

COVINGTON VILLAGE COUNCIL

MEETING MINUTES

December 19, 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
- Julie Blumenstock
- Dawn Duff
- Jesse Reynolds
- Amy Welborn

Non-member Staff participating:

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

Proclamation

Mayor McCord congratulated all who entered the coloring contest and the home decorating / lighting contest. There was good participation, which made the decisions difficult. Mayor McCord then read the Proclamation and passed out the awards for the coloring contest. Each student received a ribbon, copy of the Proclamation, and gift certificate to Glacier View Coffee, which was donated by Mayor McCord.

Mayor McCord announced the winners of the Home Decorating Contest. The contest was divided into categories, with applicants choosing the category they desired to participate. The Covington Chamber of Commerce donated \$750. Winners were:

- Angie Weaver – Spirit of the Season
- Mitchell Greene – Inflatables

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- Andy Johnson –Clark Griswald
- Adam Von Aschen – Traditional & People's Choice

Consent Agenda:

The consent agenda included:

- Approval of Council Minutes (December 5, 2022)
- Approval of 2023 Village Council Meeting Dates
- Approval of Board of Zoning Appeals / Planning Commission 2023 Meeting Dates
- November Fund Balance Report
- November Check Run Report

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

Mr. Hinkelman noted that Council meeting dates are sometimes moved, but these are the general dates scheduled as of the 1st of the year.

Visitors – Public Comment

Ms. Linda Williams, 196 N. High Street, owner of Y'all's Country Club, expressed concerns pertaining to the street light locations and her want to have them moved. Ms. Williams indicated she had contacted ODOT and was advised that the Village could move the poles if they wished. Ms. Williams asked the Village to change the location when the two adjacent homes are torn down. She continued that she believed she was not informed of the pole locations when the roadway was originally planned.

Mr. Hinkelman noted that ODOT had reached out to him after Ms. Williams called, and that if the Village wanted to cover the estimated cost of \$24,000 they would move the poles. He noted that the Village did not budget that money for such a change order and would not recommend that the Village cover that cost at this point. He also noted that ODOT records indicate they have completed all required notifications for the project, including to the ownership of the High Street property, which was not Ms. Williams at the time. Mr. Hinkelman stated the Village has reached out proactively numerous times to Ms. Williams to keep the communication open and would continue to share information on projects as that information is made available.

Ms. Blumenstock asked Ms. Williams if the reason ODOT did not notify her was because she did not own the property. Ms. Williams indicated she did not the owner at the time, but she believed she had been forwarded all correspondence received by previous owner.

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Ms. Williams stated that she was fine with not moving the poles after understanding the costs associated, but just wanted to be made aware of all future changes or projects near her business.

Administrator's Report

Mr. Hinkelman shared he is currently working with ODNR and the Fish and Wildlife Department on a couple of items to obtain funds available to clean up Stillwater River and secure the riverbanks.

Mr. Hinkelman also recapped the many accomplishments for the year. He thanked the staff in the various departments for the hard work and dedication to serve the community and wished everyone a happy holiday.

Discussion Items

Government Center Remodel / Addition

Mr. Hinkelman noted this discussion item is a continuation of previous discussions at Council Meetings related to the Government Center renovations. Mr. Hinkelman has been working with Candy Goodall regarding improvements to the Government Center. He noted that there is an approximately six-month period between sending out an RFQ, and having full design drawings completed. He noted that he would bring back a formal resolution at the January 9th meeting related to these improvements. He noted that the preliminary estimate of work necessary after discussions was \$1-2 million. This included remodeling office spaces, an addition of a new Council Chambers, and security and technology improvements. The estimated cost of the design portion was 10% of that total, or roughly \$100,000 - \$200,000.

Mr. Hinkelman asked if the Council or anyone in the audience had any questions about the potential renovations and Ms. Welborn noted tonight's meeting (which was completely packed with standing room only) is a perfect example of the Council Chambers not meeting the needs of the Village and the additional space for Council meetings being necessary. There were no further questions.

Wastewater Facility WPCLF / Rates Update

Mr. Hinkelman shared the Wastewater Treatment Facility project was selected second out of 132 applications and was awarded the largest forgiveness amount, \$4,000,000, through the WPCLF. The remainder of the loan will likely be at 2.81%, but he is meeting with representatives from the Ohio EPA to discuss what else can be done to help support the Village. He noted though that rate increases will be necessary, as has been discussed throughout this process. Mr. Hinkelman is currently working with the finance team to try and keep rate increases as low as possible. Mr. Hinkelman noted that he will bring an Ordinance on January 9th that updates the rules and regulations around the

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Water and Sewer services in Covington and updates the rates for the next five or more years. He noted though that the rates may not be set on January 9th as formal numbers will come from WPCLF on January 18th, so the third and final reading on February 6th will reflect all numbers.

Mr. Hinkelman asked if there were any questions and there were none.

Second Reading Considerations

Ordinance 22-22 – 2023 Salary Ordinance.

Mr. Hinkelman discussed the 2023 Salary Ordinance, which is an annual Ordinance passed which updates the rates of pay for employees in the Village. He noted that no positional pay schedules have changed, but the rates from 2022 have been updated to includes a 5% increase for all employees. He asked if anyone had any questions about the proposed Ordinance, and there were none.

A motion to waive the three-reading rule for Ordinance 22-22 was made by Ms. Welborn, seconded by Ms. Dawn Duff. Mr. Derrick Canan abstained. All others, ayes. Motion passed.

A motion to accept Ordinance 22-22 was made by Mr. Jesse Reynolds, seconded by Ms. Duff. Mr. Canan abstained. All others, ayes. Motion passed.

Mr. Frank Patrizio, Legal Counsel, noted that Mr. Canan abstained from voting on Ordinance 22-22 due to family members being employed by Village.

Ordinance 23-22 – Amending the Employee Manual.

Mr. Hinkelman discussed the sections that were being amended within the Village Employee Manual which includes changes to Section 4.07, 5.03, and 5.17.

Mr. Hinkelman asked if there were any questions about the proposed Ordinance and there were none.

He noted that the third and final reading will be on January 9, 2023.

Ordinance 24-22 – Adopting 2023 Budget.

Mr. Hinkelman discuss Ordinance 24-22 which is the Annual Budget. He noted that the Village held a public Budget Hearing on October 11th and had a first reading on the

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budget on December 5th. He again discussed the specific budget format, and the fund balances and revenue and expenditures for each fund. He noted specific items that have impacted the budget for 2023. Those items included:

- Retirements in 2023. This will cause an increase in both training and equipment.
- Purchase of vehicles in 2023, which may end up falling into 2024.
- Schoolhouse Park expenditures.
- Community Park improvements.
- Events to be held in 2023.
- Software for infrastructure mapping and improved workflow documentation.

Mr. Hinkelman asked if there were any questions about the 2023 Budget and there were none.

A motion to waive the three-reading rule for Ordinance 24-22 was made by Ms. Duff, seconded by Mr. Reynolds. All ayes. Motion passed.

A motion to approve Ordinance 24-22 was made by Mr. Keith Warner, seconded by Mr. Canan. All ayes. Motion passed.

Resolution R45-22 – Second Amendment to the VA Contract.

Mayor McCord explained the resolution and is recommending a second amendment to the contract of the Village Administrator. This modification would increase the term by one year and would provide a 5% COLA for the position, the same as the COLA approved for all other employees of the Village. Mayor McCord asked Council to consider waiving the three-reading rule and approve, as they did for the other employees.

A motion to waive the three-reading rule for Resolution R45-22 was made by Mr. Reynolds, seconded by Ms. Welborn. Mr. Canan abstained. All others, ayes. Motion passed.

A motion to accept Resolution R45-22 was made by Mr. Warner, seconded by Mr. Reynolds. Mr. Canan abstained. All others, ayes. Motion passed.

Ms. Welborn thanked Mr. Hinkelman for all he has done for the Village.

First Reading Considerations

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Resolution R47-22 - Authorization to Enter into Contract – Work Order / Facility Management Software.

Mr. Hinkelman explained this contract would replace the Mobile311 program currently in use, which will no longer to be supported after January 1st. The new company, iamGIS meets the needs of the Village including facility maintenance tracking and planning, workflow and work orders, and has various mapping functions. He noted that even with immediate approval, there is a time delay between when the data can be migrated to when the new program will be fully up and running. He estimated that the transition would take 1-2 months.

Ms. Blumenstock asked for confirmation that the first-year fees would be \$12,000 the and \$6,000 each subsequent year, to which Mr. Hinkelman confirmed. He noted that the first year includes the costs for migration and creation of the workflows and work orders. He noted that the agreement also allows for a 5% increase annually.

Mr. Canan inquired about comparison of iamGIS with other systems that were reviewed by the Village. Mr. Hinkelman responded that iamGIS was the recommended vendor because the software allows the Village to build on top of current information the village has compiled and the mapping system is robust. He also noted that the cost is less than the current system even though the benefits and additional features are greater. This system, once put fully in place, should allow for better asset management documentation, better staff workflow and work order documentation, and better maintenance scheduling.

Mr. Hinkelman asked if there were any other questions and there were none.

A motion to waive the three-reading rule for Resolution R47-22 was made by Mr. Reynolds, seconded by Mr. Canan. All ayes. Motion passed.

A motion to accept Resolution R47-22 was made by Mr. Canan, seconded by Mr. Warner. All ayes. Motion passed.

Resolution R48-22 – Appoint Members to Village Boards and Commissions.

After general discussion regarding the requirements related to Village Board appointments, Mr. Hinkelman withdrew the resolution for consideration.

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A motion to accept the withdrawal of Resolution R48-22 was made by Mr. Warner, seconded by Ms. Duff. All ayes. Motion passed.

Resolution R49-22 – Accepting a Donation – School Shield.

Mr. Hinkelman noted that the Police Department has received a donation from the Covington Eagles in support of one third of the cost to purchase a protective shield for the Police Department to use at the school in the event there would be an active shooter. The donation is \$5,000.

A motion to waive the three-reading rule for Resolution R49-22 was made by Mr. Canan, seconded by Ms. Blumenstock. All ayes. Motion passed.

A motion to accept Resolution R49-22 was made by Mr. Canan, seconded by Mr. Reynolds. All ayes. Motion passed.

Ordinance 25-22 – Appropriations.

Mr. Hinkelman noted the final list of appropriation changes for 2022. He asked if there were any questions, and there were none.

A motion to waive the three-reading rule for Ordinance 25-22 was made by Ms. Duff, seconded by Mr. Reynolds. All ayes. Motion passed.

A motion to accept Ordinance 25-22 was made by Mr. Warner, seconded by Mr. Reynolds. All ayes. Motion passed.

Police Chief and Elected Officials' Comments

Sergeant Cline thanked Covington Eagles on behalf of the Covington Police Department for their generous donation.

Ms. Welborn thanked the Village Administration and Police Department on handling noise issues / speed control within the Village related to a resident issue.

Ms. Blumenstock stated that she received a letter stating she needed to obtain insurance on her service lines. Mr. Frank Patrizio stated the letter is not from the Village and it is a sales letter. Occasionally a resident has a personal line that may burst and can be expensive, but insurance is not necessary or required.

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As a reminder, Mr. Hinkelman stated the office will be closed on Monday, December 26, 2022.

Adjournment

A motion was made by Mr. Keith Warner, seconded by Ms. Duff to adjourn. Meeting adjourned at 8:22PM.

A handwritten signature in blue ink, reading "Rhonda Hill", written over a horizontal line.

Fiscal Officer

A handwritten signature in blue ink, reading "Edward L. McGold", written over a horizontal line.

Mayor

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