



Village of Montpelier

211 N. Jonesville Street • PO Box 148
Montpelier, Ohio 43543
Phone (419) 485-5543
Fax (419) 485-4947

AGENDA NO. 14 - 2026
Agenda for Monday, July 27, 2026

Regular Meeting – 6:00pm
at the Montpelier Police Department

Public Hearing: Vacating a
Portion of an Alley on E
Wabash St and W Wabash St at
6:00pm prior to the Council

1. Call to Order
2. Appoint Nikki Uribes as Acting Clerk (Motion)
3. Roll call
4. Prayer
5. Pledge of Allegiance
6. Approve the Agenda for July 27, 2026 (Motion)
7. Approve the Minutes from July 13, 2025, Council Meeting (Motion)
8. Comments from Audience
9. Comments from Council/Committee Reports
10. Approve the Revised Job Description for Clerk of Council (Motion)
11. Approve Change Order #01 for M&M Asphalt in the Amount of \$235.01 (Motion)
12. Ordinance 2293 Vacating a Portion of an Alley on W Wabash St (1st Reading)
13. Ordinance 2294 Vacating a Portion of an Alley on E Wabash St (1st Reading)
14. Village Manager's Report
15. Adjourn



VILLAGE OF MONTPELIER COUNCIL MEETING

MONTPELIER, OHIO

MONDAY, JULY 13, 2026

Call to Order	Mayor Pro Tem, Chris Kannel, called the Montpelier Village Council's regular meeting to order at 6:00 pm on Monday, July 13, 2026.
Appoint Acting Clerk	Mrs. Heather Freese moved and Ms. Melissa Ewers seconded a motion to appoint Nikki Uribes as acting clerk. Vote on motion: All ayes
Roll Call	Roll call was conducted and the following Council members were present: Mr. Kevin Motter, Ms. Melissa Ewers, Mrs. Heather Freese, Mr. Don Schlosser, Mr. Nathan Thompson, and Mr. Chris Kannel.
Prayer/Pledge	Pastor Marc LaPointe offered a prayer, followed by those in attendance reciting the Pledge of Allegiance.
Agenda 07/13/2026	Mr. Don Schlosser moved and Mr. Nathan Thompson seconded a motion to approve the agenda for July 13, 2026. Vote on motion: All ayes
Minutes 06/22/2026	Ms. Melissa Ewers moved and Mr. Kevin Motter seconded a motion to approve the minutes from the June 22, 2026, meeting. Vote on motion: All ayes
Approve June 2026 Financials	Mrs. Heather Freese moved and Mr. Nathan Thompson seconded a motion to approve the June 2026 Financials. Vote on motion: All ayes
Comments from Council	Mr. Chris Kannel reminded everyone that Bean Days is this weekend and acknowledged the Village crews have done a great job getting everything dressed up, painted and scraped. The Bean Days Committee does an excellent job of putting everything together, keeping it organized and making sure there is something going on all the time over the course of the day and a half. They also put out a schedule of events on an 8 x 14 paper that is available to the public. There is another car show tomorrow night. The last show was three weeks ago and there were 70 cars in the show, lots of people in the Farmer's Market and walking through downtown. It was really great to see people coming to the downtown enjoying a summer evening. It has been very well received.

**Resolution 1460 –
Replace Filter
Media At WTP**

RESOLUTION 1460

A RESOLUTION ACCEPTING A PROPOSAL FOR REPLACING FILTER MEDIA IN TWO (2) GRAVITY FILTERS AT THE WATER TREATMENT PLANT

Jason Rockey presented council with Resolution 1460.

It is in the budget to replace the filter media in two of the filters at the Water Treatment Plant this year. This project was planned to be done in stages and to budget to replace the filter media in the other two filters next year. We sent out requests for proposals to 11 companies and received four proposals back. It is Justin Houk's recommendation to accept the lowest proposal.

**Resolution 1460 –
Motion to Suspend
Three-Reading
Rule**

Mr. Kevin Motter moved and Mrs. Heather Freese seconded a motion to suspend the rules requiring three separate readings of Resolution 1460. Roll call on motion: Mr. Chris Kannel, yes; Mr. Nathan Thompson, yes; Mr. Don Schlosser, yes; Mrs. Heather Freese, yes; Ms. Mellisa Ewers, yes; and Mr. Kevin Motter, yes.

It was asked if we knew when this work would begin and Mr. Rockey stated it was not on the contractor's schedule yet, but it should be completed this year.

Resolution 1460 was read by title.

**Resolution 1460 –
Motion to Pass**

Mr. Nathan Thompson moved and Ms. Melissa Ewers seconded a motion to pass Resolution 1460. Roll call on motion: Mr. Nathan Thompson, yes; Mr. Don Schlosser, yes; Mrs. Heather Freese, yes; Ms. Melissa Ewers, yes; Mr. Kevin Motter, yes; and Mr. Chris Kannel, yes.

Resolution 1460 passed

**Then and Now –
Best Aire**

Mr. Jason Rockey presented the Then and Now Certificate for Best Aire Compressor Services in the amount of \$2,000.00.

This is for the repair of an air compressor at the Wastewater Treatment Plant. The work was thought to be covered under warranty, so a purchase order was not obtained. It ended up not being warrant work and an invoice was received, which is the reason for the then and now.

Mr. Kevin Motter moved and Mr. Nathan Thompson seconded a motion to approve the Then and Now Certificate for Best Aire Compressor Services in the amount of \$2,000.00. Vote on motion: All ayes

Income Tax Report

Nikki Uribes reported income tax collections at the end of June 2026 as \$1,281,515.33, compared to \$1,215,866.69 and \$1,170,293.46 in 2025 and 2024, respectively. The previous three-year average was \$1,241,111.59. This is up 3.26% from the average for the previous three years. A breakdown of income tax received in each fund was also presented showing the tax rate increase to 1.8% for the Police and Fire Tax Fund. Total collected in the Police & Fire Tax Fund at the end of June is \$142,390.56.

Manager's Report

Jason Rockey presented the Village Manager's report. The following points were noted:

- The electric department was able to confirm, last Monday during the test, that all the tornado sirens in the Village are in working order.
- The Water & Sewer Distribution department is planning to begin the annual hydrant flushing next Monday. The public notice regarding the hydrant flushing is sent to the newspaper and it is also posted on the Village Facebook page and the Village website.

- Applications are being reviewed for the open Clerk of Council/Finance position. The deadline for submitting applications was today and there are a total of fourteen applicants.
- A letter will be delivered to Mobile Auto Works tomorrow giving them 30 days to move the business. The landlord/owner of the property does not have any problems with the Ordinance.

Adjourn

With no further business before Council, Mr. Don Schlosser moved and Mrs. Heather Freese seconded a motion to adjourn at 6:22p.m. Vote on motion: All ayes

Acting Clerk of Council

Mayor

DRAFT

POSITION TITLE: Clerk of Council

DEPARTMENT: Finance

FLSA STATUS: Non-Exempt

PAY GRADE: 3

REPORTS TO: Director of Finance and Village Council

VILLAGE OF MONTPELIER

QUALIFICATIONS

Any combination of training and work experience that demonstrates the knowledge, skills and abilities listed below.

An example of acceptable qualifications:

Completion of secondary education and post-secondary coursework in accounting, business, or public administration; knowledge of government processes and administration of meetings.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid Ohio driver's license. Must obtain and maintain status as a certified Notary Public in the State of Ohio; become and maintain status as a Certified Municipal Clerk through the Ohio Municipal Clerks Association and the International Institute of Municipal Clerks.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

- Attends, records and maintains minutes of all Council meetings and various Council committee meetings as directed.
- Assists in preparing, recording and maintaining ordinances, resolutions and proclamations.
- Prepares Council agendas and meeting packets in coordination with Village Administration; Mayor and Council President.
- Communicate meeting notices and updates to media and Village Officials
- Prepares notifications for legal notices; public hearings held before Council and Planning and Zoning; and maintains proof of such publications.
- Maintains all bids received or placed by the Village and prepares bid tabulations
- Serves on the Village Public Records Commission; sets meetings, maintains minutes
- Prepares and updates records retention schedule, request for disposal authorization and coordinates disposal with all village departments and outside agencies.
- Maintains Village public records; responds to public records requests
- Assist with citizen inquiries, complaints and petitions
- Provide customer service to residents and visitors in the utility office, answer phone calls and respond to inquiries and complaints
- Process payments, utility deposits, miscellaneous invoices and balance cash drawer daily

Date Adopted: October 23, 2017

Date Revised: July 27, 2026

POSITION TITLE: Clerk of Council

DEPARTMENT: Finance

FLSA STATUS: Non-Exempt

PAY GRADE: 3

REPORTS TO: Director of Finance and Village Council

VILLAGE OF MONTPELIER

- Prepare work orders for service requests and coordinate with departments
- Assist with utility billing processes, including analyzing meter readings, billing, collections and delinquency management
- Manage accounts receivable for miscellaneous invoices
- Maintain Village social media accounts and assist with website updates
- Assist with payroll processing, tax reporting and benefit deductions
- Provide administrative support to Administration as needed
- Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS *indicates developed after employment)

Knowledge of: Municipal government operations and procedures; Public records laws, parliamentary procedure and records management; Accounting principles, payroll processing and utility regulations; Office practices, customer service and public relations.

Skills in: Microsoft Office (Word, Excel, etc.); Data entry, financial systems and reporting; Organization, time management and multitasking; Effective communication and customer service.

Ability to: Maintain confidentiality and handle sensitive information; Work independently and meet deadlines; Interpret instructions and prepare accurate documentation; Build effective working relationships with officials, coworkers and the public; Solve problems and make decisions.

Equipment Operated: General office equipment such as computer, printer, fax, copy machine, cash register, calculator and/or adding machines and telephones.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Approving Authority

Employee (Print Name)

Date

Date

Date Adopted: October 23, 2017

Date Revised: July 27, 2026

**VILLAGE OF MONTPELIER
CONTRACT CHANGE ORDER**

Order No. 1

Contract For: 2026 Asphalt Program Date: 7/17/26

To: M & M Asphalt
(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes	Decrease In Contract Price	Increase In Contract Price
<u>Manholes 7 @ \$1325.00</u>	<u>9275.00</u>	
<u>Water Parking Asphalt 12CY @ \$243</u>		<u>\$2916.00</u>
<u>Jefferson St Asphalt 27.59 CY @ \$239</u>		<u>\$6594.01</u>
Totals	\$ <u>9275.00</u>	\$ <u>9510.01</u>
Net Change in Contract Price	\$ _____	\$ <u>235.01</u>

JUSTIFICATION:

The amount of the Contract will be (Decreased) (Increased) by the
Sum Of: Two hundred thirty five and one cent Dollars (\$ 235.01)

The Contract total including this and previous Change Order will
be: One hundred sixty thousand two hundred five dollars and one cent Dollars (\$ 160,205.01)

The Contract Period provided for completion will be (Increased) (Decreased) (Unchanged):
0 days.

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended [Signature]
(Owner's Architect/Engineer)

7/20/26
(Date)

Accepted [Signature]
(Contractor)

7/19/26
(Date)

Approved [Signature]
(Village Manager)

7/20/26
(Date)

ORDINANCE 2293

AN ORDINANCE VACATING A PORTION OF AN ALLEY ON WEST WABASH STREET

WHEREAS, Winzeler Stamping Company has filed a petition with the Village Planning Commission requesting that the alley hereinafter described be partially vacated; and

WHEREAS, Winzeler Stamping Company owns all of the property abutting the portion of the alley proposed to be vacated; and

WHEREAS, the Planning Commission has recommended to the Village Council that the alley be partially vacated; and

WHEREAS, Council is satisfied that there is good cause for such vacation as recommended by the Planning Commission and finds that such a vacation will not be detrimental to the general interests and ought to be made.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Montpelier, Ohio, that:

Section 1: The following portion of the alley located between Lots 1 of Boone Tressler & Chamberlain's Addition and part of Lots 39 & 40 of Slaybaugh & Boon's Addition and part of the West half of Lot F of Pratt, Joy & Nelson's Addition, of which is more particularly depicted on the Plat of Survey attached hereto as Exhibit A and incorporated herein by reference, in the Village of Montpelier is hereby vacated.

Section 2: Notwithstanding the vacation of the public alley described herein, the Village hereby expressly reserves and retains a perpetual utility easement over, across, and under the entirety of the vacated alley for the benefit of the Village and all public and private utility providers lawfully serving the area. This easement shall include, but not be limited to, the right to install, construct, reconstruct, inspect, operate, maintain, repair, replace, remove, relocate, and access utility lines, pipes, conduits, mains, cables, wires, poles, appurtenances, and other utility facilities, together with reasonable rights of ingress and egress as necessary to exercise the rights granted herein.

Section 3: This vacation shall not affect the existing easements, of any public utility, whether owned privately or by any governmental authority, located on, over, or under the area affected by this vacation or the right of access for the purpose of said easement as provided in Ohio Revised Code Section 723.041.

Section 4: The Clerk of Council is hereby authorized and directed to cause a certified copy of this Ordinance to be forwarded to the Williams County Auditor and record it in the office of the Williams County Recorder.

Section 5: This Ordinance shall be in full force and effect at the earliest time allowed by law.

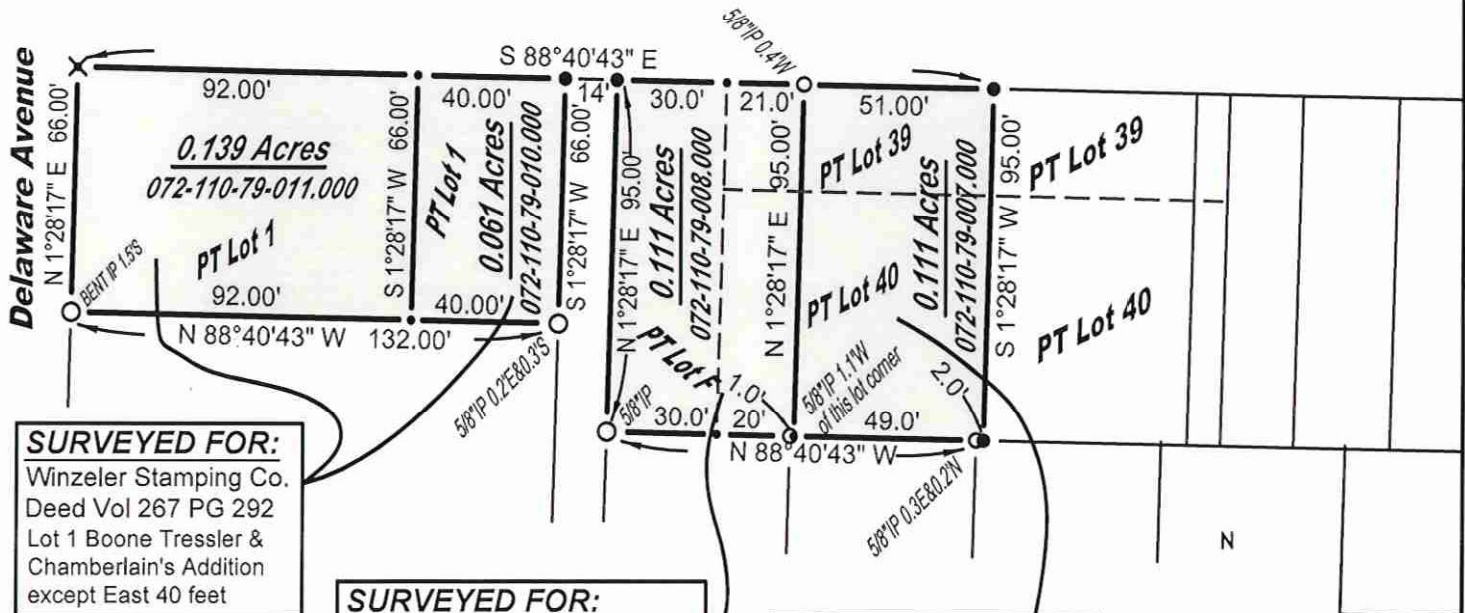
Passed: _____
Mayor

Attest: _____
Clerk of Council

PLAT OF SURVEY

A parcel of land known as Parts of Lots 39 & 40 of Slaybaugh and Boon's Addition AND Part of Lot F of Pratt, Joy's & Nelson's Addition AND Parts of Lot 1 of Boone, Tressler & Chamberlain's Addition to the Village of Montpelier situated in the Southwest Quarter of Section 11, Town 7 North, Range 2 East, Montpelier Village, Superior Township, Williams County, Ohio. Located within the North and the East of the First Principal Meridian of the Original Land Subdivisions of Ohio.

West Wabash Street



SURVEYED FOR:

Winzeler Stamping Co.
Deed Vol 267 PG 292
Lot 1 Boone Tressler &
Chamberlain's Addition
except East 40 feet

SURVEYED FOR:

Winzeler Stamping Co.
Deed OR 301 PG 2661
part of Lots 39 & 40 of Slaybaugh
and Boon's Addition AND part of
the West Half of Lot F of Pratt,
Joy & Nelson's Add.

SURVEYED FOR:

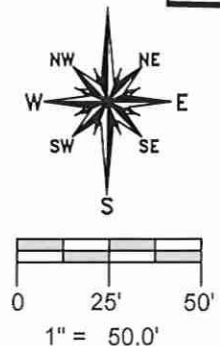
Winzeler Stamping Co.
Deed Vol 249 PG 873
East Half of a 95'x 102' part
of Lots 39 & 40 of Slaybaugh
and Boon's Addition

SURVEY LEGEND

- Placed 5/8" Rebar w/ Cap
- X Found PK Nail
- Point Established this Survey
- Found Iron Pin or Pipe
- ⊠ Found Monument Box
- ⊠ Found Railroad Spike
- X Placed MAG Nail
- Found Wood Post

REFERENCE SURVEYS

Recorders Slide 47E
Volume 6V Page 285



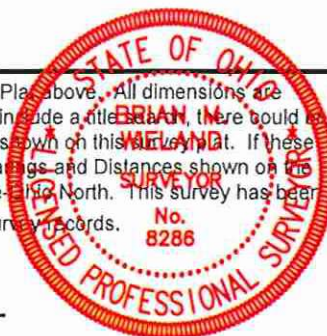
GENERAL OCCUPATION NOTE:

No fences existed along the East, South or West boundaries of this property. All lines of occupation were either agricultural or lawn.

I hereby certify that I have surveyed the premises shown on the Plat above. All dimensions are shown in feet and decimals thereof. Since this survey does not include a title search, there could be easements or other encumbrances upon the land which are not shown on this Plat. If these are required, please furnish the necessary information. The Bearings and Distances shown on this Plat above are based on State Plane Coordinates, SPC83, Zone 18N North. This survey has been recorded in Volume 10V Page 272 of the Williams County Survey Records.

Brian M. Wieland

Brian M. Wieland - Ohio Registered Surveyor No. 8286



DATE: 6-14-2025 JOB: 25-062c

**WIELAND SURVEYING
& ENGINEERING, LLC**

14067 County Road 20
West Unity, OH 43570
419-553-0112 - Voice
brian@wielandsurveying.com

ORDINANCE 2294

AN ORDINANCE VACATING AN ALLEY ON EAST WABASH STREET

WHEREAS, Winzeler Stamping Company has filed a petition with the Village Planning Commission requesting that the alley hereinafter described be vacated; and

WHEREAS, Winzeler Stamping Company owns all of the property abutting the alley proposed to be vacated; and

WHEREAS, the Planning Commission has recommended to the Village Council that the alley be vacated; and

WHEREAS, Council is satisfied that there is good cause for such vacation as recommended by the Planning Commission and finds that such a vacation will not be detrimental to the general interests and ought to be made.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Montpelier, Ohio, that:

Section 1: The following alley between Lots 10 & 20 and a part of Lots 9 & 19, of which is more particularly depicted on the Plat of Survey attached hereto as Exhibit A and incorporated herein by reference, in the Village of Montpelier is hereby vacated.

Section 2: Notwithstanding the vacation of the public alley described herein, the Village hereby expressly reserves and retains a perpetual utility easement over, across, and under the entirety of the vacated alley for the benefit of the Village and all public and private utility providers lawfully serving the area. This easement shall include, but not be limited to, the right to install, construct, reconstruct, inspect, operate, maintain, repair, replace, remove, relocate, and access utility lines, pipes, conduits, mains, cables, wires, poles, appurtenances, and other utility facilities, together with reasonable rights of ingress and egress as necessary to exercise the rights granted herein.

Section 3: This vacation shall not affect the existing easements, of any public utility, whether owned privately or by any governmental authority, located on, over, or under the area affected by this vacation or the right of

access for the purpose of said easement as provided in Ohio Revised Code Section 723.041.

Section 4: The Clerk of Council is hereby authorized and directed to cause a certified copy of this Ordinance to be forwarded to the Williams County Auditor and record it in the office of the Williams County Recorder.

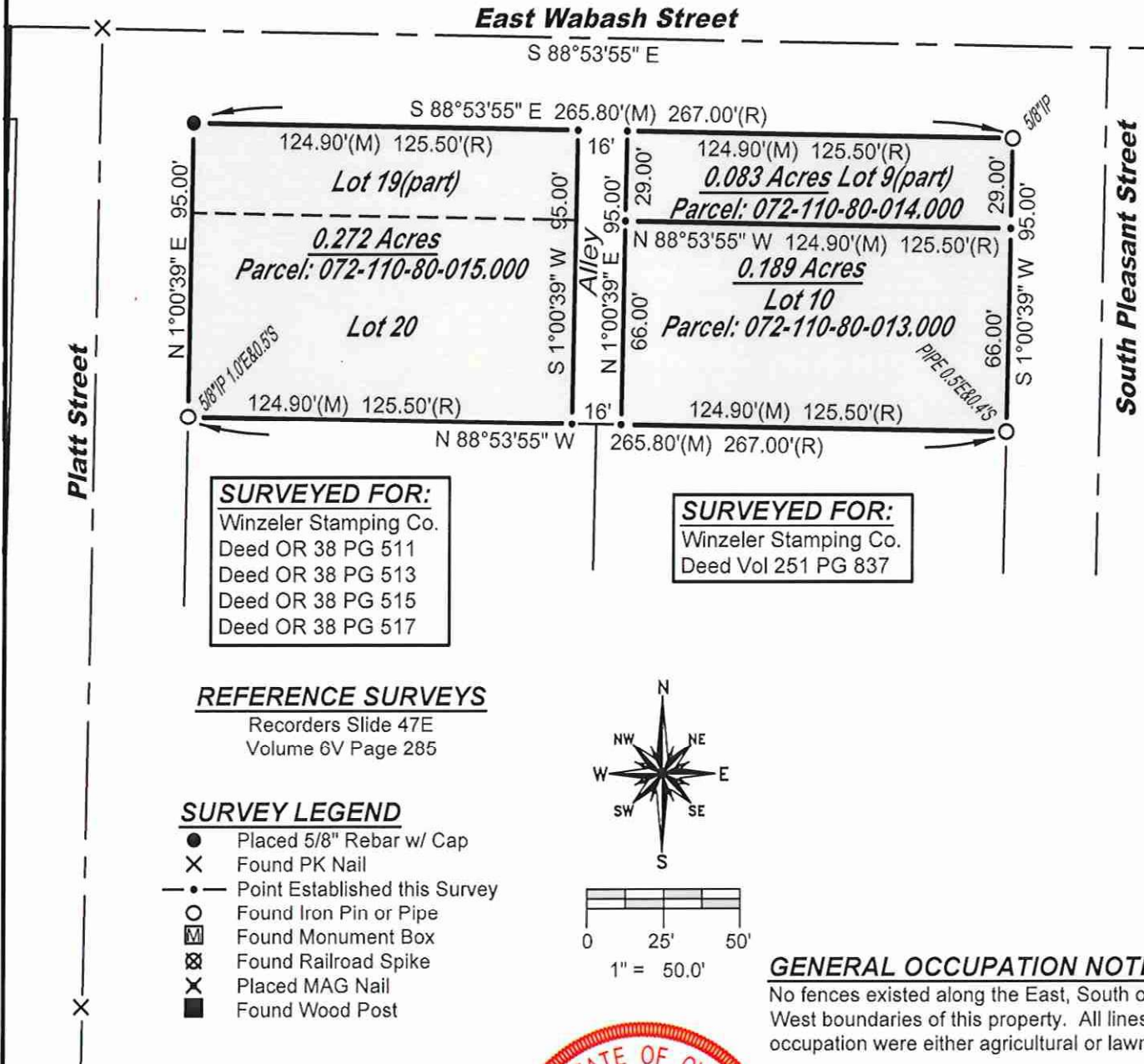
Section 5: This Ordinance shall be in full force and effect at the earliest time allowed by law.

Passed: _____
Mayor

Attest: _____
Clerk of Council

PLAT OF SURVEY

A parcel of land known as all of Lots 10 & 20 and a part of Lots 9 & 19 of Boone & Slaybaugh's Addition to the Village of Montpelier situated in the Southwest Quarter of Section 11, Town 7 North, Range 2 East, Montpelier Village, Superior Township, Williams County, Ohio. Located within the North and the East of the First Principal Meridian of the Original Land Subdivisions of Ohio.



I hereby certify that I have surveyed the premises shown on the Plat above. All dimensions are shown in feet and decimals thereof. Since this survey does not include a title search, there could be easements or other encumbrances upon the land which are not shown on this survey plat. If these are required, please furnish the necessary information. The Bearings and Distances shown on the Plat above are based on State Plane Coordinates, SPC83, Zone 14 North. This survey has been recorded in Volume 10V Page 271 of the Williams County Survey records.

DATE: 6-3-2025 JOB: 25-062

WIELAND SURVEYING & ENGINEERING, LLC
14067 County Road 20
West Unity, OH 43570
419-553-0112 - Voice
brian@wielandsurveying.com

Brian M. Wieland - Ohio Registered Surveyor No. 8286