



# **COVINGTON VILLAGE COUNCIL**

## **MEETING MINUTES**

**April 4, 2022**

Covington Village Council had a meeting on April 4, 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
- Dawn Duff
- Jesse Reynolds
- Julie Blumenstock

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

- Frank Patrizio – Village Counsel
- Rhonda Gill - Fiscal Officer
- Kyle Hinkelman - Village Administrator
- Chief Lee Harmon – Police Chief

### **Consent Agenda:**

The consent agenda included:

- Approval of Council Minutes (March 21, 2022)
- February 2022 Check Report
- February 2022 Fund Report

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

### **Visitors**

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None.

### **Mayor's Report**

None

### **Administrator's Report**

**Mr. Kyle Hinkelman** discussed the recent news of the Village gas supplier going bankrupt. He noted the aggregation company AGE was working on a solution and that additional information was placed on the Village website related to the impact to residents.

Mr. Hinkelman discussed the High Street project and said the start date has been updated to May 2, due to the challenges of procuring the materials for the project. The ODOT chosen contractor, Barrett Paving, will create a finalized schedule that will be shared in the coming weeks.

He noted that he had received a number of questions about the Old Rudy property demolition and that the timeline for demolition is completely dependent on when the Village receives grant funding for that demolition project. Mr. Hinkelman stated he anticipates hearing good news in the next two or three weeks. Once funding is made available, the Village will work as fast as is feasible to get the structure down and assure that all the animals that call the elevator home currently, are also removed.

Mr. Hinkelman noted that there would not be a BZA meeting in March as there were no applications for review.

Mr. Hinkelman said that Sweet Treats is open for the season, which is great news for those in and around the Village that like ice cream.

Mr. Hinkelman expressed his gratitude for all the local media outlets who keep writing such positive stories on the Village. He stated he appreciates that so many are beginning to think about Covington when they may not have in the past.

Mr. Hinkelman asked if the Council had any specific questions for him, and there were none.

### **Discussion Items**

Mr. Hinkelman passed out color samples for the roofs in Schoolhouse Park. He noted that there are a number of options and that the primary considerations are gray for the

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primary buildings, and another color for the secondary buildings. The choices include green, red, and blue. Council reviewed the colors. No further discussion.

Mr. Hinkelman stated that he has received phone calls from residents related to the vacation of streets and alleys in the Village. He discussed that the Village does not directly utilize alleys any longer as trash is serviced on the street side, and many alleys do not serve a purpose. He did note that some alleys and other public right-of-ways have utilities within them and cannot be vacated. He suggested that the Village will need to begin creating a list of potential alleys and roadways that the Village could vacate.

Mr. Hinkelman reminded Council that a vacation of an alley or street splits that property between joined property owners evenly. The Village cannot decide who gets the land, it is split down the middle evenly if the Village vacates any property.

Mr. Hinkelman said that he would begin to put a process together to allow for alleys and streets to be vacated and a simple way for residents to request review of their alley for potential vacation. There were no further questions or comments.

## **ORDINANCES AND RESOLUTIONS**

### **Third Reading Considerations**

None

### **Second Reading Considerations**

#### Resolution R14-22 – Appointment to Board of Zoning Appeals

Mr. Hinkelman noted that the Village lost a Board of Zoning Appeals member earlier this year, and this resolution was to appoint Mr. Dwayne Wilson to the BZA to fill the term ending December 31, 2025. This is the first reading. The third and final reading will be held April 18, 2022.

#### Resolution R13-22 – Adoption of a New Logo and Brand

Mr. Hinkelman discussed resolution R13-22 which formally adopts a brand and logo for the Village of Covington. He again noted the continued discussion on this topic, and how it was within the Village Strategic Plan document to prioritize the creation of a

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singular brand and logo that is recognizable. Mr. Hinkelman noted that the proposed “go-live” date was April 5<sup>th</sup>.

Mr. Hinkelman ask if Council had any questions about the proposed resolution and there were none.

A motion to waive the three-reading rule for Resolution R13-22 was made by Mr. Warner, seconded by Ms. Duff. All ayes. Motion passed.

A motion to approve Resolution R13-22 was made by Mr. Reynolds, seconded by Ms. Welborn. All ayes. Motion passed.

### **First Reading Considerations**

#### **Resolution R15-22 – Road Salt Agreement**

Mr. Hinkelman discussed Resolution R15-22 is an annual agreement that the Village enters with ODOT related to the purchase of road salt. The Village is obligated to buy a certain amount each year. This year the Village is currently well stocked, so we are looking to purchase 120 tons. The Village can purchase a percentage less and a percentage more if the season is very busy or not busy at all.

Mr. Hinkelman noted that the deadline for approval of the agreement is April 30, so he would ask that the three-reading rule be waived at the next meeting if Council and the public have no objections.

The second and potentially final reading would be held on May 2.

#### **Ordinance 06-22 – Creation of Financial Analyst Position / Ordinance 07-22 Modification to 2022 Salary Ordinance / Resolution R16-22 – Promotion of Greg VanDeGrift**

Mr. Hinkelman discussed Ordinance 06-22, Ordinance 07-22, and Resolution R16-22 together. He said that all three pieces of legislation related to a review of staffing at the Village after the resignation of the Utilities Director. He said he reviewed with the Public Works and Utilities department their needs, concerns, and overall tasks they felt would need to be replaced. He stated that he met with the Utilities Department employee

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individually, to confirm what their needs were related to staffing. After discussion it with staff, the Mayor, and reaching out to other surrounding Village Administrator's to understand how they run their operations, it was his recommendation that the Village not replace the Utilities Director at this time.

Mr. Hinkelman said that the position would remain vacant, and could be filled in the future, but at this time, that based on the current levels of staffing, and the limited tasks the Utilities Director was completing, it wasn't necessary to have that position replaced. Instead, the Village would look at making other portions of the Utilities and Public Works process more efficient, by hiring a Financial Analyst, who would be tasked with purchases, reporting, and documentation. This position would help the Village Services department employees spend less time researching, documenting, and purchasing the things they need to do their jobs. It would allow them to focus more on what they are good at, which is running the water, wastewater, and public works departments. This Financial Analyst position would also help be a project manager for the Village and assure that all financial reporting is kept and updated appropriately.

Mr. Hinkelman said that Ordinance 07-22 would modify the 2022 Salary Ordinance to create the Financial Analyst position, update the pay schedule to reflect the Utilities Operator 2 position, and update the Supervisor pay scales moderately.

He said that Resolution R16-22 would move current Public Works Laborer Greg VanDeGrift to the Utilities operations full-time as a Utilities Operator 2. This would create an opening in the Public Works side, that would need to be filled. Mr. VanDeGrift has received his Wastewater Operator 1 license and is working towards his Operator 2 license, which would allow him to run our wastewater plant in the future.

Mr. Hinkelman noted that these Ordinances and Resolutions would necessitate the Village to hire two positions, the Financial Analyst position and backfill a Public Works Laborer position. Mr. Hinkelman said that the process to hire employees is long, and anticipates that if Council approves the legislation by the end of April or early May, he will have the hiring completed by June. Mr. Hinkelman asked for any comments.

Mr. Blumenstock asked if the Village would not ever fill the Utilities Director position. Mr. Hinkelman responded that the position would be kept, so it could be filled, if it made sense to have someone in that position in the future. It would not be filled at this time though.

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Ms. Welborn expressed her gratitude towards the employees for working as hard as they do, and for covering services when unexpected changes occur.

Mr. Canan asked if the Council had to approve all three together. Mr. Hinkelman said they did not, the changes recommended include all three, but they could be separated or changed if the Council chose to do so. Mr. Hinkelman noted in terms of priority, the Village would like to get another person hired in the Village Services Department as soon as possible, as the loss of an employee means additional work for those in the department.

Mr. Canan stated that he would like to see the Council waive the three-reading rule to get the hiring moving.

Ms. Duff motioned to waive the three-reading rule on Ordinance 06-22, Mr. Reynolds seconded the motion. All ayes. Motion passed.

Mr. Reynolds motioned to approved Ordinance 06-22, Mr. Warner seconded the motion. All ayes. Motion passed.

Ms. Blumenstock motioned to waive the three-reading rule on Resolution R16-22, Mr. Reynolds seconded the motion. All ayes. Motion passed.

Ms. Welborn motioned to approve Resolution R16-22, Ms. Duff seconded the motion. All ayes. Motion passed.

Ms. Duff motioned to waive the three-reading rule on Ordinance 07-22, Ms. Welborn seconded the motion. All ayes. Motion passed.

Mr. Reynolds motioned to approve Ordinance 07-22, Mr. Warner seconded the motion. All ayes. Motion passed.

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

None.

### **Executive Session**

None

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### **Adjournment**

Mayor McCord noted that he will be having surgery and will not be at the next meeting on April 18.

A motion was made by Mr. Warner, seconded by Ms. Duff. Meeting adjourned at 7:49 PM.

*Rhonda Gill*

Fiscal Officer

*ABSENT*

Mayor

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