



COUNCIL AGENDA

Monday, May 17, 2021 - 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

May 3, 2021 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
- VII. Reports
 - Standing Council Committees
 - a) Finance Committee
 - b) Public Works Committee
 - c) Special Committees
 - Village Manager's Report
 - Finance Director's Report
 - Police Report
 - Law Directors Report
- VIII. New Business:
 - Notice to Legislative Authorities: Objections to Renewal of a Liquor Permit

Legislation:

Reading of Ordinances and Resolutions:

First Reading of Ordinances and Resolutions:

ORDINANCE NO. 2021-018

AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH EPANEL PLUS, LTD. IN AN AMOUNT NOT TO EXCEED \$25,873 FOR THE SOUTH MAIN STREET MAINTENANCE STORAGE FACILITY IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY

ORDINANCE NO. 2021-019

AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH WESSLER ENGINEERING IN AN AMOUNT NOT TO EXCEED \$10,550 FOR ELECTRICAL EVALUATION AND OHIO EPA WELL CAPACITY APPROVAL PLAN FOR WELLS 6 AND 7 AND DECLARING AN EMERGENCY

Second Reading of Ordinances and Resolutions:

ORDINANCE 2021-017

AMENDING THE RULES OF COUNCIL

Tabled:

ORDINANCE NO. 2021-015

AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH PCI SERVICES AND DECLARING AN EMERGENCY

IX. Executive Session

X. Adjournment

Next Regular Council Meeting:

June 7, 2021 at 7:00 pm

Upcoming Meetings and Events:

Public Works Committee Meeting, June 7, 2021 @ 6:00 p.m.

Finance Meeting, May 20, 2021 @ 5:00 p.m.

DRAFT

**Village of Waynesville
Council Meeting Minutes
May 3, 2021 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: Jeff Forbes, Law Director; 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, May 3, 2021.

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Mayor Isaacs called the meeting to order at 7:03 p.m.

Roll Call – 7 present

At Mayor Isaacs's request Chief Copeland led the Pledge of Allegiance and Mr. Blankenship led Council in a moment of prayer.

Mayor Acknowledgements

Mayor Isaacs stated Wayne Township Fire Department will be having a ribbon cutting on May 15, 2021 at 10:00 a.m. followed by a fish fry at 1100 Franklin Road.

Disposition of Previous Minutes

Ms. Dedden made a motion to approve the minutes of the Council Working Session on April 19, 2021 as written and Mr. Blankenship seconded the motion.

Motion – Dedden
Second – Blankenship

Roll Call – 7 yeas

Ms. Dedden made a motion to approve the minutes of the 7:00 p.m. Council meeting on April 19, 2021 as written and Mr. Gallagher seconded the motion.

Motion – Dedden
Second – Gallagher

Roll Call – 7 yeas

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Public Recognition/Visitor’s Comments

None

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Old Business

None

.....

Reports

Finance

The Finance Committee will meet on Thursday May 20, 2021 at 5:00 p.m. at the Government Center.

Public Works Report

Public Works Committee met this evening to review projects and discussed Well 7 and water infrastructure. The next meeting will be on June 7, 2021 at 6:00 p.m. and the public is encouraged to attend.

Special Committee Report

Special Committee of Council appointed to research short term rentals will meet Wednesday, May 5, 2021 at 6:00 p.m.

Village Manager Report

- Mike Copeland of Ohio Rural Water has trained water department on using the GIS water mapping system. Staff has begun the project.
- Ashlee Fencing has begun fencing in the maintenance barn and wellfield.

- Greg and Brian turned in scrap metal for a total of \$120.50.
- SmithCorp has been completing restoration and paving the streets of Phase III.
- The Street Department helped with the Recycle Rally, which was a success.
- The meeting with Legend Web Works for the new web site has been rescheduled for May 12.
- Researching options to repair Well 7. Plan to contact Wessler Engineering to come up with a plan to tackle present issues and look at future growth.
- Received a quote from ePanel Plus to fix up the storage buildings behind the water distribution station. It includes a matching metal roof, painting, and replacement of garage doors. The quote was about 25K, 30K has been appropriated. If Council agrees, will plan to present an ordinance at the next Council meeting.
- ePanel Plus completing small details on water distribution station. DP&L still needs to run a wire to the storage units. The Street Department is putting up guard rails to keep trucks going off the edge.

Police Report

- 141 lbs. of prescription pills and powders were collected from the Drug Take Back event on Saturday and the boxes in the lobby and pharmacy. Everything has been turned over to the DEA.
- Signs have been ordered to be placed along Main Street that prohibits skateboards, bikes, scooters, and roller blades on the sidewalk.

Mr. Colvin asked Chief Copeland if he is aware of any issues with the name switch from DP&L to AES. Chief Copeland responded that he is not aware of any.

Mr. Colvin asked if there would be additional enforcement for the new signs being placed along Main Street to discourage skateboarding on the sidewalks. It was explained that the usual process is to give first time offenders a warning. Next would be to confiscate the skateboard and ask the parents to come to the police station to get the skateboard back. The third violation would result in a citation. This process has seemed to be working as most individuals carry their skateboards when downtown.

Mr. Lauffer asked what the purpose of the storage garages where on South Main Street. Chief Copeland explained that the street department stored barrels and barricades and the water department stored water parts. This location is ideal to store barricades as it is centrally located to deliver these for street closures.

Financial Director Report

None

Law Report

None

Mr. Colvin asked when the new law allowing Ohio State Legislature to override health mandates would take effect. Mr. Forbes explained that the law does not go into effect until the summer. It would allow state legislature the ability to repeal any Governor's declaration of emergency or State Department of Health issued mandates after 30 days. Mr. Forbes explained that laws passed at a state level take 90 days before going into effect.

New Business

Legislation

First Reading of Ordinances and Resolutions

Ordinance 2021-017

Amending the Rules of Council

Ms. Dedden made a motion to have the first reading of Ordinance 2021-017 and Mrs. Miller seconded the motion.

Motion – Dedden

Second – Miller

Mr. Colvin asked for assurance that Rule XIII to waive the rules and does not have a time limit. Mr. Forbes explained that the Rules of Council is a Council decision and if there is a rule that Council would like to change on a long-term basis, Council should just change the Rules of Council to reflect this change. He further cautioned Council that a rule cannot be waived if it goes against the ORC or the Charter. The Charter and ORC supersedes the Rules of Council.

Roll Call – 7 yeas

Second Reading of Ordinances and Resolutions

None

Tabled Ordinances and Resolutions

Ordinance No. 2021-015

Authorizing the Village Manager to Enter into a Contract with PCI Services and Declaring an
Emergency

There was no action taken on tabled Ordinance No. 2021-015.

Executive Session

None

Ms. Dedden made the motion to adjourn at 7:37 p.m. and was seconded by Mrs. Miller. All were
in favor.

Date: _____

Jamie Morley, Clerk of Council



Department
of Commerce

Division of Liquor Control

Mike DeWine, Governor
Sheryl Maxfield, Director

NOTICE TO LEGISLATIVE AUTHORITIES
Objections to Renewal of a Liquor Permit

83-154

APRIL 20, 2021

CLERK OF WAYNESVILLE CITY COUNCIL
1400 LYTLE ROAD
WAYNESVILLE OHIO 45068

Dear Clerk of Legislative Authority:

This is notice that all permits to sell alcoholic beverages in your political subdivision will expire on **July 1, 2021**. In order to maintain permit privileges, every permit holder must file a renewal application.

Ohio Revised Code Section 4303.271(B) provides the legislative authority with the right to object to the renewal of a permit and to request a hearing. The hearing may be held in the county seat of the county in which the permit premises is located if that request is made in writing. This will be your only opportunity to object to the renewal of a liquor permit premises which might be a problem in your community.

In order to register a valid objection with the Division of Liquor Control and request a hearing, the legislative authority must pass a resolution that **specifies the problems at the liquor permit premises and the legal grounds for the objection as set forth in Ohio Revised Code Section 4303.292(A)**. It is suggested that a **separate resolution be passed for each permit premises**. The Chief Legal Officer of your political subdivision must also submit a statement with the resolution that, in the Chief Legal Officer's opinion, the objection is based upon substantial legal grounds within the meaning and intent of Ohio Revised Code Section 4303.292(A). **The resolution and Chief Legal Officer's statement must be addressed to the Division of Liquor Control, Attn: Legal Section, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005 and postmarked no later than June 2, 2021.**

For your convenience, you may access our brochure entitled "[How to Object to the Issuance or Renewal of a Liquor Permit](#)" from our website at www.com.ohio.gov/liqr Under "Licensing" click on "Renewals" and under that mega menu please select the link "Object to the Issuance or Renewal of a Liquor Permit".

You may wish to contact the law enforcement agency for your jurisdiction to determine if it has any information which will aid in your decision whether or not to object and request a hearing. For your convenience you may obtain a [list of issued permit holders](#) in your jurisdiction from our website at the above link. Under "Liquor Control" click on "Look it up" and under that mega menu please select "Search Permit Holders" "Permit Applicant / Holder Information (types and status)". You will then enter the search criteria for your county / city / township to bring up the issued permits in your jurisdiction. If you do not have access to the internet, you may request a list from us by writing the Division at the below address.

If you determine that there are no permit premises within your jurisdiction that you wish to object to, you do not need to take any action. The renewal applications for those premises will be submitted by the permit holders and will be processed by the Division and issued as appropriate.

If you have any questions, please contact the Legal Section at (614) 644-2489.

Sincerely,

Licensing Section

ORDINANCE NO. 2021-018

AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH EPANEL PLUS, LTD. IN AN AMOUNT NOT TO EXCEED \$25,873 FOR THE SOUTH MAIN STREET MAINTENANCE STORAGE FACILITY IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY

WHEREAS, the Village of Waynesville has requested proposals for certain improvements to the South Main Street maintenance storage facility; and

WHEREAS, ePanel Plus, Ltd. has submitted the lowest and best proposal for said project with a bid of \$25,873.

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

Section 1. The Village of Waynesville accepts the specifications and agrees that ePanel Plus, Ltd. is the lowest and bid bidder to provide the improvements to the South Main Street maintenance storage facility.

Section 2. That the Village Manager is hereby authorized to enter into a contract with ePanel Plus, Ltd. for the improvements to the South Main Street maintenance storage facility pursuant to the terms of the proposal attached hereto as Exhibit A and incorporated herein by reference.

Section 3. That the Finance Director is hereby authorized to pay a sum not to exceed \$25,873 for said project in accordance with the proposal attached hereto and incorporated herein by reference.

Section 4. 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 adoption. The reason for said declaration of emergency is to authorize the improvements at the earliest possible date.

Adopted this _____ day of _____, 2021.

Attest: _____
Clerk of Council

Mayor

ePanel Plus, Ltd.

9175 Pinewood Drive
Cincinnati, OH 45140

Customer Quotation

Date	Estimate #
4/27/2021	669

Name / Address
City of Waynesville Accounts Payable 1400 Lytle Road Waynesville, OH 45068

Terms	Rep	FOB:	Project

Description	Qty	Cost	Total
Service Charge, Total cost to complete the required services as enumerated below	1	25,873.00	25,873.00
Pressure Wash The Garage		0.00	0.00
Spray Paint the Prime Coat on the Garage, 2 coats		0.00	0.00
Spray Paint the Final Coat of Paint on to the Garage, Gun metal Gray, Same color at the Water Load Station		0.00	0.00
Purchase and install the Blue metal roof on to the Garage, with the Gable ends. and paint any service that is not covered by the metal roofing.		0.00	0.00
Install 3 new Garage Doors and install one Garage Door operator. all new tracks and rollers and springs for the 3 new doors		0.00	0.00
Estimate for Completion will be 6 to 8 weeks from receipt of your order. We will work to get the work completed a early as possible with out sacrificing the quality of the work.		0.00	0.00
Chief, I was just notified that the price for the Metal has increased since I got Red Barns price. If it is reasonable I will hold my price to you. The price went up \$800.00			

Signature _____

ORDINANCE NO. 2021-019

AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH WESSLER ENGINEERING IN AN AMOUNT NOT TO EXCEED \$10,550 FOR ELECTRICAL EVALUATION AND OHIO EPA WELL CAPACITY APPROVAL PLAN FOR WELLS 6 AND 7 AND DECLARING AN EMERGENCY

WHEREAS, the Village of Waynesville has requested proposals for certain services related to wells 6 and 7; and

WHEREAS, Wessler Engineering has submitted the lowest and best proposal for said project with a bid of \$10,550.

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

Section 1. The Village of Waynesville accepts the specifications and agrees that Wessler Engineering is the lowest and bid bidder to provide the requested services related to wells 6 and 7.

Section 2. That the Village Manager is hereby authorized to enter into a contract with Wessler Engineering for the requested services pursuant to the terms of the proposal attached hereto as Exhibit A and incorporated herein by reference.

Section 3. That the Finance Director is hereby authorized to pay a sum not to exceed \$10,550 for said services in accordance with the proposal attached hereto and incorporated herein by reference.

Section 4. 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 adoption. The reason for said declaration of emergency is to authorize the services at the earliest possible date.

Adopted this _____ day of _____, 2021.

Attest: _____
Clerk of Council

Mayor



More than a Project™

TASK ORDER No. 5

Project: Well Nos. 6 and 7 Electrical Feed Evaluation
Ohio EPA Well Capacity Approval Plan (Wells 6 & 7)

Date: May 13, 2021

Wessler Project #: 700316.01.002 (P10194.TO5)

Issued To: Wessler Engineering, Inc.

All work shall be performed in accordance with the On-Call Drinking Water Engineering Services AGREEMENT between the Village of Waynesville, Ohio (OWNER) and Wessler Engineering, Inc. (ENGINEER) executed November 1, 2016.

I. PROJECT DESCRIPTION

- A. Task Order No. 5 provides for the evaluation of electrical feed improvements to existing Well Nos. 6 & 7, as well as coordination with the Ohio EPA (OEPA) for plan approval of the current reduced pumping capacities of Well Nos. 6 & 7.

II. SCOPE OF SERVICES

Wessler Engineering, Inc. (ENGINEER) shall provide the following Professional Services:

- A. Electrical Evaluation – Well Nos. 6 & 7
1. Review previous and proposed electrical improvements relating to Well Nos. 6 and 7.
 2. Make up to one (1) site visit to evaluate existing and proposed conditions.
 3. Assist OWNER with sizing of wire and conduit, and other related proposed electrical improvements to Well Nos. 6 and 7. Considerations will also be given to electrical service for a future Well in the vicinity of Well Nos. 6 and 7.
 4. Provide recommendations to OWNER in a draft technical memorandum (Tech Memo). Tech Memo shall be submitted to the OWNER in digital portable document format (PDF). ENGINEER's services do not include design.
 5. Revise and submit a final Tech Memo with consideration of OWNER comments. Final Tech Memo shall be submitted to the OWNER as a PDF.
- B. OEPA Coordination/Plan Approval – Well Nos. 6 & 7
1. Calculate the 'average-day production' and 'maximum-day production' based upon the historical pumping data provided by the OWNER.
 2. ENGINEER understands, per the OWNER, that Well Nos. 6 & 7 previously output

360 gpm per well, however recent pump changes have reduced maximum pump output to 300 gpm and that the OWNER desires to maintain the current reduced pump capacity in the near-term until pump failure or increased pumping capacity is necessary based upon future demands.

3. Compare the historical maximum-day production demands to the current total developed groundwater source capacity to confirm there is near-term sufficient groundwater supply.
4. Assuming sufficient groundwater supply is available at the reduced pumping capacity of 300 gpm per well, submit necessary forms to the OEPA for approval of the current reduced capacity of Well Nos. 6 & 7, as well as pertinent electrical details related to the recently completed electrical improvements at the wellfield. All submittal/permit fees shall be the responsibility of the OWNER.
5. If sufficient groundwater supply is not available at the reduced pumping capacity of 300 gpm at Well Nos. 6 & 7, ENGINEER can assist the OWNER with evaluating options for restoring pumping capacity as an additional service.

ENGINEER's services under Article II will be considered complete on the date when the final Tech Memo has been delivered to OWNER and OEPA approval has been obtained; assumes sufficient groundwater source capacity is available at the current reduced pumping rates of Well Nos. 6 & 7.

III. INFORMATION TO BE PROVIDED BY OWNER:

- A. Historical well pumping records, 2015 – 2020 where available.
- B. Monthly operating reports, 2015 – April 2021.
- C. As-built drawings, historical and current well pump specifications and motor details, electrical details for recent and proposed improvements.
- D. Interlocal agreement with Warren County for wholesale/emergency water supply.

IV. ADDITIONAL PROFESSIONAL SERVICES

If authorized in writing by OWNER, ENGINEER agrees to furnish, or obtain from others, Additional Professional Services in conjunction with the PROJECT, as set forth below:

- A. Hydraulic evaluation and well pump evaluation of Well Nos. 6 & 7 to restore pump capacity from 300 gpm to 360 gpm.

V. COMPENSATION

In accordance with the Standard Terms and Conditions of the AGREEMENT, ENGINEER shall provide the Professional Services for which OWNER shall compensate ENGINEER as follows:

- A. Compensation for Professional Services described in Article II.A through II.B shall be on a lump sum fee basis as follows:

Article II.A – Electrical Evaluation Phase	\$7,300.00
<u>Article II.B – OEPA Coordination/Approval Phase</u>	<u>\$3,250.00</u>
Total Lump Sum Fee:	\$10,550.00

Compensation shall not be exceeded without prior written approval from OWNER.

- B. Compensation for Additional Services, if requested in writing, shall be on a lump sum fee or time and materials basis as mutually agreed to by OWNER and ENGINEER.
- C. Professional Services performed on a lump sum fee basis shall be invoiced by ENGINEER monthly on a percent complete basis.

VI. SCHEDULE

The proposed schedule is as follows:

<u>Activity</u>	<u>Days</u>
Submit draft Tech Memo	30 ⁽¹⁾
Submit OEPA Plan Approval	30 ⁽²⁾
Submit final Tech Memo	14 ⁽³⁾

- (1) Following receipt of Article III – Information to be provided by Owner
- (2) Following receipt of Article III – Information to be provided by Owner; assuming sufficient peak day demand capacity
- (3) Following receipt of OWNER’s draft Tech Memo review comments


Accepted By:

ENGINEER
WESSLER ENGINEERING, INC.



Dylan L. Lambermont, P.E.
Vice President

Attest: _____


Ryan K. Brauen, P.E.
Project Manager

Date: May 13, 2021

Authorized By:

OWNER
VILLAGE OF WAYNESVILLE, OHIO

Gary Copeland
Police Chief/Village Manager

Attest: _____

Name:
Title:

Date: _____

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ORDINANCE 2021-017

AMENDING THE RULES OF COUNCIL

WHEREAS, section 32.008 of the Waynesville Codified Ordinances provides for the Council of the Village of Waynesville to provide for its own rules; and

WHEREAS, Council has determined that it is now necessary to amend said rules of Council.

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

Section 1. That the Village of Waynesville Rules of Council are hereby amended as set forth in the document attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. That this Ordinance shall be effective from and after the earliest period allowed by law.

Adopted this _____ day of _____, 2021.

Attest: _____
Clerk of Council

Mayor

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
Rule III:	Meetings
Rule IV:	Temporary Chairman
Rule V:	Agenda
Rule VI:	Council Procedures
Rule VII:	Order and Decorum
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 COMMITEES

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.

Before sending correspondence related to a legislative position, check with Village staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents remember to indicate, if appropriate, that the views you state are your own and may not represent those of the full Council.

- Do not attend staff meetings unless requested by staff.

Even if the Council Member does not say anything, the Council Member's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do its job objectively.

- Depend upon the staff to respond to citizen concerns and complaints.

It is the role of Council Members to pass on concerns and complaints on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the Village Manager. The Village Manager is responsible for making sure the Council Member knows how the complaint was resolved.

- Do not solicit political support from staff or request staff assistance on any issue related to a political campaign.

COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

The Village has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Village Council. They are a valuable resource to the Village's leadership and should be treated with appreciation and respect. Council Members serve as liaisons to Boards and Commissions, according to appointments made by the Mayor, and in this role are expected to represent the full Council in providing guidance to the Boards or Commission. In other instances, Council Members may attend Board or Commission meetings as individuals, and should follow these protocols:

- If attending a Board or Commission meeting, identify your comments as personal views or opinions.

Council Members may attend any Board or Commission meeting, which are always open to any member of the public. Any public comments by a Council Member at a Board or Commission meeting, when that Council Member is not the liaison to the Board or Commission should be clearly made as individual opinion and not a representation of the feelings of the entire Village Council.

- 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.

ORDINANCE 2021-017

AMENDING THE RULES OF COUNCIL

WHEREAS, section 32.008 of the Waynesville Codified Ordinances provides for the Council of the Village of Waynesville to provide for its own rules; and

WHEREAS, Council has determined that it is now necessary to amend said rules of Council.

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

Section 1. That the Village of Waynesville Rules of Council are hereby amended as set forth in the document attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. That this Ordinance shall be effective from and after the earliest period allowed by law.

Adopted this _____ day of _____, 2021.

Attest: _____
Clerk of Council

Mayor

ORDINANCE NO. 2021-015

AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH PCI SERVICES AND DECLARING AN EMERGENCY

WHEREAS, it is necessary for the Village of Waynesville to run electric wires to certain wells; and

WHEREAS, PCI Services has submitted an acceptable proposal for said work.

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

Section 1. That the Village Manager is hereby authorized to execute a contract with PCI Services pursuant to the terms of the proposal attached hereto as Exhibit A.

Section 2. That the Finance Director is authorized to pay PCI Services an amount not to exceed \$43,000.00 pursuant to the terms of the proposal

Section 3. 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 accept the proposal at the earliest possible date.

Adopted this _____ day of _____, 2021.

Attest: _____
Clerk of Council

Mayor

P C I Services

62 Big Pine rd.
Winchester, OH 45697 US
9375159369
nmerrill6@gmail.com

Estimate

ADDRESS

Village of Waynesville
1400 Lytle Rd
Waynesville, OH 45068
United States

ESTIMATE # 0012065

DATE 04/05/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/05/2021	Service	excavator and operator to dig 1500 foot trench	1	4,000.00	4,000.00
04/05/2021	Service	labor to install conduit and pull boxes	50	50.00	2,500.00
04/05/2021	Service	labor to pull wire	100	50.00	5,000.00
04/05/2021	material	Materials 3000 feet 2 inch conduit, 7 pull boxes, 9000 feet #2 copper wire, 3000 feet #6 ground, and misc conduit fittings bucketr of pull string estimate on copper wiring subject to change due to better field measurment when conduit is install and do to price of copper changing daily village responsible to locate water main	1	27,500.00	27,500.00

TOTAL

\$39,000.00

Accepted By

Accepted Date

Thank you for your bussiness

Me14398

Ce14399

Council Report

May 17, 2021

Chief Copeland

Manager

- Ashlee Fence Enterprises started installing the 8' fence on Wednesday, April 28th and completed it on May 5th. The Government Center, Village Water plant, and the well field lots are secured and locked. No trespassing / Village property signs will be attached to the fences at all three locations next week.



- The Phase III water line replacement, sanitary sewer line replacement, residential and commercial lateral line replacement, meter changeout, mill and repavement project has been completed. The on-site project manager from Choice One will give us a final report before the remaining draw is released. The Village will hold 4% (\$33,337.00) of the project cost for one year before it is released. Photos of the job sites have been provided.



- I am providing an update to the Small Government Ohio Public Works Commission grant that we submitted. The application approvals came out on May 13th and the Village was not selected to get funding. It appears that several small governments in worse fiscal position than Waynesville throughout the state have submitted applications for public works projects. This was for the PY35 Third Street project and I do not believe we will receive funding for the PY36 (2022 year) project. The PY36 project was for watermain replacement and repaving of Fourth Street, which Wayne Township would not participate in and our grant application score was low. The PY36 grant selections will come out in July. I want to apply for a PY37 (2023 year) project that will be a resubmit of the Third Street project. I would like to reach back out to the Township to see if they will participate in this application. In addition, I would like Council to consider increasing the Village percentage contribution so we will receive 4 additional points. In the past we contributed 21% of the total project cost. To receive 4 points, we will need to contribute 41% of the project cost. The Third Street job is a \$697,000.00 project and the Village 41% contribution would be \$286,000.00. If the Council is interested in participating in the OPWC PY37, I will need to know at the Monday council meeting because preapplications are due by June 11th. If Council supports the project, I will get the application started right away and please remember that this is a 2023 year funded project.
- Jamie and I met with Legand Webworks at 11am on May 12th to review the second stage of the new Village website. The rough draft is looking good and we made a few recommendations that they will be incorporating into the site before it is finalized. We would like Council to arrive early on Monday, May 17th to get a photo for the new site. In addition, we would like each Council member to prepare a bio that we can include on the website.

- Nelson and I met with Ryan Brauen, Senior Project Manager for Wessler Engineering on May 11th. We advised him of our current situation with well #7 offline, issues with our pump size and the need for plan submittals to the EPA, and the future of our water system. The future includes but not limited to additional wells, potential residential and business developments with the possibility of adding a tower, and an upgraded treatment or disinfectant facility. Ryan received enough information to understand our sense of urgency for our current situation and our needs for future growth. On May 13th, I received a task order that included the scope of services. I had an ordinance prepared as an emergency for the May 17th meeting in an effort to get started right away so we can get well #7 back in operation.
- I have provided photos of the guard rails installed by the Village Maintenance Department Brian and Greg. In addition, I had them move an older picnic table to the water distribution building and secure it to the surface. We have received an appreciative response from a few water haulers and cyclists.



- The Village Maintenance Department cleaned out the brush and trash around the Village Main Street garages. An ordinance to revitalize the South Main Street Maintenance storage facility has been prepared for approval. I have included the quote for your review. This project will include a new metal roof, prime and paint the exterior, and replace the old garage doors. When this project is completed, it will match the décor of the new water distribution building which is next door and it will help make the downtown area look nicer. We have already appropriated \$30,000.00 for this project.



- We purchased and posted 20 signs stating no bikes, skateboard or similar devices are permitted on the sidewalk on Main Street. The signs are on both sides of the street from Chapman to South Street.



- The Village staff worked on the Government Center landscape on Thursday, May 13th. I closed the office for building maintenance and everyone did a great job. This will make it possible for great photos of the Government Center for the new webpage currently under construction. Pictures of the staff at work have been provided.



- I have provided a copy of a letter that I received from the County Commissioners regarding the Community Development Block Grant that I applied for. The letter confirmed that the Village was awarded \$35,000.00 to be used for sidewalks on Franklin Road. This is a sidewalk safety project that I presented to ensure that children had a safe route to and from the schools. We will be starting this project this summer and I will keep you posted on the progress.
- I want to remind everyone that the Wayne Township Fire Department is having their outdoor dedication ceremony of the new station on May 15th at 10am followed by the open house from 11am-7pm. The address of the station is 1100 Franklin Road, Waynesville, Ohio 45068.
- The Waynesville American Legion Post 615 is having the Annual Waynesville Fireworks display on Saturday, July 3rd with a rain date of Sunday, July 4th. They are seeking donations and the Village has contributed in the past, so I am bringing this request to the Council's attention.

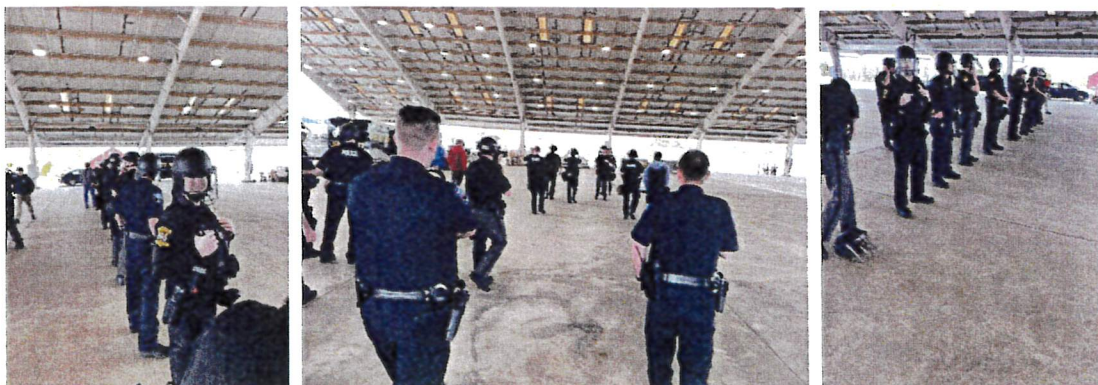
Police

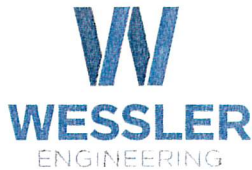
- I have provided the police dispatched calls for service and monthly Mayor's Court report for the month of April for your review. If you have any questions or concerns, please feel free to contact me or Ashley at your earliest convenience.

- Samantha Hay and Sara Orr from Warren County Dispatch dropped off some treats for the officers for Police Memorial Week. A thank you letter on behalf of the Village has been sent.



- Sgt. Denlinger has been appointed the Village Code Enforcement Officer. He will be doing indirect contact (letters) to code violators on the second and fourth Monday of every month and direct contact (person to person) the first and third Monday of every month. If you see any violations in the Village, please feel free to contact me, Sergeant, or Ashley. We will have a list for follow-up cases and Sarge will provide a monthly report that will be shared with Council beginning in June.
- The Warren County Annual Police Memorial Service will be on May 17th at 10am and will be a virtual ceremony. The event will be on the YouTube channel <https://youtu.be/-ZLPVOQ46vw> and a flyer has been included for your records.
- Several of our officers attended and completed a crowd management training that was held at the Warren County Fairgrounds from May 5 -7. This training focused on crowd control in the event of a riot or rally. It is slated to become a requirement of the Ohio Collaborative in the near future. The training was free, and photos have been provided for your review.





More than a Project™

TASK ORDER No. 5

Project: Well Nos. 6 and 7 Electrical Feed Evaluation
Ohio EPA Well Capacity Approval Plan (Wells 6 & 7)

Date: May 13, 2021

Wessler Project #: 700316.01.002 (P10194.TO5)

Issued To: Wessler Engineering, Inc.

All work shall be performed in accordance with the On-Call Drinking Water Engineering Services AGREEMENT between the Village of Waynesville, Ohio (OWNER) and Wessler Engineering, Inc. (ENGINEER) executed November 1, 2016.

I. PROJECT DESCRIPTION

- A. Task Order No. 5 provides for the evaluation of electrical feed improvements to existing Well Nos. 6 & 7, as well as coordination with the Ohio EPA (OEPA) for plan approval of the current reduced pumping capacities of Well Nos. 6 & 7.

II. SCOPE OF SERVICES

Wessler Engineering, Inc. (ENGINEER) shall provide the following Professional Services:

A. Electrical Evaluation – Well Nos. 6 & 7

1. Review previous and proposed electrical improvements relating to Well Nos. 6 and 7.
2. Make up to one (1) site visit to evaluate existing and proposed conditions.
3. Assist OWNER with sizing of wire and conduit, and other related proposed electrical improvements to Well Nos. 6 and 7. Considerations will also be given to electrical service for a future Well in the vicinity of Well Nos. 6 and 7.
4. Provide recommendations to OWNER in a draft technical memorandum (Tech Memo). Tech Memo shall be submitted to the OWNER in digital portable document format (PDF). ENGINEER's services do not include design.
5. Revise and submit a final Tech Memo with consideration of OWNER comments. Final Tech Memo shall be submitted to the OWNER as a PDF.

B. OEPA Coordination/Plan Approval – Well Nos. 6 & 7

1. Calculate the 'average-day production' and 'maximum-day production' based upon the historical pumping data provided by the OWNER.
2. ENGINEER understands, per the OWNER, that Well Nos. 6 & 7 previously output

360 gpm per well, however recent pump changes have reduced maximum pump output to 300 gpm and that the OWNER desires to maintain the current reduced pump capacity in the near-term until pump failure or increased pumping capacity is necessary based upon future demands.

3. Compare the historical maximum-day production demands to the current total developed groundwater source capacity to confirm there is near-term sufficient groundwater supply.
4. Assuming sufficient groundwater supply is available at the reduced pumping capacity of 300 gpm per well, submit necessary forms to the OEPA for approval of the current reduced capacity of Well Nos. 6 & 7, as well as pertinent electrical details related to the recently completed electrical improvements at the wellfield. All submittal/permit fees shall be the responsibility of the OWNER.
5. If sufficient groundwater supply is not available at the reduced pumping capacity of 300 gpm at Well Nos. 6 & 7, ENGINEER can assist the OWNER with evaluating options for restoring pumping capacity as an additional service.

ENGINEER's services under Article II will be considered complete on the date when the final Tech Memo has been delivered to OWNER and OEPA approval has been obtained; assumes sufficient groundwater source capacity is available at the current reduced pumping rates of Well Nos. 6 & 7.

III. INFORMATION TO BE PROVIDED BY OWNER:

- A. Historical well pumping records, 2015 – 2020 where available.
- B. Monthly operating reports, 2015 – April 2021.
- C. As-built drawings, historical and current well pump specifications and motor details, electrical details for recent and proposed improvements.
- D. Interlocal agreement with Warren County for wholesale/emergency water supply.

IV. ADDITIONAL PROFESSIONAL SERVICES

If authorized in writing by OWNER, ENGINEER agrees to furnish, or obtain from others, Additional Professional Services in conjunction with the PROJECT, as set forth below:

- A. Hydraulic evaluation and well pump evaluation of Well Nos. 6 & 7 to restore pump capacity from 300 gpm to 360 gpm.

V. COMPENSATION

In accordance with the Standard Terms and Conditions of the AGREEMENT, ENGINEER shall provide the Professional Services for which OWNER shall compensate ENGINEER as follows:

- A. Compensation for Professional Services described in Article II.A through II.B shall be on a lump sum fee basis as follows:

Article II.A – Electrical Evaluation Phase	\$7,300.00
<u>Article II.B – OEPA Coordination/Approval Phase</u>	<u>\$3,250.00</u>
Total Lump Sum Fee:	\$10,550.00

Compensation shall not be exceeded without prior written approval from OWNER.

- B. Compensation for Additional Services, if requested in writing, shall be on a lump sum fee or time and materials basis as mutually agreed to by OWNER and ENGINEER.
- C. Professional Services performed on a lump sum fee basis shall be invoiced by ENGINEER monthly on a percent complete basis.

VI. SCHEDULE

The proposed schedule is as follows:

<u>Activity</u>	<u>Days</u>
Submit draft Tech Memo	30 ⁽¹⁾
Submit OEPA Plan Approval	30 ⁽²⁾
Submit final Tech Memo	14 ⁽³⁾

- (1) Following receipt of Article III – Information to be provided by Owner
- (2) Following receipt of Article III – Information to be provided by Owner; assuming sufficient peak day demand capacity
- (3) Following receipt of OWNER's draft Tech Memo review comments


Accepted By:

ENGINEER
WESSLER ENGINEERING, INC.



Dylan L. Lambermont, P.E.
Vice President

Attest: _____



Ryan K. Brauen, P.E.
Project Manager

Date: May 13, 2021

Authorized By:

OWNER
VILLAGE OF WAYNESVILLE, OHIO

Gary Copeland
Police Chief/Village Manager

Attest: _____

Name: _____

Title: _____

Date: _____

RKB/dmk/y:\02 proposals\waynesville_oh p\p10194 general\to5_well 6_7 electrical_oeпа\p10194 - to5_well 6_7 electrical oeпа.docx

ePanel Plus, Ltd.

9175 Pinewood Drive
Cincinnati, OH 45140

Estimate

Date	Estimate #
4/27/2021	669

Name / Address
City of Waynesville Accounts Payable 1400 Lytle Road Waynesville, OH 45068

			Project
Item	Description	Qty	Total
Service Charge	Service Charge, Total cost to complete the required services as enumerated below	1	25,873.00
Field Service	Pressure Wash The Garage		0.00
Field Service	Spray Paint the Prime Coat on the Garage, 2 coats		0.00
Field Service	Spray Paint the Final Coat of Paint on to the Garage, Gun metal Gray, Same color at the Water Load Station		0.00
Field Service	Purchase and install the Blue metal roof on to the Garage, with the Gable ends. and paint any service that is not covered by the metal roofing.		0.00
Field Service	Install 3 new Garage Doors and install one Garage Door operator. all new tracks and rollers and springs for the 3 new doors		0.00
	Estimate for Completion will be 6 to 8 weeks from receipt of your order. We will work to get the work completed a early as possible with out sacrificing the quality of the work.		0.00
	Chief, I was just notified that the price for the Metal has increased since I got Red Barns price. If it is reasonable I will hold my price to you. The price went up \$800.00		
		Total	\$25,873.00



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

Facsimile (513) 695-2054

**TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG**

April 20, 2021

Mr. Earl Isaacs, Mayor
Village of Waynesville
1400 Lytle Road
Waynesville, OH 45068

Re: FY2021 CDBG Funding

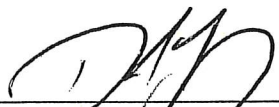
Dear Mr. Isaacs:

Recently, the US Department of HUD announced Warren County's allocation of Community Development Block Grant (CDBG) funds. We are pleased to inform you that the Warren County Board of Commissioners has allocated \$35,000 from the County's Fiscal Year 2021 Community Development Block Grant (CDBG) Urban Entitlement Program, pending available funds and a completed environmental review, for the Waynesville Sidewalk Safety Project.

Please note that projects must be substantially completed by December 31, 2022.

We look forward to working with you to the successful completion of this project. Please contact Susanne Mason, Grants Administrator, at (513) 695-1210 to discuss additional information.


Sincerely,



David Young, President



Tom Grossmann



Shannon Jones

cc: Gary Copeland, Village Manager

CALLS FOR SERVICE

From Date: 4/1/2021 12:00:00am

To Date: 4/30/2021 11:59:59pm

Type Description	Count
911 Hangup	12
911 Silent	3
Abandoned Vehicle	1
Alarm - Business	12
Animal Complaint	2
Burglary - Past	1
Business Check	144
Citizen Assist	6
Civil Process	6
Criminal Damaging	1
Criminal Warrant	4
Disorderly Conduct/Intox Subj.	2
Domestic Violence - Verbal	2
Escort	6
Extra Patrol	140
Fire - Alarm	3
Fire - Outdoor Fire	3
Fire - Service Call	5
Fire - Structure	1
Follow Up Investigation	17
Harassment/Stalking/Threat	4
Juvenile Complaint	3
Littering Complaint	1
Lock Out	4
Medical	20
Mutual Aid	1
Narcotics Complaint	3
Notification Only	4
Open Door / Window	1
Parking Complaint	3
Phone Call	11
Protection Order Violation	1
Road Hazard/Disabled Vehicle	5
Special Detail	2
Suspicious Circumstances	2
Suspicious Person	3
Suspicious Vehicle	8
Traffic Crash Non Injury	9
Traffic Crash w/ Injuries	3
Traffic Offense	2
Traffic Stop	53
Unknown Nature	1
Utility Problem	1
Vacation House Check	61
Warrant Confirmation	2
Well Being Check	2
TOTAL	581

Monthly Mayor's Court Report

WAYNESVILLE MAYOR'S COURT
Cash Flow for April 2021

Page : 1
Report Date : 05/03/2021
Report Time : 11:41:21

	Current Period	Year-To-Date	Last Year-to-Date
City Revenue From:			
Court Costs			
Court Costs	\$0.00	\$0.00	\$10.00
COMPUTER FUND	\$395.00	\$1,592.00	\$1,385.00
LOCAL COSTS	\$1,668.00	\$6,799.00	\$5,830.75
Additional Costs	\$0.00	\$39.00	\$29.00
Fines			
Overpayment / Adjustment	\$0.00	\$0.00	\$0.00
City Revenue From Fines	\$5,140.00	\$19,250.50	\$15,763.95
Fees			
Fees	\$420.00	\$834.50	\$1,333.94
Miscellaneous/Other			
Miscellaneous/Other	\$0.00	\$0.00	\$-1,020.41
Bond Forfeits			
Bond Forfeits	\$0.00	\$0.00	\$0.00
Miscellaneous/Other			
Bond Administration Fees	\$0.00	\$0.00	\$0.00
Total to City:	\$7,623.00	\$28,515.00	\$23,332.23
State Revenue From:			
Court Costs			
GENERAL REVENUE	\$0.00	\$0.00	\$15.00
VICTIMS OF CRIME	\$387.00	\$1,575.00	\$1,378.75
DRUG LAW ENFORCEMENT FUND	\$140.00	\$570.50	\$493.50
INDIGENT DEFENSE SUPPORT FUND	\$1,060.00	\$4,305.00	\$3,745.00
Total to State:	\$1,587.00	\$6,450.50	\$5,632.25
Other Revenue From:			
Court Costs			
INDIGENT DRIVER ALC TREATMENT FUND	\$60.00	\$244.50	\$211.50
Restitution			
Restitution	\$0.00	\$85.00	\$1,917.58
Total to Other:	\$60.00	\$329.50	\$2,129.08
TOTAL REVENUE *	\$9,270.00	\$35,295.00	\$31,093.56
*Includes credit card receipts of	\$3,410.00	\$13,794.00	\$12,083.77

END OF REPORT

The Warren County Police Chiefs Association

Warren County Annual Police Memorial Service May 17, 2021

On Monday, May 17th, at 1000, the Warren County Police Chiefs Association will honor our county's seven fallen officers at the annual Warren County Police Memorial Ceremony. Normally, this ceremony is held in conjunction with National Police Week each May, however due to COVID-19, National Police Week has been moved to October for 2021. The ceremony pays tribute to Officer George Basore (Franklin P.D), Sheriff W.E. Graham (Warren County Sheriff's Office), Deputy Homer Burlile (Warren County Sheriff's Office), Chief James Elder (Mason Police Department), Officer William Johnson (Springboro Police Department), Officer Jeffrey Phegley (Morrow Police Department), and Sergeant Brian Dulle (Warren County Sheriff's Office) who all gave their lives in service to their community. In addition to those who have fallen in the line of duty, a moment of silence will be dedicated to all Warren County Law Enforcement Officers who are no longer with us today.

The ceremony will be held virtually on our Youtube channel, <https://youtu.be/-ZLPVOQ46vw>.



DRAFT

**Village of Waynesville
Finance Committee Minutes
April 22, 2021 at 5:00 pm**

Present: Ms Joette Dedden
Mr Brian Blankenship
Mrs. Connie Miller

Staff: Kitty Crocket

Guests: Mayor Isaacs
Chris Colvin

The meeting was called to order by Ms. Dedden at 5:02 pm.

Mr Blankenship moved we approve the minutes of the previous meeting, seconded by Mrs Miller

Ms Crockett reported the County would be adding \$12,000 to the Motor Vehicle Tax Fund bring the total in that fund to \$160,000.

Ms Dedden asked if the \$2200 extra in the sweep account was from interest. Ms Crockett said it was from taxes.

Despite the extra 1/4% increase in income tax we are down about \$11,000 from this time last year. This should be made up as the year progresses.

The committee reviewed the fund balances and everything looks good.

Which roads were scheduled to be repaved this year was discussed, The money has been appropriated.

Mr Blankenship moved to adjourn, Mrs. Miller seconded.

The meeting was adjourned at 5:40 pm

Respectfully submitted,
Connie Miller

DRAFT

**Village of Waynesville
Minutes of Committee on Short Term Rentals
Working Session
May 5, 2021 at 6:00 pm**

The meeting was called to order at 6:00.

Present: Zach Gallagher
Joette Dedden
Connie Miller

Guests: Chris Colvin
Mayor Isaacs

Ms. Dedden called the meeting to order at 6:01

Mr. Gallagher moved we approve the minutes of the April 22, 2021 meeting. Ms. Dedden seconded. Three ayes.

Ms. Dedden announced to the attendees that this was a working session and they would be allowed to offer comments at the end.

The committee began going through the draft of a possible ordinance regarding Short Term Rentals.

The DEFINITION OF TERMS section was read and Mr. Gallagher suggested a change in wording regarding primary residence.

Awkward wording was removed from the PERMIT REQUIRED section.

Wording was changed regarding parking in the APPLICATION FOR SHORT TERM RENTAL PERMIT section. It was decided to refer section (b) (8) to the Legal Director for his opinion. There was discussion about whether it would be better to issue the first permit for six months. It was decided one year was better.

Under SHORT TERM RENTAL HOST REQUIREMENTS clarifying words were added in the Neighborhood Commercial District section (A.) The number of people allowed to stay in a STR was changed to 2 adults + children in section (A)

(5.) In section (A)(6) the parking wording was changed to match section previously changed. In section (A) (8) regarding liability insurance it was decided to refer it to the Legal Director. Section (A) (9) was removed. Words were removed from section (B.)

In the section GROUNDS FOR DENIAL the word host was changed to owner in (4.)

It was decided to refer to the Legal Director the section REVOCATION AND SUSPENSION.

Mr. Gallagher proposed wording be added as a section (5) “consistently displays inability to maintain property. Examples include but are not limited to lawncare, fences, hedges and buildings.

The section TRANSFER OF SHORT TERM RENTAL PERMIT PROHIBITED will be referred to Legal Director to see if it can be removed.

Mrs. Miller reminded the committee that we may need to make provisions for some sort of signage in residential areas.

Mr. Gallagher made a reminder that he would like the new clause added about property maintenance.

After a five-minute break the session resumed at 7:22 pm and the floor was open for citizen comments.

Travis Hatmaker, 722 Joycie thinks there needs to be rules for signage on houses in residential zones. He asked if you need a permit before you can advertise or list on a hosting platform, and who will monitor the STRs. Ms. Dedden explained that we now have a code enforcement officer. Mr. Gallagher said that normally the police have to get a complaint before they can investigate. The citizens will have to be our eyes and ears. Mr. Hatmaker likes an initial six-month permit.

Robert Cross, 129 N. Main asked if we would consider a warning first before pulling a permit. He also recommended different degrees of infractions.

Chris Colvin, 1033 Justin Ridge Way asked if STR are any more of problem than long term rentals. We have ordinances that should be enforced for all. He feels we need to get this right the first time because it will impact whether people feel

confident going into business. If a STR feels like it is being targeted there may be a lawsuit.

Sharon Jewell, 661 Robindale Thanked the committee for the diligence and time they have put into this ordinance. She agrees with Mr. Gallagher about a six-month first permit.

Michael Logan, 1222 Justin Ridge Way, also complimented the committee for their work. He asked if any whole houses could be rented. Mr. Logan suggested the parking be simplified to one car per room rented. He would like to see "no parties" be an explicit rule. He commented that enforcement on lawn care etc. should apply to everyone.

Travis Hatmaker, 722 Joycie stated the original reason the citizens brought the issue to council was due to drive by shootings at STR in Middletown and on Social Row Rd. This led to some general discussion by all concerning parties at STR.

Mrs. Miller moved the meeting adjourn, Mr. Gallagher seconded, three ayes.

The meeting adjourned at 8:03