- III. Mayor (for purposes of acknowledgments)**
- IV. Disposition of minutes of previous meeting**
- V. Public Recognition and comments on subject matters including those scheduled on the formal agenda. A five minute per person time limit will be allowed each speaker unless more time is requested and approved by majority of the Council.**
- VI. Old Business**
- VII. Reports**
 - 1. Standing Committees**
 - a) Finance Committee**
 - b) Public Works Committee**
 - c) Special Committees**
 - 2. Village Manager's Report**
 - 3. Police Chief's Report**
 - 4. Finance Director's Report**
 - 5. Law Director's Report**
- VIII. I New Business**
- X. Legislation**
 - A. First Reading of Ordinances and Resolution on the Agenda**
 - B. Second reading of ordinances and resolutions by title**
- X. Executive Session (if requested)**
- XI. Adjournment**

Section B.

Motions generally will not be in writing, but will be written down for the record by the Clerk of Council at the time they are made. A member will address the chair and state the member's motion. Another may second the motion by addressing the chair and stating his second. Immediately following the motion and second, the presiding officer shall state the motion. The motion will then become the property of the Council and may then be debated, amended, or otherwise acted upon.

Precedence of Motions - When a question is before Council, no motion shall be entertained except:

1. To adjourn
2. To lay on the table
3. The previous question
4. To postpone to a certain time
5. To refer
6. To amend
7. To postpone indefinitely

These motions shall have precedence in the order indicated. Motion 1, 2, 3, and 4 shall be put to vote without debate.

Section C.

All motions shall be seconded except the following:

1. To raise a question of privilege
2. Question of order
3. Objections to the consideration of a question
4. Nominations
5. Inquiries of any kind

Section D.

When not in order, not debatable - A motion to adjourn shall be in order at any time except the following:

1. When repeated without intervening business or discussion
2. When made as an interruption of a member who is speaking
3. When the previous question has been ordered
4. While a vote is being taken

Section E.

A motion to lay on the table shall preclude all amendments of debate of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of a majority of the members present.

Section F.

When the previous question is moved, and seconded by one other member, it shall be put as follows: " Shall the main question be now put?" There shall be no further amendment or debate, but pending amendments shall be put in their order before the main question. If the question "Shall the main question be now put?" be decided in the negative, the main question remains before Council.

Section G.

If the question contains two or more divisible propositions, the presiding officer may, and upon request of a Council member, shall divide the same.

Section H.

It shall be in order to amend an ordinance at any time when not in the hands of a committee. If an ordinance, after the second reading is referred to a committee and amended, it shall be read as the second reading thereof, and laid over for further and final consideration.

Section I.

All motions to postpone, except in a motion to postpone indefinitely may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

Section J.

1. When a question is put to vote, each member present shall be required to vote 'yea' or 'nay' which will be entered in full upon the record. Abstention is not permissible, except in the case of personal involvement of the Council member. When calling roll, the Clerk of Council will initiate the vote by repeating the motion in full, then calling the roll of Council alphabetically, and on each succeeding vote shall rotate the roll call in that on the next vote and each succeeding roll call the next Council member alphabetically shall vote first and the member voting first on the previous roll call shall vote last. The Clerk of Council will note the last roll call vote of a meeting so that at the next meeting of Council, the first roll call vote shall reflect the alphabetical rotation from the last meeting and shall continue from meeting to meeting.

2. The Clerk of Council will give the tally of votes to the Mayor and the Mayor will give the final passage or failure of the motion.

Section K.

Any member who was absent or voted with the prevailing side may move a reconsideration of any action of Council, excepting measures which shall be into immediate effect. Such a motion for reconsideration shall be made not later than the next regular meeting after the action to which it relates was taken. No motion to reconsider shall be made more than once on any measure and such motions shall require a majority of all members elected to Council in order to prevail. Any member of Council may second such a motion.

Section L.

An appeal may be made from any decision of the Presiding officer (except when another appeal is pending) but it can be made only at the time the ruling is made. If this appeal is seconded, the chair shall state clearly the question at issue, and the chair's reason for the decision if he thinks it is necessary and will then state the question thus; "The question is 'Shall the decision of the Chair be sustained'" If a majority vote yea, the ruling of the chair is sustained, otherwise the chair is overruled.

Section M.

No member of Council can speak a second time to a question as long as any member desires to speak who has not spoken to the question.

Section N.

Any member of Council, during debate, may seek the advice and recommendations of non-Council members present and this may then be given.

Section O.

In the absence of a rule to govern a point or procedure, the latest edition of Robert's Rules of Order shall govern.

RULE VII: ORDER AND DECORUM

The presiding officer shall preserve decorum and any member of Council may call a point of order, subject to appeal of Council.

Section A.

Council members must obtain the floor and be recognized by the Chair before beginning to speak. Council members shall preserve order and decorum and

shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of Council. All Council Members shall demonstrate appropriate respect for others by addressing members of Council as follows: (Mr. Mayor, Mr. (Name), Ms. (Name), or Mrs. (Name). Additionally, all guests and/or members of the public will be addressed with the same respect by members of Council.

Section B.

Employees of the Village shall observe the same rules of procedure and decorum applicable to members of the Council. The presiding officer shall have the authority to preserve decorum in meetings as far as staff members and Village employees are concerned.

Section C.

Public members attending Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of Council. Any person making personal, impertinent, and/or slanderous remarks or who become boisterous while addressing the Council or while attending the Council meetings shall be removed from the room as directed by the presiding officer. Any public member desiring to address the Council shall be recognized by the chair, shall state his name and address in an audible tone for the record, and shall limit his remarks to the question under discussion.

RULE VIII: CLERK OF COUNCIL

The Clerk of Council shall keep the minutes of the meeting and shall perform such other duties in the meeting as may be ordered by the Council. The Clerk of Council may assign a clerical employee of the Village to assist in carrying out the duties of the Clerk. The Clerk of Council shall furnish each member of Council and the Mayor with a copy of the minutes of the meeting, and shall perform other duties outlined in Section 3.11 of the Waynesville Charter.

RULE IX: LAW DIRECTOR

The Law Director shall attend meetings of the Council by request. During Council meetings, any member of the Council may, at any time, call upon the Law Director for an oral or written opinion to decide any question of law. However, should the question to be decided require, in the opinion of the Law Director, study or investigation, he may defer such opinion for a reasonable time. The Law Director will also perform duties outlined in Section 6.03 of the Waynesville Charter.

RULE X: ATTENDANCE

Section A.

Regular Attendance - A Council seat of a member may be declared vacant when he has been absent from meetings for three consecutive meetings without a valid excuse. Such action requires the affirmative vote of two-thirds of the members elected to Council. Under this procedure, the accused member of Council must be given notice and an opportunity to answer charges that are brought against him.

Section B.

Vacations - Vacations shall be condoned by Council without reprisal for a period of thirty days or two contiguous Council meetings. More time could be allowed contingent upon vote by Council.

RULE XI: TRAVEL ON OFFICIAL BUSINESS

State sponsored conventions, such as the Ohio Municipal League and others, necessitate some rule of compensation for Village officials whose attendance would enable them to be more effective and efficient in the respective positions. Recognizing this need, we propose that advance authorization be secured from Council, along with full disclosure regarding the content and purpose of the respective association meeting.

Documentation of Expenses - All requests for reimbursement of approved travel expenses must be accompanied by original copies of receipts for requested amounts, and must accompany the designated Expense Reimbursement Report document currently in use.

Mileage Reimbursement - Actual reimbursement should be at a rate consistent with the most current Internal Revenue Service allowable rate, per mile traveled to and from the meeting destination via the most direct route.

Lodging - If overnight lodging is required for any convention meeting occurring in or out of the State of Ohio, the Village official shall be reimbursed for the actual cost of the lodging, but not to exceed the lowest rate available in the most reasonable accommodations available. The name and address of the establishment and the amount claimed shall be required with the expense reimbursement form. Reimbursement shall not be allowed for staying in a private home.

Meals - Where overnight lodging is required on official Village travel, reimbursement shall be allowed for meals as reflected in 4.5 of Personnel Policy.

Insurance Coverage - Any Village official required to travel using a personal vehicle for attendance at, or to participate in, a previously approved activity as noted above, must maintain Liability insurance coverage in compliance with Ohio state minimum requirement, and must be able to provide appropriate documentation of said coverage to the Clerk of Council for recording.

RULE XII: VACANCIES, FORFEITURE OF OFFICE, AND FILLING VACANCIES

Section A.

"Vacancies - The office of a Council member shall become vacant upon the Council member's death, resignation, removal from office in any manner authorized by this Charter, or forfeiture of office.

Section B.

Forfeiture of Office - If it is so determined by an affirmative vote of at least four Council members, a Council member shall forfeit office if said Council member:

1. lacks at any time during a term of office, any qualifications for the office prescribed by the Charter;
2. intentionally violates any express prohibition of the Charter;
3. is found to have been a party to a crime involving moral turpitude or any felony, or guilty of misfeasance, malfeasance or nonfeasance in the performance of the official duties of a Council member;
4. fails to attend three consecutive regular meetings of Council without being excused or it is found that the absence is not legitimate. Council shall, by rule, determine and list conditions and circumstances that constitute good cause absence.

Section C.

Disability - On questions of disability involving the Mayor or other Council member, the decision as to actuality of the time of, and duration of the disability, for purpose of declaring a vacancy, shall be determined by an affirmative vote of at least four members of Council." (Section 3.05, Waynesville Charter)

Member of Council Qualifications - Candidates for the office of Member of Council, shall have resided in the Municipality for at least one year prior to

assuming office. Each Member of Council when elected and throughout the term of office shall be and must remain a resident and a qualified elector of the Municipality. (Section 3.03, Waynesville Charter)

Filling of Vacancies - Vacancies in the office of Council member shall be filled within forty-five days by an affirmative vote of at least four of the remaining members of Council. If a vacancy occurs in one or more positions among Council members elect, Council of the new term shall appoint, by an affirmative vote of at least four members, an eligible citizen of the Municipality of Waynesville. If the Council fails to do so within forty-five days following the occurrence of the vacancy, the power of Council to fill the vacancy shall lapse and the Mayor shall fill the vacancy by appointment immediately following the expiration of the said forty-five days. The person so appointed shall serve until the next regular general election occurring not less than ninety days thereafter at which time a successor shall be elected for the remainder of the unexpired term. (Section 3.05D, Waynesville Charter)

Council to receive two weeks notice prior to the vote as to who the candidates are, which will give them the opportunity to personally interview the candidates.

RULE XIII: DISPENSATION OF RULES

These rules, or any part thereof may be temporarily suspended at any meeting of Council by a majority vote of the members present.

RULE XIV: AMENDMENT TO RULES

These rules continue in full force and effect from term to term and do not need to be readopted by succeeding Councils. These rules may be repealed, amended, altered, or new rules adopted at any regular meeting of Council by a majority vote of 5 out of 7 members of Council on the report of a committee to which the subject has been referred.

VILLAGE OF WAYNESVILLE COUNCIL PROTOCOLS

ALL COUNCIL MEMBERS

All members of the Village Council, including those serving as Mayor and President, have equal votes. No Council Member has more power than any other

Council Member, except those powers provided to the Mayor in Section 3.01 of the Village Charter, and all should be treated with equal respect.

All Council Members are required to:

- Demonstrate honesty and integrity in every action and statement
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Waynesville government
- Work for the common good, not personal interest
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Fully participate in Village Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Participate in scheduled activities to increase Council effectiveness
- Review Council procedures, such as these Council Protocols, at least annually
- Represent the Village at ceremonial functions at the request of the Mayor
- Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations
- Respect the proper roles of elected officials and Village staff in ensuring open and effective government
- Provide contact information to the Clerk of Council in case an emergency or urgent situation arises while the Council Member is out of town

OHIO ETHICS LAW

Public officials and employees may not use the authority or influence of their office to benefit themselves, their family members or business associates, or others in circumstances that create a conflict of interest.

In situations where a conflict does occur, an official is not only prohibited from voting on such a matter, but also from:

- participating in discussions;
- participating in deliberations;
- making recommendations;
- providing advice; and
- formally or informally lobbying.

The Ethics Law prohibits a public official or employee from soliciting, accepting, or using a public position to secure things of value that could have a substantial and improper influence on the employee. Things of value can include many things, like money, gifts, real estate, employment, and compensation.

The Ethics Law prohibits a public official or employee from soliciting or accepting 'anything of value,' if the thing of value could have a substantial and improper influence on him in the performance of public duties.

'Anything of value' is defined in state law to essentially include anything with any monetary value. So, before a public servant accepts a gift or thing of value, both the source and the value must be considered.

The Ethics Law prohibits public officials and employees from accepting substantial things of value from improper sources. The word 'substantial' is not defined by a specific dollar amount, so the Ethics Commission has provided guidance to help public servants understand and comply with the law.

Items that are considered nominal – and therefore not prohibited - could include a cup of coffee, a box of popcorn, an inexpensive picture frame, or a plate of cookies. Accepting gifts of this type would not be prohibited under the law. Be aware, though, that the Commission has cautioned that nominal items or expenses could have a substantial cumulative value if extended over time.

So, while a public servant would not be prohibited from accepting the occasional modest gift from a vendor or regulated party, routine acceptance of such gifts from the same source will add up over time.

In addition to determining the value of a gift, a public servant must also consider the source – or the giver – of the thing of value. The Ethics Law prohibits public officials or employees from accepting substantial things of value from improper sources.

COUNCIL CONDUCT WITH ONE ANOTHER

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

In Public Meetings

- Use Formal titles.

The Council should refer to one another formally during Council meetings as Mayor, President or Council Member followed by the individual's last name.

- Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- Honor the role of the presiding officer in maintaining order and equity.

Respect the Chair's effort to focus discussion on current agenda items.

Objections to the Chair's actions should be voiced politely and with reason, following the parliamentary procedures outlined in the latest edition of Robert's Rules of Order.

- Demonstrate effective problem-solving approaches.

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek compromise that benefits the community as a whole. Council Members are role models for residents, business people and other stakeholders involved in public debate.

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

COUNCIL CONDUCT WITH STAFF

Governance of a Village relies on the cooperative efforts of elected officials, who set policy, and Village staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Council colleagues, practice civility and decorum in all interactions with Village staff.

- Channel communications through the appropriate senior Village staff.

Questions of Village staff should be directed only to the Village Manager, Law Director, Clerk of Council or Finance Director. The Office of the Village Manager must be copied on any correspondence to Department Heads. Council Members should not set up meetings with Village staff directly, but through the Village Manager who will attend any meetings with Council Members. When in doubt about what staff contact is appropriate, Council Members should ask the Village Manager for direction. However, nothing in these protocols is intended to hinder the access Council-appointed liaisons may require in order to fulfill their unique responsibilities.

- All Council Members should have the same information with which to make decisions.

- Never publicly criticize individual employees, including Council-Appointed Officers. Criticism is differentiated from questioning facts or the opinion of staff.

All Critical comments about staff performance should only be made to the Village Manager through private correspondence or conversation.

- Do not get involved in administrative functions.

Avoid any staff interactions that may be construed as trying to shape staff recommendations. Council Members shall refrain from coercing staff in making recommendations to the Council as a whole.

- Be cautious in representing Village positions on issues.

- Limit contact with Board and Commission members to questions of clarification.

It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. It is acceptable for Council Members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- Remember that Boards and Commissions are advisory to the Council as a whole, not individual Council Members.

The Village Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Council Members should not feel they have the power or right to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."

- Concerns about an individual Board or Commission member should be pursued with tact.

If a Council Member has a concern with the effectiveness of a particular Board or Commission member and is comfortable in talking with that individual privately, the Council Member should do so. Alternatively, or if the problem is not resolved, the Council Member should consult with the Mayor, who can bring the issue to the Council as appropriate.

- Be respectful of diverse opinions.

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

- Keep political support away from public forums.

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council Member.

- Maintain an active liaison relationship.

Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission, or to arrange for an alternate.

COUNCIL ACKNOWLEDGES STAFF CONDUCT WITH VILLAGE COUNCIL

- Respond to Council questions as fully and as expeditiously as is practical.

If a Council Member forwards a complaint or service request to the Village Manager or a Council Appointed Officer, there will be follow-through with the Council Member as to the outcome.

- Respect the role of Council Members as policy makers for the Village.

Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Council support for particular positions or recommendations in order to craft recommendations. The Council must be able to depend upon the staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.

- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Council at all times. All Council Members should be treated equally.

OTHER PROCEDURAL PRACTICES

- Commit to annual review of important procedural issues.

At the beginning of each year, the Council will review the Council rules and protocols, adopt procedures for meetings and other important procedural issues.

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.
- Submit questions on Council agenda items ahead of the meeting.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than in one-on-one communications with staff prior to the meetings. Any clarifications or

technical questions that can be readily answered can be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the appropriate Council Appointed Officer or Village Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council Meeting.

- Respect the work of the Council standing committees.

The purpose of the Council standing committee is to provide focused, in-depth discussion of issues. Council is expected to respect the work of the committees.

Note: It is the responsibility of each Council Member to hold their colleagues accountable to these protocols. Enforcement of these protocols will be the focus of continued Council discussion.

Council Report

February 22, 2022

Chief Copeland

Manager

- I met with Mr. Blankenship at the Lock Up to give him a tour of the facility, take pictures and point out needed repairs. He met with the Museum Board members on Wednesday, February 16th and they discussed possibly taking possession of the property and its needs. They have scheduled an architect to come and assess the building. The majority of the members appear to be interested in the property, but they are having their final vote at their next scheduled meeting on Monday, February 28th.

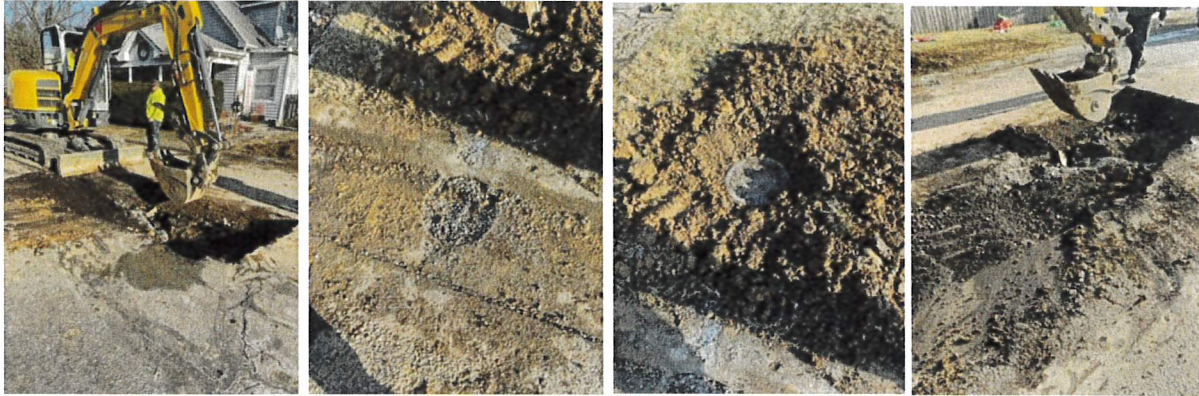


- I provided the Council with an electronic copy of the Hylant Insurance renewal proposal on February 9th. The proposal was prepared by Karie Novesl of Hylant Insurance Company, and she can be available upon request if needed. In short, there is a \$1,421.00 increase from last year because we have added 2 vehicles, 1 additional police officer, property values and equipment replacements costs have increased and the overall rates have also increased by 2%. You will be voting on an ordinance to renew the plan for another year and feel free to contact me with any questions or concerns.

- I am providing progress photos of the electronic message board at the Government Center being installed by One Stop Signs. They are looking to have the brick work done next week. Nathan has trenched the powerline to the unit as shown in the photos. They are on schedule to have it completed by the first of March.



- The Maintenance Department garage doors are scheduled to arrive and be installed on March 22nd. We were advised that it has been delayed because of material holdups caused by the pandemic.
- We repaired a water main break on 4th Street near Franklin. In addition, there was a meter pit for 274 Fourth Street in the road, so we moved it onto the residents property where it should be as seen in the photos.



- I have been working with Cindy Memth of the Merchants Association regarding the large clock. She advised that the Township would allow it to be put on their property near the gazebo and they will pour the cement pad. The clock is in need of a few repairs, and she is going to reach out to the clock shop on Miami Street to get an idea of costs.
- Mr. Chris Colvin has volunteered to write an article on behalf of the Village for the next Township Newsletter due by March 4th.
- I have provided a few school progress photos of the Wayne Local Schools Performing Arts addition for your review. I have been speaking with construction and school representatives and was advised that they are on schedule with a possible completion date of late August or early September.



- A copy of a Thank You card from Superintendent Pat Dubbs regarding the Franklin Street Sidewalk has been attached for your review.

Police

- The Village received a check from the Attorney General's Office for the continued professional training (CPT) that is required by all officers. The amount is \$3,940.00 and all officers will take OPOTA computer training as requirement for certification. The online courses are a total of 24 hrs. of update materials, which must be completed by December 31, 2022.
- On Sunday, February 6th, I received a call from a family friend advising me that she had received information of two dogs being left out in extremely cold weather and tied up outdoors at the Waynesville Government Center. We investigated the information and found the two dogs as seen in the photo below near the rear door of the Government Center. The dogs were taken care of and an investigation was initiated. We reviewed the cameras at the Government Center and determined that the dogs were tied up at approximately 2 PM on Saturday, February 5th. It was also determined that the temperatures got below 10° through the night. The investigation revealed a possible suspect by the name of Sara Collins. We have filed 3 criminal charges on her and we determined that the subject has moved out of the area. Because this was on social media, I wanted to bring it to your attention to let you know that no village employee had knowledge of these dogs. The dogs have been picked up by the Warren County Dog Warden and appropriate charges have been filed.



- I want to thank Denny Adkins from Smokin Bark BBQ for his kind donation to the officers and staff. He provided a large pan of pulled pork with buns and cheesy macaroni during the adverse weather a little over a week ago.



Chief Mayor, Council Members
and village staff:

On behalf of Wayne Local Schools
I'm writing to say Thank you
for the sidewalk improvement

project. For our students
walking to school, their parents
will now feel safer. This
project shows foresight and
I predict the residents of
The village will enjoy this
walker-friendly addition.

Sincerely,
Pat Dobb and Schools

thanks

Hallmark

MADE WITH PAPER FROM
WELL-MANAGED FORESTS