On Tuesday, April 26, 2022 at 6:00PM, Mayor Fries-Seip opened the Council meeting with a word of prayer, and the Pledge of Allegiance to the flag was recited by those present.

The regular meeting for the Council of the Village of Monroeville was then called to order.

Present at roll call: Chris Raftery and: Melissa Fries-Seip, Mayor

Craig Franklin Tom Gray, Village Administrator

Joe Galea Bonnie Beck, Fiscal Officer

Sue Rogers Jim Barney, Solicitor

Bob Whitacre Heather Alicea, Admin. Specialist

Sam Wiley

Also attending: Elisa Brown, David Luna, Nicole Withrow, Andrew Betschman, Gerald Broeckel, Chief Gary Lyons, and Steven & Tracy Summerland.

The March 2022 financial reports and bank reconciliations were previously distributed to Council via e-mail.

**APPROVAL OF AGENDA**

Mayor Fries-Seip asked for Council’s approval of the agenda. Sam Wiley made a motion, seconded by Sue Rogers, to approve the agenda as presented. Motion carried with no discussion.

**DISPOSITION OF MINUTES**

Sue Rogers made a motion, seconded by Craig Franklin, to approve the minutes as presented from the March 8 and March 29, 2022 Council meetings. Motion carried with no discussion.

**APPROVAL OF FINANCIAL REPORTS**

Chris Raftery made a motion, seconded by Sam Wiley, to approve the March 2022 financial reports as presented. Motion carried with no discussion.

**APPROVAL OF THE MONTHLY CREDIT CARD REPORT**

Chris Raftery made a motion, seconded by Joe Galea, to approve the March 2022 credit card report and the 1st quarter report as presented. Motion carried with no discussion.

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS COUNCIL**

Elisa Brown, owner of Old Soul Woodworking, spoke on behalf of her business and the other local businesses in regards to sidewalks, foot traffic, public parking and food trucks. Elisa advised that a patron recently fell on the sidewalk located outside of Old Soul Woodworking. Elisa knows the sidewalks have been a concern for some time now and even more so since the buildings close to Old Soul are occupied with new businesses. Elisa asked Council and Tom Gray for an update in regards to the engineering study being done for the sidewalks. The Mayor advised that an engineering group has been contacted to draw up a proposal and there are also plans in process for temporary fixes. Tom added to that to confirm there are agreements in place with the Village’s civil engineering firm to do a design re-do for downtown sidewalks on both sides of the street as well as determining if parking can be put in the green space where the old Commercial House was. Once the surveying is done and a cost analysis is provided, research will be done to acquire the funding for those improvements. In the meantime, the Village will make temporary aesthetic improvements and that will allow a more functional and safer environment. Elisa asked for a timeframe in regards to the engineering study. Tom advised it’s a six-week effort and it could go plus or minus that timeframe with surveying and grading. The State is also involved and ADA requirements have to be taken into consideration as well. Once the design is completed, it will be made available to the public. Elisa asked if discussion has been had in regards to ADA parking spots. Tom confirmed that with any parking established, an X number of handicapped spaces will be required. Elisa advised she is running into issues with the ADA requirements and the Richland County Planning Commission concerning 18 S Main St. Monroeville. A certain number of ADA parking spots are required in parking lots and all she has now is what is available at the curb. Elisa asked about the status of a policy regarding food trucks, as there is a deficit to feed customers on the weekends. Sam Wiley asked Tom for a status with 10 Monroe Street in regards to being able to operate a restaurant. Tom advised that the new owner of that location, Michael Jackson, has until May 15th, 2022, to provide plans for restoration/remodel. The control is held by the Huron County Landbank and the landbank provided Mr. Jackson with the deadline. Tom asked Bonnie to share in regards to putting together a policy for food trucks. Bonnie apologized for the delay in regards to the request for information that Elisa had provided prior to tonight’s meeting. There have been illnesses and hospitalizations that have affected several members of Administration and Council is a little behind on work sessions. Bonnie assured Elisa that her request is not being ignored. Bonnie advised that Council will have to start from square one in regards to working up a policy and Council agreed this can be discussed during the next work session. Bob asked Elisa how much room is behind her business for a food truck. Elisa advised that are four parking spaces available and that space is owned by Eric Brown. One food truck could fit in that spot. Elisa advised the American Legion has been more than accommodating in allowing customers to park in their parking lot. Elisa asked Bonnie about signage for the new businesses that are coming in. The Leis building lettering will be removed and a new sign will be going up that is similar in size. Bonnie advised it’s a zoning matter and the State would have to be involved since the business is located on a state highway. Signs can only jut out so far. Elisa asked about flat signage, as the lettering that is taking the place of the Leis building will be of a similar size and she didn’t know if that was going to be a zoning issue. Bonnie advised she cannot answer that question, it would be in the rules and regulations of the zoning. Elisa wants to make sure that traffic is able to see the signs as well as keep things looking nice and improving what’s already there. Elisa asked Bonnie and Council to confirm that it’s a zoning matter and also asked about a variance as well. Bonne advised of the process in regards to applying for a permit, and the appeal process with the Board of Zoning Appeals if the permit is denied. Elisa asked about the improvements for the beautification of the Village and approving curb appeal for the traffic coming through. Bonnie advised it’s a long-term goal to have a beautiful downtown Monroeville. Getting from here to there is a problem. There have been recent discussions in regards to improving the downtown corner next to the new parking lot and making that an upcoming project by adding a bench or two, etc. The street planters were recently placed and the street lighting has also been improved. The goal is to make everything look nice and bring more customers to Monroeville. Chris added that once a layout is done for the sidewalks, Council will have a better idea of what they are looking at for plans of beautification. Elisa asked if there could be a subcommittee for someone who isn’t on Council as she is very invested in the beautification of the Village. Elisa advised that she recently spoke with Bill Bader and Bonnie about a traffic study. There are over eleven thousand vehicles that pass through town and she would love to see Monroeville become a destination stop instead of just a drive through location. Andy added that the Monroeville Model Railroad Group recently held an open house which hosted several out-of-town patrons. He would love to see the new parking lot be advertised as public parking. Steven Summerland agreed about the public parking and would love to tackle the food truck issue as well. He would like to see the food trucks be able to park in the public parking lot. He is also concerned about the future sign for the old Leis building, if a permit were denied for a new sign. In regards to beautification, he would love to see the 7-Eleven gas station area be tackled as trash is everywhere as the trash cans were taken away and the dumpsters are overflowing. Elisa asked if there were trash cans in town before. Bonnie advised yes, but a common problem was out-of-towners placing their trash in Village receptacles. The problem still exists with Clark Park and Marsh Park. The Mayor expressed thanks to all those who shared their concerns and looks forward to working with everyone to address any issues if they arise. Elisa shared that the Village Flea has set a date for Sunday, September 18th, 2022. Elisa also expressed hopes in partnering with the Village for the Village Vintage Christmas with the date of Saturday, 12/3/22. Steve advised that a new business, Simply Monroe, is set for a soft launch this Saturday, 4/30/22, as long as the business is approved by the Richland County Planning Commission. Bonnie advised that the owner can contact the Village Administrative Office and we can make contact with the necessary people for a business opening. Sam asked Bonnie if there is a link on the Village website to Village code for business owners to get a head start on the zoning permit process. Bonnie advised that link is for the Codified Ordinances, not the zoning ordinances.

**ADMINISTRATIVE REPORTS**

***Administrator –*** Tom presented his report that was in Council’s packet. The State is two weeks away from doing the final bridge inspection for Route 20. They have to check underneath the Huron River Bridge to ensure that the repairs to the deck have not compromised the super structure. Once that is done, the Village can move forward with changing the signage on Williams Street, to show that it’s now a one-way street.

***Fiscal Officer*** – Bonnie presented her report that was in Council’s packet. Legislation was presented to Council for a separate Capital Project Fund for the Electric Department. Chris asked Bonnie for her suggestion on an amount and Bonnie suggested $50,000.00. There is over $100,000.00 in the set aside fund, but that money can’t be used for capital projects, it’s only for vehicles and equipment. Once the bond anticipation note is paid off the amount can be increased. Chris asked how often it would be funded and Bonnie confirmed it’s annually. It’s not in this year’s budget, but the budget can be amended. Chris agreed with the $50,000.00 and asked if Council is in agreement. Sam asked if $35,000.00 would be better. Bonnie advised the amount is up to Council. Chris said that in the event that Council would have to fund something, the money would be available, so she think’s it’s better to stay with the $50,000.00. Bonnie confirmed that the funds are to be used for substations, telephone poles and wiring and asked Council to confirm if the budget should be amended to include that. Bob asked what the main objective is for this. The Mayor advised it’s money that helps pay for large projects. Bonnie reminded Bob that the sub stations are getting old and require more spending. The reserves have been utilized too much. Joe explained that setting this up this allows Council to pay for costly maintenance without “going in the red.” He reminded Bob of the recent Council meeting that was held and discussion was had in regards to maintenance on the substations. The maintenance is required and it’s costly. The capital project fund will help pay for that maintenance. Bonnie confirmed Joe’s statement. Bonnie advised Council has the list of requisitions for over $2,500.00 that need Council approval. Sam Wiley made a motion, seconded by Joe Galea, to approve the requisitions that are over $2,500.00. Motion passed with no discussion. Bonnie advised that the current health insurance premium went up by 5.22%, which is just $1,314.00 per year. Council can choose to accept the new rate or do RFQ’s. Sam Wiley made a motion, seconded by Chris Raftery, to accept the increased health insurance rate. Motion passed with no discussion. Bonnie asked Council if they have any questions in regards to the budget that was presented and thanked Council for the extension of time that was granted due to illness. Bob asked what the difference is with the budget this year versus last year. Bonnie advised it’s slightly lower due to the AMP BAN being paid on and there aren’t as many high-cost projects this year as compared to last year.

***Police*** – Gary presented his report that was in Council’s packet. Gary highlighted Nick Meyer’s stolen vehicle report. Gary brought forward Policy 1010.13 regarding Personnel Complaints that will need approval from Council. The policy added a paragraph regarding part-time employees and Jim verified he signed off on it. Gary stated a wellness policy is still being reviewed to create something that is applicable for the Village. There is a program called REACT (Responder Exposure Assistance and Care Team) and it’s geared towards first responders that have their mental health impacted by highly stressful and traumatic events. Gary stated he is making a request to Council to hire Gerald Broeckel as a part-time officer at $14.00 an hour. Gerald has been with the Republic Police Department since January 2021 and currently resides in Monroeville. Sam Wiley made a motion to hire Gerald Broeckel as a part-time police officer at $14.00 per hour, seconded by Joe Galea. Motion passed with no discussion. Bonnie asked Gary if Gerlad has a proposed start date and Gary verified that the start date is unknown at this time. The Mayor asked for a motion from Council in regards to accepting MPD Policy 1010.13. Craig Franklin made the motion, seconded by Joe Galea. Motion passed with no discussion. Gary stated MPD has been awarded sections three and four from the Ohio Collaborative which puts them in line with other PD’s.

***Mayor –*** The Mayor announced that once again, Monroeville has been named a Tree City. The Shade Tree Commission works hard and deserves recognition. There will be an Arbor Day tree planting by St. Joe’s on Saturday, 4/30, at 9:00 AM. The Mayor hasn’t had any luck with obtaining another member for the Board of Zoning Appeals. The Mayor would like to host an open house for the MMC on the second-year anniversary in September of 2022 and would like the Village employees and Council to think about some ideas for a ribbon cutting. Discussion with the Mayor and Tom in regards to a cornerstone plaque.

**BOARD & COMMITTEE REPORTS**

***HURON RIVER JOINT FIRE DISTRICT –*** Bob Whitacre provided an update per the HRJFD meeting that was held on 4/6/22. The new tanker is in place and the pumper will be available next summer. The chicken BBQ was successful.

***FINANCE COMMITTEE*** – Chris Raftery provided an update per the Finance Committee meeting that was held on 3/26/22. The budget was discussed and Bonnie did a great job explaining the numbers via conference call.

***SHADE TREE COMMISSION* –** A meeting was held 3/13/22. The minutes were previously e-mailed to Council and the Mayor acknowledged that.

***PLANNING COMMISSION –*** A meeting was held on 4/11/22. The Planning Commission reviewed plans for Janotta & Herner building a new warehouse. Discussion in regards to an office being put in Huron County for the Richland County Planning Commission.

**ORDINANCES AND RESOLUTIONS FOR FIRST READING**

**ORDINANCE 2022-07** *AN ORDINANCE ESTABLISHING A CAPITAL PROJECT FUND FOR THE ELECTRIC DEPARTMENT OF MONROEVILLE, OHIO FOR THE PURPOSE OF ACCUMULATING RESOURCES FOR THE IMPROVEMENT OF THE SUBSTATIONS, POLES AND APPURTENANCES, AND TO TRANSFER THOSE REVENUES FROM THE ELECTRIC FUND TO THE SPECIFIC REVENUE FUND CREATED HEREIN* was presented for first reading.

**ORDINANCES & RESOLUTIONS FOR PASSAGE**

The Mayor asked for a motion to suspend the rules for the following legislation. Sam Wiley made the motion, seconded by Sue Rogers. Motion carried with no discussion.

**ORDINANCE 2022-05** *AN ORDINANCE APPROVING THE RECODIFICATION, EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MONROEVILLE, OHIO AND DECLARING AN EMERGENCY* was presented for passage*.* Chris Raftery made a motion, seconded by Craig Franklin, to pass Ordinance 2022-05 by title only. Motion carried with no discussion.

**ORDINANCE 2022-06** *AN ORDINANCE TO AMEND ORDINANCE NO 2022-04 FOR THE APPROPRIATIONS FOR EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF MONROEVILLE, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022, AND DECLARING AN EMERGENCY* was presented for passage. Sam Wiley made a motion, seconded by Sue Rogers, to pass Ordinance 2022-06 by title only. Motion carried with no discussion.

**RESOLUTION 2022-12** *A RESOLUTION ESTABLISHING A BWC GRANT PROGRAM FUND FOR THE PURPOSE OF ACCOUNTABILITY OF FUNDS RECEIVED FOR THE STATE OF OHIO BODY-WORN CAMERA GRANT AWARDED TO THE MONROEVILLE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY* was presented for adoption. Sue Rogers made a motion, seconded by Craig Franklin, to adopt Resolution 2022-12 by title only. Motion carried with no discussion.

**RESOLUTION 2022-13** *A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ADVANCE MONIES FROM THE GENERAL FUND TO THE BODY-WORN CAMERA GRANT FUND AND DECLARING AN EMERGENCY* was presented for adoption. Sam Wiley made a motion, seconded by Sue Rogers, to adopt Resolution 2022-13 by title only. Motion carried with no discussion.

**RESOLUTION 2022-14** *A RESOLUTION RETROACTIVELY AUTHORIZING EXPENDITURES UTILIZING AMERICAN RESCUE PLAN ACT FUNDS FOR SPECIFIC PERMISSIBLE USES OF THE PROGRAM, AND DECLARING AN EMERGENCY* was presented for adoption. Chris Raftery made a motion, seconded by Sam Wiley, to adopt Resolution 2022-14 by title only. Motion carried with no discussion.

**RESOLUTION 2022-15** *A RESOLUTION RETROACTIVELY AUTHORIZING EXPENDITURES UTILIZING AMERICAN RESCUE PLAN ACT FUNDS FOR SPECIFIC PERMISSIBLE USES OF THE PROGRAM, AND DECLARING AN EMERGENCY* was presented for adoption. Sam Wiley made a motion, seconded by Sue Rogers, to adopt Resolution 2022-15 by title only. Motion carried with no discussion.

**APPROVAL OF BILL SUMMARY**

Sue Rogers made a motion, seconded by Joe Galea, to approve the bill summary as presented. Motion carried with no discussion. The summary includes memo expenses and check # 043999 to # 044130, for a total of $1,229,494.31.

**COUNCIL BUSINESS**

Bonnie received a letter from the Monroeville Model Railroad Group to shut off the water so the water service was shut off as of 4/25/22. The Mayor advised the next regular Council meeting is 5/10/22 and the next Work Session is 5/24/22. The Memorial Day parade and Hooked on Fishing is scheduled for 5/30/22. The Mayor thanked the office staff for the wonderful job putting together the newsletter.

**ADJOURNMENT**

There being no other business to come before them, Joe Galea made a motion, seconded by Craig Franklin, to adjourn. Motion carried with no discussion. Meeting adjourned at 7:15 PM.

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Heather Alicea, Administrative Spec.

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Melissa M. Fries-Seip, Mayor

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