



Village of Montpelier

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AGENDA NO. 16 - 2024

Agenda for Monday, August 26, 2024

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 August 26, 2024 (Motion)
6. Approve the Minutes from August 12, 2024 Council Meeting (Motion)
7. Comments from Audience
8. Comments from Council/Committee Reports
9. Approve changes to Instructional Period and Holidays in the Personnel Policy & Procedure Manual (Motion)
10. Village Manager's Report
11. Executive Session to Discuss Personnel Employment ORC 121.22(G)(1)
12. Adjourn



VILLAGE OF MONTPELIER COUNCIL MEETING

MONTPELIER, OHIO

MONDAY, AUGUST 12, 2024

Call to Order	Council President Kevin Motter called the Montpelier Village Council's regular meeting to order at 6:00 pm on Monday, August 12, 2024.
Appoint Acting Clerk	Mrs. Heather Freese moved, and Mr. Nathan Thompson seconded a motion to appoint Mrs. Nikki Uribes as Acting Clerk.
Roll Call	A roll call was conducted, and the following Council members were present: Mr. Kevin Motter, Mr. Chris Kannel, Mrs. Heather Freese, and Mr. Nathan Thompson. Ms. Melissa Ewers arrived at 6:03 and Mr. Don Schlosser was absent.
Prayer/Pledge	Pastor Mary Beth McCandless offered a prayer, followed by those in attendance reciting the Pledge of Allegiance.
Agenda 08/12/2024	Mrs. Heather Freese moved, and Mr. Chris Kannel seconded a motion to approve the agenda for August 12, 2024. Vote on motion: All ayes
Minutes 07/08/2024	Mr. Chris Kannel moved, and Mrs. Heather Freese seconded a motion to approve the minutes from the July 8, 2024, meeting. Vote on motion: All ayes
Rebecca Miller from Bryan Area Christian Prayer Breakfast	Rebecca Miller invited the Mayor and Council to the Bryan Area Christian Prayer Breakfast on Tuesday, September 24, 2024. The breakfast is from 8:30a.m. to 9:30a.m., and the program begins at 10:00a.m. with speaker Jack Brace, Director of LifeWise. She offered one free ticket for the Mayor and let the rest of Council know that more tickets could be purchased for \$8 per ticket. This is the 49 th breakfast and will be held at the Wesley United Methodist Church.
July 2024 Financials	Mr. Chris Kannel moved, and Mr. Nathan Thompson seconded a motion to approve the July 2024 financial reports. Vote on motion: All ayes
Council Comments	Mr. Kevin Motter thanked the Park department for doing an amazing job with the summer programs and all the volunteers who came out and helped with the lunch program. Mr. Chris Kannel mentioned that the 2nd to last cruise is tomorrow on Empire St.
Set Date & Time Trick or Treat 2024 (Motion)	Council President Kevin Motter presented the request to set the date and time for Trick-or-Treat as Saturday, October 26, 2024, from 6:00pm-7:00pm. Costume judging and other activities will be held at Founder's Park. Mrs. Heather Freese motioned, and Mr. Nathan Thompson seconded the motion. Vote on motion: All ayes
Discuss Public Safety Levy Committee	Mr. Chris Kannel spoke for the Personnel, Safety, and Community Engagement committee and would like to find out the next steps for the levy. The levy is filed at the Board of Elections, and we need to know our parameters for forming a committee and where the funds will come from.



**Discuss
Safety
Committee
(Continued)**

**Public
Levy**

Legal Counsel Robert Bohmer explained that the committee is independent of the Village and that Village employees cannot be on the committee and can neither promote nor oppose the levy. Elected officials are permitted to speak for the committee and can serve on the committee, but employees may not. Funds must be raised, and everything will be kept separate from the Village. The committee will have to have their bank account. No Village funds may be used. The committee must also have a Treasurer, and that designation must be filed with the Board of Elections. It is recommended that citizens of the Village be on the committee. Village employees may only state facts about the levy, which includes the Fire and Police departments.

Mr. Chris Kannel asked if there is any reason to wait until the levy is officially certified to be on the ballot before forming the committee. Mr. Bohmer stated there is no reason you cannot start forming the committee now. Certification can take some time with the Board of Election.

Mrs. Heather Freese informed that the campaign finance committee's treasurer will also have to file a pre-election report, post-election report, and annual report. At that time, if any funds are left available, they can be donated to a non-profit, but the account must be zero to close it out.

The committee should come up with a list of names to approach to see if they will be willing to serve on this committee. They will create a new email address just for this committee that potential members can send their interest to serve. The committee will have to assign an in-kind value to the email address that will have to be reported. Mr. Kannel will set up the Gmail account.

**Resolution 1402 –
Transfer
Police Pension**

RESOLUTION 1402

**A RESOLUTION APPROVING A TRANSFER FROM THE GENERAL
FUND FOR CURRENT EXPENSES OF THE VILLAGE OF
MONTPELIER, STATE OF OHIO, FOR THE YEAR ENDING
DECEMBER 31, 2024**

Jason Rockey presented Resolution 1402 to Council and requested to suspend and pass. This is to transfer money to the Police Pension Fund. The Village can do this up to three times a year.

**Resolution 1402 –
Motion to Suspend
Three Reading
Rule**

Mrs. Heather Freese moved, and Ms. Melissa Ewers seconded a motion to suspend the rules requiring three separate readings of Resolution 1402. Roll call on motion: Mr. Nathan Thompson, yes; Mr. Chris Kannel, yes; Mrs. Heather Freese, yes; Ms. Melissa Ewers, yes; and Mr. Kevin Motter, yes.

Resolution 1402 was read by title.

**Resolution 1402 –
Motion to Pass**

Mr. Chris Kannel moved, and Mr. Nathan Thompson seconded a motion to pass Resolution 1402. Roll call on motion: Mrs. Heather Freese, yes; Mr. Nathan Thompson, yes; Mr. Chris Kannel, yes; Mr. Kevin Motter, yes; and Ms. Melissa Ewers, yes.

Resolution 1402 passed.

Income Tax Report

Nikki Uribes reported income tax collections at the end of July 2024 as \$1,471,314.15, compared to \$1,411,912.70, and \$1,564,296.33 in 2022 and 2023, respectively. This is down 5.94% from 2022 and up 4.21% from 2023.

Manager's Report

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

- The crosswalk flashers were installed at three intersections on Main Street.
- Weiland Chase used a large amount of water from the Holiday City Tower last week. WTP Supervisor Thane Apt was aware this was going to happen, but the amount used raised concerns about possible storage issues with the new housing addition coming into Holiday City. A meeting has been scheduled with Holiday City Manager Blaire Campbell to discuss having a study conducted to ensure proper updates are made to handle the water consumption with Weiland Chase having to switch over to our tower.
- Construction on the boardwalks is expected later this week. Paving is scheduled for September 3, 2024. The wetland permit is still outstanding. If it is not approved soon, there will be delays. The permit only affects 200 feet of pipe, and the paving goes over the pipe.
- The contractor that will be working on the Cranberry Run lining project will be starting in September.
- Gerken Paving is scheduling our paving project for the end of the paving season, and it should begin at the end of September with our project.
- Harry Bergman will begin the chip and seal of the alleys in September.
- Chief Dan McGee is still looking to fill the SRO position. The school is in agreement with Rich Shatzer to provide security services again this school year until we are able to fill the SRO position.
- The work at the Police Department is finished, and we plan to return to the PD conference room for our next council meeting.
- Farm Rent went to Jesse Clark for \$217.00 an acre.

Executive Session

Mr. Chris Kannel moved, and Mrs. Heather Freese seconded a motion to go into Executive Session to discuss Employment of Public Personnel ORC 121.22 (G) (1). Roll call on motion: Mrs. Heather Freese, yes; Mr. Nathan Thompson, yes; Mr. Kevin Motter, yes; Mr. Chris Kannel, yes; Ms. Melissa Ewers was absent.

Council resumed in open session at 7:02 pm.

Adjourn

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

Clerk of Council

Mayor Steve Yagelski

pay status shall be counted as part of the instructional period. Part-time employees who work a portion of each work day shall have their instructional period determined by the number of calendar days following appointment in the same manner as full-time employees, i.e., employees who work less than the normal number of work days per week shall have their instructional period determined based upon the number of hours actually worked. One thousand and forty (1,040) hours would constitute a six (6) month instructional period.

- D. ~~Police Department employees and~~ Volunteer Fire Department members serve a one (1) year instructional period before becoming eligible for final appointment unless they are specifically hired as temporary.
- E. An employee who is promoted shall serve a six (6) month instructional period if promoted within the service or Police Department, and a one (1) year instructional period if promoted within the Voluntary Fire Department.

PERFORMANCE EVALUATION**SECTION 3.08**

- A. A written performance evaluation provides Supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. It provides the employee with documented, constructive feedback concerning current job performance. A documented performance evaluation serves as a basis for important management decisions regarding training needs, job assignments, promotion, and retention of employees. The work performance of each non-instructional employee shall be evaluated, in accordance with established procedures.
- B. Each employee will be evaluated annually. The annual evaluation shall measure the employee's performance for the year immediately preceding the evaluation date or for that portion of the year after the completion of the employee's initial instructional period. Special evaluations may be made if authorized by the Village Manager. Instructional employees will be evaluated twice during the instructional period. The first evaluation will be made at the end of the first half of the instructional period, and the second immediately prior to the completion of the instructional period. If the employee is removed before the end of the instructional period, the final evaluation will be made at the time of the removal.
- C. Each employee should be rated by the immediate Supervisor to whom the employee is regularly assigned. If an employee reported to two (2) or more Supervisors during the year being evaluated, the present Supervisor should complete the rating while the previous Supervisor(s) should prepare a written narrative covering that time the employee served under their supervision. If an employee received approximately equal supervision from two (2) persons, the Supervisors should cooperate on a rating and both should sign the report as raters.
- D. Employees will be provided a copy of their performance evaluation. The Supervisor will discuss the report with the employee and will counsel the employee regarding any improvement in performance, which appears desirable or necessary.

10. Christmas Day (December 25); and
 11. Three (3) additional Holidays to be determined and Any other day approved by Council: at the beginning of each year.
- B. Date of Observance - If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday for those employees regularly scheduled to work Monday through Friday.
- C. Each full-time employee of the Village shall be granted compensation, either in wages or in compensatory time, for any or all of these legal holidays the employee is required to work, as determined by the following schedule:
1. Salaried Exempt Employees – If any holiday falls on the regularly scheduled work day for a full-time, salaried employee who is required to work eight or more consecutive hours on that legal holiday, the salaried employee shall be granted compensatory time of one day for each legal holiday worked, by having one day for each holiday worked added to their normal vacation schedule.
 2. Work Holiday Period - For purposes of determining a work holiday period, a work day shall consist of eight (8) consecutive hours in the period from midnight to midnight. In the case of those employees whose normal work day is ten (10) hours, then ten (10) consecutive hours is the period from midnight to midnight.
 3. Work on a Holiday – Non-exempt employees required to work on a holiday shall receive one and one half (1 ½) for all hours actually worked plus eight (8) hours holiday pay or ten (10) hours holiday pay for those whose normal work day is ten (10) hours.
- D. In order to qualify for holiday pay, an employee must work the scheduled workday immediately before and after the holiday unless the employee has had a prior approved excused absence from the Supervisor.
- E. If a holiday occurs while an employee is on sick leave, injury leave or vacation leave, such day will not be charged against the employee's sick, injury or vacation leave balance.

PERSONAL DAYS**SECTION 5.06**

- A. Each full time employee will receive three (3) personal days per year. Personal leave will be credited to each full time employee (on a prorated basis for new employees) on the first day of January on each calendar year in accordance of the following procedures.
- B. Each employee must have prior authorization and approval prior to exercising such benefit.