



Village of Montpelier

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Notice:
Masks Optional

AGENDA NO. 04 – 2023

Agenda for Monday, February 27, 2023

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

1. Call to Order
2. Roll call
3. Prayer
4. Pledge of Allegiance
5. Approve the Agenda for February 27, 2023 (Motion)
6. Approve the Minutes from February 13, 2023 - Council Meeting (Motion)
7. Comments from Audience
8. Comments from Council/Committee Reports
9. Resolution 1366 – Updating Hourly Employee Compensation (Suspend and Pass)
10. Resolution 1367 – Updating Supervisory Employee Compensation (Suspend and Pass)
11. Resolution 1368 – Authorizing the Village Manager to contract with Bryan Excavating, for the installation of a valve in the Water Distribution System. (Suspend and Pass)
12. Village Manager's Report
13. Adjourn



VILLAGE OF MONTPELIER COUNCIL MEETING

MONTPELIER, OHIO

FEBRUARY 13, 2023

Call to Order

Mayor Steve Yagelski called the meeting for the Montpelier Village Council to order at 6:00pm on Monday, February 13, 2023.

Roll Call

Roll call was conducted with the following Council members in attendance: Mrs. Heather Freese, Mr. Don Schlosser, Mr. Nathan Thompson, Mr. Chris Kannel, Mr. Kevin Motter, and Ms. Melissa Ewers absent.

Ms. Melissa Ewers arrived at 6:05pm.

Moment of silence/Pledge

Mayor Yagelski offered a moment of silence followed by those in attendance reciting the Pledge of Allegiance.

Proclamation – Career and Technical Education Month

Mayor Yagelski read a Proclamation designating February 1-28 as Career and Technical Education Month. Mayor Yagelski encouraged everyone to visit and learn about the programs at Four County Career Center.

Agenda 02/13/2023

Mr. Kevin Motter moved and Mr. Chris Kannel seconded a motion to approve the agenda with the addition of acquisition of property for February 13, 2023. Vote on motion: All ayes

Minutes 01/09/2023

Mr. Don Schlosser moved and Mr. Nathan Thompson seconded a motion to approve the minutes from the January 9, 2023 council meeting. Vote on motion: All ayes

January 2023 Financials

Mr. Chris Kannel moved and Mr. Kevin Motter seconded a motion to approve the January 2023 financial reports. Vote on motion: All ayes

Mayor Welcome

Mayor Yagelski welcomed everyone and encouraged attendees to ask questions.

Council Comments

Mr. Nathan Thompson reported himself, Mrs. Heather Freese and Mr. Chris Kannel met with the Visitors Bureau and Village of West Unity for funding the paving of the Wabash Trail. Both gave \$5000.00 towards the paving. NORTA also sent a donation. Montpelier Area Foundation has approved a donation and waiting on Bryan Area Foundation to approve.

Mrs. Heather Freese stated there will be ten (10) questions online for the reviews to Mrs. Nikki Uribes and Mr. Jason Rockey soon.

Ms. Melissa Ewers asked the question how long the School Resource Officer was on light duty. Mr. Jason Rockey was not sure he could answer that question due to HIPPA reasons, and stated that Chief Dan McGee and Lt. Darrel Higbie were out to the school to fill in.

Ms. Melissa Ewers stated around Columbia Street there are pot holes where residents park and asked if there was a process for the Village to fill those. Mr. Jason Rockey stated that for off road parking the homeowner is responsible for filling those holes. Ms. Melissa Ewers then asked if gravel

**Ordinance 2265 –
Approve, Adopt and
Enact 2022 Codified
Ordinances**

ORDINANCE 2265

**AN ORDINANCE TO APPROVE, ADOPT AND ENACT THE 2022
CODIFIED ORDINANCES; TO REPEAL ORDINANCES IN
CONFLICT THEREWITH; A NOTICE OF THE ENACTMENT OF
NEW MATTERS**

Mr. Jason Rockey presented Ordinance 2265 to council and requested to suspend and pass. This takes the ordinances passed by Council for the year and incorporates them into our codified book, inserting them into the proper chapters and sections. The majority of the changes deal with traffic codes and general offenses.

**Ordinance 2265-
Motion to Suspend
Three Reading Rule**

Ms. Melissa Ewers moved and Mr. Don Schlosser seconded a motion to suspend the rules requiring three separate readings of Ordinance 2265. Roll call on motion: Mr. Don Schlosser, yes; Ms. Melissa Ewers, yes; Mr. Chris Kannel, yes; Mrs. Heather Freese, yes; Mr. Nathan Thompson, yes; and Mr. Kevin Motter, yes.

Ordinance 2265 was read by title.

**Ordinance 2265-
Motion to Pass**

Mr. Kevin Motter moved and Ms. Melissa Ewers seconded a motion to pass Ordinance 2265. Roll call on motion: Ms. Melissa Ewers, yes; Mr. Nathan Thompson, yes; Mr. Kevin Motter, yes; Mr. Chris Kannel, yes; Mr. Don Schlosser, yes; and Mrs. Heather Freese, yes.

Income Tax Report

Mrs. Nikki Uribes reported income tax collections at the end of January 2023 as \$221,425.54 as compared to \$90,227.09 and \$279,034.42 in 2021 and 2022 respectively. This is up 145.41% from 2021 and down 20.65% from 2022.

Manager's Report

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

- Construction bids for the Iron Horse Trail posted on the ODOT website February 13th.
- John Fry was awarded the bid to remove trees for the Iron Horse Trail and is about half way done as of last week.
- CSO VII is moving along with Justin Houk and Rich Stoy supervising on site. The contractor struck gas lines today. The Fire department was dispatched and it was taken care of. The Village coordinated road closer at Mill St. and Randolph St. with DPI to complete that section of the project.
- Large trash-drop off will be May 13th from 8:00am to 12:00pm.
- WEDCO annual meeting will be March 30th from 11:00am to 1:00pm.



- The demolition of four buildings downtown was awarded to Advanced Demolition. They were the second lowest bidder. Engineers estimated the job would cost \$290,000. Advanced Demolition's bid was \$188,000. Deadline for demolition was extended by one year. Mayor Yagelski asked for a contact number for Advanced Demolition for a downtown business owner to receive a set of stairs before demolition.

Council Comments

Mr. Kevin Motter asked about the lights at the old Pamida building and why they were on all day and also questioned who was paying the bill. Mr. Jason Rockey was not sure and would get back to Mr. Motter with an answer.

Executive Session

Mr. Don Schlosser moved and Mr. Chris Kannel seconded a motion to go into Executive Session to consider the Compensation of a Public Employee under ORC 121.22 (G)(1) and acquisition of property. Roll call on motion: Ms. Melissa Ewers, yes; Mr. Kevin Motter, yes; Mr. Don Schlosser, yes; Mr. Nathan Thompson, yes; Mrs. Heather Freese, yes; and Mr. Chris Kannel, yes. Mrs. Molly Collert and Ms. Jessica Apple left the meeting at 7:15pm.

Open Session

Council resumed in open session at 7:35pm

Adjourn

There being no further business to come before Council, Mrs. Heather Freese moved and Mr. Don Schlosser seconded a motion to adjourn. Vote on motion: All ayes

Clerk of Council

Steven L. Yagelski, Mayor

RESOLUTION 1366

A RESOLUTION FIXING COMPENSATION AND ALLOWANCES FOR HOURLY EMPLOYEES OF THE VILLAGE OF MONTPELIER, OHIO AND REPEALING ALL ORDINANCES, RESOLUTIONS OR PARTS OF ORDINANCES, RESOLUTIONS PREVIOUSLY PASSED THAT ARE INCONSISTENT HERewith, WHICH RESOLUTION SHALL BE KNOWN AS THE “VILLAGE HOURLY EMPLOYEES’ COMPENSATION AND ALLOWANCES RESOLUTION”.

BE IT RESOLVED by the Council of the Village of Montpelier, Ohio, that:

SECTION 1: The following Compensation Table shall be effective immediately.

SECTION 2: The hourly personnel of the Village shall consist of the positions and their hourly wage shall fall within the range listed, compensation payable biweekly:

JOB TITLE	WAGE RANGE		
ADMINISTRATION			
Finance Specialist I	\$12.00/hr.	to	\$15.00/hr.
Finance Specialist II	\$15.00/hr.	to	\$23.00/hr.
Clerk of Council / Finance Specialist II	\$15.00/hr.	to	\$23.00/hr.
POLICE DEPARTMENT			
Administrative Specialist	\$14.00/hr.	to	\$22.00/hr.
Patrol Officer	\$16.00/hr.	to	\$24.00/hr.
Sergeant	\$21.00/hr.	to	\$30.00/hr.
STREET DEPARTMENT			
Laborer	\$14.00/hr.	to	\$19.00/hr.
Equipment Operator I	\$15.00/hr.	to	\$21.00/hr.
Equipment Operator II	\$17.00/hr.	to	\$24.00/hr.
WATER TREATMENT / WASTEWATER TREATMENT			
Unlicensed Treatment Plant Operator	\$14.00/hr.	to	\$18.00/hr.
Licensed Treatment Plant Operator I	\$16.00/hr.	to	\$22.00/hr.
Licensed Treatment Plant Operator II	\$18.00/hr.	to	\$24.00/hr.
WATER / WASTEWATER MAINTENANCE			
Maintenance Worker	\$14.00/hr.	to	\$19.00/hr.
Distribution / Collections Operator I	\$16.00/hr.	to	\$23.00/hr.
Distribution / Collections Operator II	\$18.00/hr.	to	\$24.00/hr.

JOB TITLE	WAGE RANGE		
ELECTRIC DEPARTMENT			
Apprentice Lineman	\$15.00/hr.	to	\$20.00/hr.
Lineman I	\$17.00/hr.	to	\$24.00/hr.
Lineman II	\$19.00/hr.	to	\$26.00/hr.
Journeyman Lineman	\$21.00/hr.	to	\$31.00/hr.
Line Foreman	\$22.00/hr.	to	\$32.00/hr.
EQUIPMENT MAINTENANCE			
Mechanic	\$16.00/hr.	to	\$27.00/hr.
ENGINEERING DEPARTMENT			
Planning & Zoning Inspector & Engineering Technician	\$15.00/hr.	to	\$27.00/hr.
Project Engineer	\$25.00/hr.	To	\$100.00/hr.
Capital Projects Inspector	\$20.00/hr.	To	\$75.00/hr.

Seasonal and Part-time employees pay range: up to \$40.00 per hour for all departments except those listed.

The Village Manager shall have the option based on experience to place new employees within the appropriate range. Upon satisfactory completion of a probationary period, employees may receive up to a 4% increase, at the discretion of the Village Manager. The Village Manager shall have the discretion to periodically adjust an employee's pay within the pay range set for the employee's position. Such adjustments may be based on additional experience, additional training, performance, change in duties of the position, or other appropriate factors.

Council will review the pay schedule January of 2024 and at a minimum of every three years thereafter.

The wages of the above positions shall be apportioned at the discretion of the Manager.

The hourly personnel for all village departments shall consist of a sufficient number of full and part-time employees as shall be necessary to provide adequate service and as approved by Council. All employees of all the departments shall be subject to 24-hour call. Compensation shall be payable biweekly.

SECTION 3: Clothing Allowance. Full-time Police Officers shall receive a \$400 yearly clothing allowance every January. All other full-time Village Employees shall receive a \$350 yearly clothing allowance every January.

SECTION 4: Education/Certification/Licensing. The Village Manager may upon sufficient proof and with recommendation by their supervisor, increase full-time hourly employee's wage for the completion of a specialized certification or license.

- Examples of specialized certificates/licenses: Accounting Certificate, Business Certificate, Law Enforcement Degree, Water Distribution Certificate I, II or III,

Water Treatment Certificate I, II or III, Wastewater Treatment Certificate I, II or III, or any other specialized certificate approved by the Village Manger.

SECTION 5: Volunteer Fire Department. The fire department shall consist of a Chief, Assistant Chief, and such officers and personnel as are authorized by the by-laws of the Montpelier Volunteer Fire Department and approved by Council. Compensation payable monthly as follows:

JOB TITLE	WAGE RANGE
OFFICERS	
Chief	\$20,000/yr. plus fire calls
Assistant Chief	\$ 1,500/yr. plus fire calls
Captain	\$ 600/yr. plus fire calls
Lieutenant(s)	\$ 500/yr. plus fire calls
Safety Officer	\$ 350/yr. plus fire calls
FIREFIGHTERS	
New members	\$8.80/hr.
Member with Firefighter I Certification	\$10.75/hr.
Member with Firefighter II Certification	\$12.00/hr.
Meetings attended	\$9.50/meeting

Any volunteer fire department member who retires from the department in good standing with fifteen (15) or more consecutive years of service shall be eligible to participate in the following Length of Service Award program (LOSAP)

15 through 19 years of service	\$ 75.00 per year of service
20 through 30 years of service	\$100.00 per year of service (maximum \$3,000.00)

Retirement due to medical reasons before a member has 15 years of active service will be reviewed by the dependency board and their decision will be final as to possible eligibility.

To determine year's eligibility, a point system based on the following parameters will be used:

- a) Meeting attendance
- b) Fire attendance
- c) Department extra activity participation

SECTION 6: Park Maintenance & Recreation Department. The hourly personnel of the Park Maintenance and Park Recreation Departments shall consist of seasonal employees. Compensation payable biweekly:

- a) Seasonal employees up to \$18.00/hr.

The wages of the park maintenance and park recreation seasonal employees shall be apportioned at the discretion of the Village Manager.

SECTION 7: Pool Department. Salaries and wages shall be determined by the Village Manager, and shall be payable bi-weekly:

- | | |
|---|-------------------|
| a) Head Lifeguard | up to \$15.00/hr. |
| b) Lifeguard with Lifeguard Certificate | up to \$13.00/hr. |
| c) Non-certified employees | up to \$11.00/hr. |

Hourly rate to be determined by the number of years' experience; an additional \$ 0.25 per hour if they are W.S.I. certified and an additional \$0.25 per hour for instruction with W.S.I. certification.

SECTION 8: Title. This Resolution shall be known as the "Village Hourly Employees' Compensation Resolution."

SECTION 9: This Resolution shall take effect and be in force immediately upon passage.

Date Passed

Steven L. Yagelski, Mayor

ATTEST:

Clerk of Council

RESOLUTION 1367

A RESOLUTION FIXING COMPENSATION AND ALLOWANCES FOR SUPERVISORY EMPLOYEES OF THE VILLAGE OF MONTPELIER, OHIO AND REPEALING ALL ORDINANCES, RESOLUTIONS OR PARTS OF ORDINANCES, RESOLUTIONS PREVIOUSLY PASSED THAT ARE INCONSISTENT HERewith, WHICH RESOLUTION SHALL BE KNOWN AS THE “VILLAGE SUPERVISORY EMPLOYEES’ COMPENSATION AND ALLOWANCES RESOLUTION”.

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

SECTION 1: The following Compensation Table shall be effective immediately.

SECTION 2: The supervisory personnel of the Village shall consist of the positions and their wage shall fall within the range listed, compensation payable biweekly:

SECTION 3: VILLAGE ADMINISTRATION – SUPERVISORY EMPLOYEES. The Village Administration consists of the following supervisory employees and officials listed below. Compensation shall be payable bi-weekly.

JOB TITLE	WAGE RANGE		
Village Manager	\$2,200.00	to	\$3,200.00
Deputy Village Manager	\$2,100.00	to	\$2,800.00
Director of Finance	\$2,100.00	to	\$3,000.00
Deputy Director of Finance	\$2,100.00	to	\$2,800.00
Fire Chief	\$2,000.00	to	\$2,500.00
Chief of Police	\$2,100.00	to	\$3,000.00
Police Lieutenant	\$2,000.00	to	\$2,500.00
Electric Superintendent	\$2,100.00	to	\$3,000.00
Assistant Electric Superintendent	\$ 23.00/hr.	to	\$ 33.00/hr.
Park Facilities Supervisor	\$ 18.00/hr.	to	\$ 26.00/hr.
Recreation Director	\$ 18.00/hr.	To	\$ 26.00/hr.
Street Superintendent	\$2,000.00	To	\$2,500.00
Assistant Street Superintendent	\$ 18.00/hr.	To	\$ 26.00/hr.
Water / Sewer Maintenance Supervisor	\$ 22.00/hr.	To	\$ 30.00/hr.
Assistant Water / Sewer Maintenance Supervisor	\$ 18.00/hr.	To	\$ 27.00/hr.
Wastewater Treatment Plant Supervisor	\$ 22.00/hr.	To	\$ 30.00/hr.
Water Treatment Plant Supervisor	\$ 22.00/hr.	To	\$ 30.00/hr.

SECTION 4: HOLIDAY, VACATION AND SICK LEAVE COMPENSATION AND OTHER BENEFITS. Holiday, vacation and sick leave compensation and other benefits of the salaried employees shall be as provided in the Montpelier Code, Ordinances, Resolutions, and the Village Personnel Policies and Procedures Manual.

SECTION 5: This Resolution shall be in full force and effect immediately upon its passage.

Date Passed:

Steven L. Yagelski, Mayor

ATTEST:

Clerk of Council

RESOLUTION 1368

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO CONTRACT WITH BRYAN EXCAVATING, LLC FOR THE INSTALLATION OF A VALVE IN THE WATER DISTRIBUTION SYSTEM.

WHEREAS, the Village of Montpelier water distribution system is in need of a new valve to be installed near the Water Treatment Plant; and

WHEREAS, without the new valve, a break in certain portions of the water distribution system could require a complete shutdown of the Water Treatment Plant and interrupt the water supply for the Village water customers; and

WHEREAS, the funds for the new valve are now available to the Village under the American Rescue Plan Act; and

WHEREAS, under Section 11.05 of the Charter of the Village of Montpelier and Section 123.03 of the Codified Ordinances of the Village of Montpelier, and the Council for the Village of Montpelier may authorize the Village Manager to make purchases in excess of \$50,000.00 without securing competitive bids; and

WHEREAS, under Section 735.051 of the Ohio Revised Code, the Council for the Village of Montpelier, Ohio may, without competitive bidding, contract for work and authorize the purchase of materials or supplies in connection with an emergency pertaining to the operation and maintenance of a municipal utility; and

WHEREAS, the Council for the Village of Montpelier finds and determines that the necessity of the new valve constitutes an emergency for the continued uninterrupted supply of water to the Village water customers; and

WHEREAS, the Village Manager has obtained a quote of \$60,700.00 from Bryan Excavating, LLC for the installation of the new valve; and

WHEREAS, the Council for the Village of Montpelier finds and determines the quote is reasonable and that it is in the best interests of the Village of Montpelier and its residents to contract with Bryan Excavating, LLC for the installation of the new valve;

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Montpelier, Williams County, Ohio, two-third concurring, that:

SECTION 1:

The Village Manager is hereby authorized to contract with Bryan Excavating, LLC for the installation of the valve at a cost of approximately \$60,700.00.

SECTION 2:

This Resolution shall be in full force and effective immediately upon its passage.

Date: _____

Steven L. Yagelski

Attest:

Clerk of Council

**NOTICE OF
SEMINAR, CONFERENCE, WORKSHOPS OR MEETING
ATTENDANCE**

Name: Justin Houk

Department: Administration

Date(s): 4/11 & 4/12

Location of Training/Seminar: Columbus, Ohio

Description of Seminar/Training: Amp Technical Conference

Type of Travel: ☒ Village Vehicle ☐ Personal Vehicle ☐ Airplane ☐ Train ☐ Other

Estimated Cost of Transportation: 0

Cost of Registration: \$550

Cost of Hotel: 268.00

Estimated cost of Meals: \$75

Other (gas, tolls, etc.): \$75

Explain other expenses:

Approved by Department Supervisor: _____ Signature: _____

Approved by Village Manager: _____

This form must be completed and turned into the Village Manager before any expenses are approved, cost may be deducted or charged to employee personally if incurred without prior approval.

**NOTICE OF
SEMINAR, CONFERENCE, WORKSHOPS OR MEETING
ATTENDANCE**

Name: Nikki Uribes

Department: Finance

Date(s): 3/27/2023 - 3/29/2023

Location of Training/Seminar: Columbus Ohio

Description of Seminar/Training: Local Government Officials Conference

Type of Travel: ☒ Village Vehicle ☐ Personal Vehicle ☐ Airplane ☐ Train ☐ Other

Estimated Cost of Transportation:

Cost of Registration: 200.00

Cost of Hotel: 358.00

Estimated cost of Meals: 60.00

Other (gas, tolls, etc.): 50.00

Explain other expenses:

Approved by Department Supervisor: Supervisor's Name here

Signature:

Approved by Village Manager:

This form must be completed and turned into the Village Manager before any expenses are approved, cost may be deducted or charged to employee personally if incurred without prior approval.

**NOTICE OF
SEMINAR, CONFERENCE, WORKSHOPS OR MEETING
ATTENDANCE**

Name: Molly Collert

Department: Legislative

Date(s): July 16, 2023 -July 20, 2023

Location of Training/Seminar: Lewis Center/ Nationwide Training Center

Description of Seminar/Training: OMCA Annual Institute

Type of Travel: ☒ Village Vehicle ☐ Personal Vehicle ☐ Airplane ☐ Train ☐ Other

Estimated Cost of Transportation: 50.00

Cost of Registration: 400.00

Cost of Hotel: 654.00

Estimated cost of Meals: 50.00

Other (gas, tolls, etc.):

Explain other expenses:

Approved by Department Supervisor:

Signature:

Approved by Village Manager: _____

This form must be completed and turned into the Village Manager before any expenses are approved, cost may be deducted or charged to employee personally if incurred without prior approval.