



# **COVINGTON VILLAGE COUNCIL**

## **MEETING MINUTES**

**March 7, 2022**

Covington Village Council had a meeting on March 7, 2022. Mayor Ed McCord called the meeting to order at 7:00 p.m. The following roll call was taken for council:

### **Council Members Present:**

- Keith Warner
- Derrick Canan
- Amy Welborn
- Julie Blumenstock
- Dawn Duff
- Jesse Reynolds

### **Non-member Staff participating:**

- Robert Buch – Village Counsel Representative
- Paulette Mills - Poggemeyer Design Group Representative
- Rhonda Gill - Fiscal Officer
- Kyle Hinkelman - Village Administrator
- Chief Lee Harmon – Police Chief

### **Consent Agenda:**

The consent agenda included:

- Approval of Council Minutes (February 7, 2022)
- January 2022 Check Report
- February 2022 Tax Report
- February Police Report

A motion was made to approve the consent agenda as it stands with no modifications by Mr. Jesse Reynolds and seconded by Ms. Amy Welborn. All ayes. Motion carried.

### **VILLAGE OF COVINGTON**

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## **Visitors**

No comments were received.

## **Mayor's Report**

**Mayor Ed McCord** opened the meeting explaining each year the Village of Covington makes a proclamation showing their continued support of Miami County Board of Disabilities. He read Proclamation 01-22 which proclaimed March 2022 as Developmental Disabilities Awareness Month.

The Mayor noted that there has been continued communication with the owner of the old bank on the corner of Wright Street and High Street. New windows for the second floor are expected to be delivered soon and will be installed. Installation of bottom floor windows will be delayed until the completion of the High Street project.

He stated that the Village was continuing its efforts related to property maintenance issues. As items move forward, the public will be informed. As a reminder, there is a proper way the Village must move through the process, and unfortunately that generally takes more time than people would like it to.

The Mayor stated that a list of maintenance items has been created for Community Park. Mayor McCord has been working with the insurance company since November 2021 to replace the roof. Mayor McCord has been working with an Eagle Scout to replace the fencing. In the past the Village has supplied materials and the Eagle Scout supplied the labor.

Lastly, the Mayor noted that the Eagles Auxiliary Shelter House is no longer at the Community Park, as it was removed. The block foundation had become damaged, and the structure was no longer considered safe. Eagle's representatives, Mr. Jack Young and Ms. Dorothy Platt, approved the removal of the building, and Wes Monin was hired to remove it, which occurred last week.

## **Administrator's Report**

**Mr. Kyle Hinkelman** shared that the High Street Project is expected to start April 11, 2022. The contract was awarded to Barrett Paving through ODOT. Per ODOT requirements, until all paperwork is signed, the Village is unable to make any contact with the contractor.

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Mr. Hinkelman noted that the Village has purchased numerous signs to assist in directing traffic during the process. Each phase that affects downtown businesses will have meetings set with business owners to keep them informed.

He said the Wastewater Treatment Plant Design phase should be completed by August to allow the construction process to begin in January 2023.

Mr. Hinkelman stated that Schoolhouse Park is starting Phase 1, which has a cost of \$1 million and is fully funded, thanks to private donations and grants. The Old Rudy Elevator is still standing, as the Village is waiting to hear from Ohio about a Brownfield Grant to fund the demolition.

He met with the Miami County Department of Development team which included a structural engineer to review the property at High Street. He also met with property owners including Linda Williams from Y'all's to establish a plan to safely demolish and repair some water issues on the remaining property to the north.

Mr. Hinkelman noted that the Village received its first allotment of ARPA funds last year with the second allotment later this year. An additional disbursement of \$566.23 will be received by the Village shortly as well.

Mr. Hinkelman congratulated Chief Harmon for being CLEE Certified.

Mr. Hinkelman said he was working through the Health Insurance renewal information and would bring back a formal request to Council in the coming month. There is expected to be an increase in associated costs for coverage with more information to follow.

### **Discussion Items**

Mr. Hinkelman told Council that he was currently working on Covington branding as previously discussed. He again noted that the Village has never formally adopted a logo, only utilized historical emblems or drawings for specific events, like the 175<sup>th</sup> Anniversary. Council discussed the potential branding options and supported moving forward. Mr. Hinkelman said he would bring back formal legislation at the next meeting.

Mr. Hinkelman gave a Schoolhouse Park design update. He said that it has come time to pick specific items related to the park design, like stone type and color, roof colors, and design details. Mr. Hinkelman asked if there were any thoughts from Council on the color selections.

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Ms. Amy Welborn suggested before it is finalized, an image of the potential pavilion should be put on the website for residents to view and comment.

Mr. Derrick Canan questioned if the stone had structural integrity and could be replaced if the bridge was hit by a truck. Mr. Hinkelman stated the stone product was not structural, it is just veneer. If the bridges were hit by a truck, it is likely they would need substantial stone repair, and the stone may not match perfectly.

Ms. Dawn Duff questioned if solar panels would be an option on the pavilion. Ms. Welborn suggested looking into possible grants, should the Village opt to go that route. Mr. Canan questioned if the community would be able to give input on roof colors. Mr. Hinkelman explained resident input is always welcomed. As the pandemic has made getting products more difficult, it is best to keep the selection small. Getting residents input sooner would be better. He would look at a timeline and ways to get input.

Mr. Hinkelman said the third discussion item related to Dodd Street and its potential closure. He noted that Dodds goes from Pearl Street / St. Rt. 41 to US48 and is used as an unsafe cut thru, to skip the intersection. With the new intersection lights going in, along with a dedicated left turn lane at the US48 / US41 intersection, it made sense to bring up this topic again. He noted that presently, this is only in discussion phase. He said that no solution being proposed would require acquiring property, as all solutions would occur within the public right-of-way. Ms. Welborn expressed her approval. Further discussion regarding barricades for construction purposes was mentioned, however it is considered too far off in the process, for detailed discussions. Ms. Duff asked if there was consideration to close Dodd Street from the opposite end to which Mr. Hinkelman stated there were no considerations, as the majority of unsafe movements were heading west towards US48 from US41.

## **ORDINANCES AND RESOLUTIONS**

### **Third Reading Considerations**

#### Resolution R06-22 – Surplus Items.

As discussed in previous meetings, surplus items of various street signs no longer in use are to be sold or scrapped. Mr. Hinkelman will be meeting with a member of the Historical Society, to look over the signs and determine if any should be donated to the museum. Mr. Hinkelman asked if there were any questions on the proposed resolution and there were none.

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A motion to approve Resolution R06-22 was made by Mr. Canan and seconded by Ms. Duff. All ayes. Motion passed.

Resolution R08-22 – Appointment to Boards and Commissions

Mr. Hinkelman explained the resolution and asked if there were any questions and there were none.

A motion to approve Resolution R08-22 was made by Ms. Welborn and seconded by Mr. Reynolds. All ayes. Motion passed.

**Second Reading Considerations**

None

**First Reading Considerations**

Resolution R10-22 – Authorizing a Site Design Agreement for Schoolhouse Park.

Mr. Hinkelman discussed Schoolhouse Park – Phase 1 and how the project is currently being split into two separate projects the first being site design. This project will include overall grading, sidewalk, curbing, storm drainage, new utilities and seeding and mulching. He noted that Poggemeyer Design Group has been the designer for the park since 2020 and that they have a proposal to help design the site as well for the Council to consider. He explained that due to their understanding of the project they will move faster as they already have much of the information gathered. They also have the necessary expertise related to engineering design that the Village needs for this project. The agreement before Council for consideration would allow the Village Administrator to enter into an agreement to provide site/civil design of Phase 1, utilities design of phase 1 (minus the splashpad and pavilion), assistance with the bidding process, and assistance with the construction process. He noted that estimated time frame for completed design work is two-three months once agreement is approved. Mr. Hinkelman asked if Council had any questions, and there were none.

A motion to waive the three-reading rule for Resolution R10-22 was made by Mr. Keith Warner, seconded by Mr. Reynolds. All ayes. Motion passed.

A motion to approve Resolution R10-22 was made by Ms. Duff, seconded by Mr. Warner. All ayes. Motion passed.

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Resolution R11-22 – Authorizing a Design Agreement for Schoolhouse Park – Pavilion/Splashpad.

Mr. Hinkelman explained Resolution R11-22 is for the architectural design of the Pavilion, bathrooms, and splashpad at Schoolhouse Park, as well as engineering design for those elements. He noted that the estimated time frame for completed design would be similar to the site work design. Mr. Hinkelman asked if there were any questions, and Mr. Canan questioned if once the splashpad was designed and created, would the Village be able to add more features if they would want.

Mr. Hinkelman noted that there certainly would be an ability to modify the design or to add more if the Village had additional funding. Ms. Paulette Mills, Poggemeyer Design Group representative, shared they could design and place additional connections for more capacity at the splashpad, to prepare for expansion when that occurred.

A motion to waive the three-reading rule for Resolution 11-22 was made by Mr. Canan, seconded by Ms. Welborn. All ayes. Motion passed.

A motion to approve Resolution R11-22 was made by Mr. Reynolds, seconded by Ms. Duff. All ayes. Motion passed.

Ordinance 03-22 – Replat of Inlots 682 and 683.

Mr. Hinkelman discussed Ordinance 03-22, which was recommended for approval in a 3-0 vote. He noted that the resident of 367 S. High Street has a purchase agreement with the neighboring property owner for a strip of land to be transferred from their parcel to his. It would not be a separate parcel and would tied directly to his existing parcel. The parcel is .0248 acres and is 7' wide.

Mr. Hinkelman continued that the resident would be building a two-car garage and an in-law suite on his property if he is granted the approval. He would also need to get approval from the Board of Zoning Appeals for final placement of the building if it doesn't meet setback requirements, which is likely.

Ms. Welborn questioned if there would be a reason to approve the case without doing all three readings. Mr. Hinkelman noted that it has been practice for the Village to waive the three-reading rules for lot splits and replats because generally the properties that have been or will be affected are made aware of the impact at the Planning Commission

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meeting, or they are directly related to the project, like in this case. The Planning Commission meeting dates and purpose are additionally published in the newspaper for anyone in the general public to read and come to that meeting if they so chose. Mr. Hinkelman said that he was not aware of any concerns about the request.

A motion to waive the three-reading rule for Ordinance 03-22 was made by Mr. Reynolds, seconded by Mr. Warner. All ayes. Motion passed.

A motion to approve Ordinance 03-22 was made by Ms. Welborn, seconded by Mr. Reynolds. All ayes. Motion passed.

Ordinance 04-22 – Transfer and Reappropriation of Funds.

Mr. Hinkelman explained there was an error in the dollar amount for the previous appropriations that was caught and needed to be corrected. He would be bringing back additional appropriations in the next meeting or two for the quarterly appropriation adjustments, but this was more housekeeping for our finance department. Mr. Hinkelman asked if anyone had any questions, and there were none.

A motion to waive the three-reading rule for Ordinance 04-22 was made by Ms. Duff, seconded by Ms. Welborn. All ayes. Motion passed.

A motion to approve Ordinance 04-22 was made by Mr. Warner, seconded by Ms. Blumenstock. All ayes. Motion passed.

Resolution R12-22 – Authorization of Encroachment into Right-of-Way.

Mr. Hinkelman noted that this was the final resolution related to the ODOT High Street project before it got started. This resolution authorizes specific encroachments into the right-of-way. The resolution authorizes the Mayor to provide revokable encroachment permits for specific items in the listed resolution. This resolution allows the encroachments to not be removed for the project, but they can be requested to be moved at any time by the Village, and the removal cost would be at the cost of the owner. Mr. Hinkelman asked if there were any questions, and there were none.

A motion to waive the three-reading rule for Resolution R12-22 was made by Mr. Warner, seconded by Ms. Welborn. All ayes. Motion passed.

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A motion to approve Resolution R12-22 was made by Mr. Reynolds, seconded by Mr. Canan. All ayes. Motion passed.

### **Police Chief and Elected Officials' Comments**

Mayor McCord acknowledged and congratulated Chief Harmon on behalf of Council, Kyle and himself, for his (Chief Harmon) recertification as a Certified Law Enforcement Executive. The noted that he felt it was important to have leaders well versed in what is going on in the world. The Village appreciates that Chief Harmon is interested in continuing his education.

Chief Harmon thanked Council for their willingness to send him to his first certification class in 2012. He feels that the course work is difficult but interesting and informative.

Chief Harmon discussed that the Police Department will be getting rid of contraband and various found items. There is notification on social media notifying the public. Anyone who believes the Police Department may have an item belonging to them are encouraged to contact the Police Department. Guns are used for trade for other supplies needed by the Police Department.

Chief Harmon noted that Saturday, March 12, 2022, is Pancake Day. Serving beings at 7:00 am and goes until noon. The public is invited to attend. All proceeds will go towards helping groups in the Vilage.

Ms. Blumenstock noted she had been contacted by a resident regarding the YouTube stream of meetings. The resident had expressed concern regarding the quality of the streaming, felt sound and visual needed improved. Resident also wanted to be able to see all who were in attendance. Mr. Hinkelman noted the concern and stated that he would provide some information related to options for enhancement and potential costs. The Council discussed generally the topic.

Ms. Welborn commended Mr. Hinkelman, Chief Harmon, and Mr. Ben Denson for responding so quick to a concern at the park.

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### **Executive Session**

None

### **Adjournment**

A motion was made by Mr. Weer, seconded by Mr. Canan. Meeting adjourned at 8:35 PM.



Fiscal Officer



Mayor

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