

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on August 4th, 2025



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

August 4th, 2025

CALL TO ORDER

President Warner called the Village of West Jefferson Council Meeting to Order at 7:00 p.m.

Roll Call.

Council Members in attendance: Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Jeff Patterson, Howard Wade and Jen Warner. **Quorum Declared: 7 present, 0 absent.**

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES

Motion to Adopt the August 4th, 2025 Agenda Moved by Jimmy Little and seconded by Howard Wade. All in favor.

Motion to Approve the Minutes of the July 21st, 2025, Regular Meeting of Council. Moved by Samantha Cahill and seconded by Linda Hall. All in favor.

Motion to Approve the Minutes of the Council Rules Committee meeting? Moved by Jeff Patterson and seconded by Linda Hall. All in favor.

RECOGNITION OF GUESTS

President Warner invited resident Bonnie Hamilton to the podium to speak. Mrs. Hamilton stated that she was at the meeting to address the two parcels behind Merriman. They have only been mowed once this summer and that was back in June. At that time, it was not taken down to the six inches that is required. She went out with a 3 ft yard stick and measured, and the weeds are taller than the yard stick. This was only at the edge of the property, due to ticks and things that she did not want to get into, but it is even taller in some areas. She is questioning why this isn't being mowed or maintained when they have been maintaining it all these years. President Warner asked Zoning Enforcement official, Kristie West if they are aware of this issue. Public Service Director, John Mitchell stated that he is not sure why it was not farmed this year as it has been done in the past. He believes that Mike Murray had an agreement with a farmer to do this, but he will look into it. Mrs. Hamilton stated that she spoke with the farmer, and he stated that he was told not to farm it due to the development with Greenhaven. Director Mitchell stated that he is not aware who would have told him that. Director Mitchell stated that he will have one of the Public Service employees come out and mow the property as soon as possible. Mrs. Hamilton stated that she appreciated their time.

COMMITTEE REPORTS

Chairperson, Linda Hall reported that the Development Committee met prior to the Council meeting to discuss and recommend to Council **RESOLUTION 25-036**, AUTHORIZING THE MAYOR AND DIRECTOR OF PUBLIC SERVICE TO ENTER INTO A PRE-ANNEXATION AGREEMENT WITH KENNISION A. SIMS, ANDREW SIMS & STEVEN AND JILL ADELSBERGER, FOR PARCELS #08-00933.002, 08-00933.001, 08-00933.000 AND 08-00933.003.

The Resolution will be brought to Council at the August 18th Regular meeting of Council.

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on August 4th, 2025

OLD BUSINESS

None.

NEW BUSINESS

- A. **RESOLUTION 25-035** TO APPROVE CONSENT LEGISLATION IN REGARD TO OHIO DEPARTMENT OF TRANSPORTATION PROJECT 109072 MADISON COUNTY US 42 12.35. PID NO. 109072.

Motion to pass Resolution 25-035, Moved by Erica Bogner and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Director John Mitchell explained that this was ODOT looking for the Villages approval to go in and do work on St Rt 42. If you are familiar with the Fluke property which surrounds the area out around the old Taco Bell in that area, that is our right of way to the center of the road. Anytime that ODOT is required to do work they ask for our approval so they can go into the right of way to do the work. He stated that the Village did this 3 or 4 years ago at another location when ODOT had a project. There is no cost to the Village for any of the work and ODOT will maintain all of the work.

VOTED YEA: Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Jeff Patterson, Howard Wade, and Jen Warner

VOTED NAY: None. ABSTAINED: None. Motion passed: 7-0-0.

DEPARTMENT REPORTS

Report for the Mayor – Mayor Martin was unable to attend the meeting.

Report for the Director of Public Service- Director John Mitchell reported that as everyone knows the Route 40 water main still continues to be installed. The contractors are getting closer every day. The Village is opening bids Wednesday, August 6th for the concession stand and restrooms at Converse Park. The pavement and the box culvert to be widened with Choice One Engineering is being addressed as well. The Village is working with Circle K on the traffic impact study. It is almost finalized, but we will be making them put in a right drop lane to the right in/right out on Rt 40. That was the only big issue the Village had with the study, so Circle K has agreed to do that. The project is moving ahead. Council member Samantha Cahill asked isn't a right turn lane there already. Director Mitchell stated that there is a right turn lane but there is no drop lane. It will be about 225 feet long. That should help the traffic slow down to get into the location. Director Mitchell asked if Director Hale had been in discussions with Circle K about the building. Director Hale stated that there have been discussions but there has been no formal submissions. Director Mitchell stated that out by the Love's on Timmons Way and Shaw Drive they put up no parking signs to keep the trucks from parking on those roads. It seems to be working. We are still working with the Race Trac fuel station on Rt 29. Director Mitchell stated that he wasn't sure where they were at with the building and Director Hale stated that they do have a building permit and have had it for a few months. Director Mitchell stated that he believes they are working with ODOT on the right in/right out and box culvert that needs to go in. Director Mitchell stated that he has not heard anything else from the Huntington project across the street from Race Trac since they presented to Council. He is currently waiting for the storm sewer project back on Depot St and once it is finished they will get the streets back in that area paved. The sidewalks back there are just about completed. The Village had 6 lead lines that were on our side that needed to be replaced and those were all completed in the last four or five weeks. President Warner asked if Fellows Avenue has gone out for bid and the Director stated that the job has already been awarded. At the pre-construction meeting it was decided that this year they will focus on replacing the storm sewer from the Cul de sac to Garfield Avenue and the rest of the construction will take place next Spring/Summer. Council member Samantha Cahill asked if the other end of Darbyview Drive to Franklin St. is going to be done this year. Director Mitchell stated that it will probably be next year when they repave that area.

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Report for Recreation and Special Events Manager – Manager, Shelton Stanley did not attend the meeting and was excused. Director Mitchell reported that Manager Stanley was married last Friday, and the wedding went very well. The last Uptown Friday event is this week from 5:30 to 10:30pm. The theme will be Farm Night and New Boot Goofin will be the opening band with Allison Road closing the night out. The Village is sponsoring free snow cone night that evening for the kids. The pool closes Sunday August 17th at 8pm and the Dog Swim will be the following day the 18th. National Night Out is tomorrow evening here at the Community Center from 6pm-8pm.

Report for Director of Finance –Finance Director, Rebecca Shipley-Arnott was unable to attend the meeting and was excused. A report was given for her Department.

She should have July Financials to you before the next meeting.

Interest for July was \$33,605.56

Processed 11 Income Tax Refunds for \$3,312.94

Received the TIF Funds from the County and processed the Distributions. 8 payments for \$154,681.41

Received \$219,108.07 from County, after payouts can keep \$64,426.66.

Since the last meeting:

Revenue Items (over \$10,000 other than Water, Tax & Regularly Received Items)

7/24/2025	OPWC	OPWC Funds - Rt 40 Water Main	\$348,996.91
7/28/2025	Madison County Auditor	2nd Half Real Estate Settlement	\$ 65,938.83
7/28/2025	Ohio Department of Development	ARPA Construction Grant Funds	\$140,887.69
7/28/2025	Madison County Auditor	2nd Half TIF Real Estate Settlement	\$219,108.07
Total Receipts since last reporting		90 Receipts for \$1,000,049.79	thru 7/31/2025

Payment Items (over \$10,000 other than reoccurring expenses - non Payroll)

7/24/2025	Fillmore Construction LLC	OPWC Funds - Rt 40 Water Main	\$348,996.91
7/25/2025	City of London	Permit Fees 2nd Qtr. 2025	\$ 29,685.06
7/25/2025	Forrest Excavation Ltd	Vac Truck Time/Hydro Excavator	\$ 10,225.00
7/25/2025	Village of Plain City	Dev Revenue Sharing	\$ 16,081.32
7/31/2025	Bob's Flatwork LLC	Depot Street Project	\$ 32,250.00
7/31/2025	Fillmore Construction LLC	Rt 40 Water Main	\$466,544.35
7/31/2025	J & J Schlaegel Inc	Rt 40 Transmission Main	\$250,955.31
Total Payments since last reporting		101 Payments for \$2,381,397.07	thru 8/1/2025
142 Invoices Paid			

Report for Chief of Police – Chief of Police, Brandon Smith was unable to attend but a report was given for his Department.

- Planning for National Night Out has been successfully completed. Local first responders will be present at the event, along with our federal partners from both the FBI and DEA offices. We anticipate a strong show of community support and participation.
- In preparation for the event, donated school supplies were delivered to the West Jefferson Community Center. Remaining needs were fulfilled through shopping efforts by our officers, using

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donations from the Frybarger family and proceeds from the dunk tank fundraiser. These supplies will be packed into backpacks and distributed during National Night Out.

- Officer Soward and Officer Day are scheduled to attend the Columbus Police Bike School in September. This training will enhance our agency's capacity for community-based patrols and special event coverage.
- Additionally, Ofc. Youngblood and Ofc. Brison are registered to attend CIT (Crisis Intervention Training) September 22nd through the 26th. The course is a specialized program designed to prepare police officers with the skills and knowledge to effectively handle mental health crises. It focuses on de-escalation techniques, understanding mental illness, and connecting individuals in crisis with appropriate mental health services.
- Lastly, our department joined law enforcement agencies across the state in honoring the critically injured and fallen officers of the Lorain Police Department. While the Officers were at lunch on duty, they tragically came under ambushed gunfire. Officer Phillip Wagner, who sadly succumbed to his injuries, was laid to rest on July 30th. Our agency showing presence to the funeral displayed respect to their families, duty, and sacrifices.

Report for Director of Development – Director Tom Hale reported that they have nothing to report for this month.

Council member Samantha Hall asked Director Hale if they were any closer to hiring someone else for their Department. Director Hale stated not to his knowledge, and she could receive more information by asking Mayor Martin.

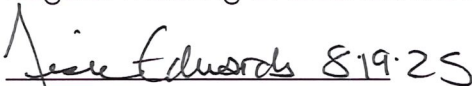
Report for Director of Information Technology – Director of Information Technology, Mark Crosten was unable to attend the meeting and was excused.

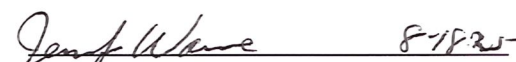
Recognition of Clerk and Council – The Clerk had nothing to report at this time.

Council member Jimmy Little stated that he was at the County Commissioners' meeting, and they have agreed to put the bike route signs up on Wilson Rd into town and Olmstead Rd. He just spoke with Director Mitchell to ask to continue them through the Village and head eastward to the Darby. He will then work with ODOT to continue the signs onward. That is in preparation for when ODOT does the work on the bridges in town. They are hoping to get multi use paths on the sides of the bridge and then the path will continue through to Darby Creek.

Chairperson of the Council Rules Committee, Samantha Cahill stated that she is trying to set up a Committee meeting on August 18th prior to the Council meeting. The Clerk will be contacting the Committee to set this up.

Motion to Adjourn by President Jen Warner at 7:18 p.m. and reconvene at the August 18th, 2025, Regular Meeting of Council. Motion by Jeff Patterson and seconded by Linda Hall. All in favor.


Tisha Edwards 8-19-25
Clerk of Council Date


Jennifer Warner 8-18-25
President of Council Date



***All guest will have 3 minutes to speak unless more time is asked for in advance**

Date: 08/4/25

Do you wish to Address Council?

[illegible]



REGULAR MEETING OF COUNCIL AGENDA

August 4th, 2025

Call to Order & Roll Call

Council Members: Jen Warner, Linda Hall, Samantha Cahill, Erica Bogner, Howard Wade, Jeff Patterson, and Jimmy Little.

Prayer and Pledge

Approval of the Agenda and Past Minutes

Past Minutes from the July 21st, 2025 Regular meeting of Council & Past Minutes from the July 21st, Council Rules Committee meeting.

Recognition of Guests

Committee Reports

Development- Chairperson, Linda Hall

Employee Benefits-Chairperson, Jimmy Little

Finance- Chairperson, Samantha Cahill

Parks & Recreation- Chairperson, Jeff Patterson

Police- Chairperson, Howard Wade

Public Service & Special Events- Chairperson, Erica Bogner

Old Business

New Business:

- A. **RESOLUTION 25-035** TO APPROVE CONSENT LEGISLATION IN REGARD TO OHIO DEPARTMENT OF TRANSPORTATION PROJECT 109072 MADISON COUNTY US 42 12.35. PID NO. 109072.

Department Reports

Mayor (Ray Martin)

Director of Public Service (John Mitchell)

Recreation and Special Events Manager (Shelton Stanley)

Director of Finance (Rebecca Shipley-Arnott)

Chief of Police (Officer Omar)

Director of Development (Tom Hale)

Director of Information Technology (Mark Crosten)

Communications from Clerk & Council

Motion to Adjourn

Adjourn & Reconvene at the August 18th, 2025, Regular meeting of Council at 7:00 P.M.

Village of West Jefferson, OH



REGULAR MEETING OF COUNCIL

August 4th, 2025

NOTES AGENDA

****Remember to review the Guest List before starting the meeting and turn on the recorders.**

I Call this Meeting to Order at ____ P.M.

Roll Call?

COUNCIL MEMBER	Present	Absent
Bogner, Erica		
Cahill, Samantha		
Hall, Linda		
Little, Jimmy		
Patterson, Jeff		
Wade, Howard		
Warner, Jen		

Madame President, I have ____ members present and ____ absent

***If anyone on Council is absent, officially note by the President at this time**

Quorum Declared

-Prayer & Pledge

-Agenda

·Do I have a Motion to Adopt the August 4th, 2025 Agenda? Moved by ____ and seconded by ____.

·Deliberations Begin “Are there any questions or comments?” ·Deliberations End. All in Favor? Any Opposed?

-Minutes

·Do I have a Motion to Adopt the Minutes of the July 21st, 2025 Regular meeting of Council? Moved by ____ and seconded by ____.

·Deliberations Begin “Are there any questions or comments?” . ·Deliberations End. All in favor? Any Opposed?

·Do I have a Motion to Adopt the Minutes of the July 21st, 2025 Council Rules Committee meeting? Moved by ____ and seconded by ____.

·Deliberations Begin “Are there any questions or comments?” . ·Deliberations End. All in favor? Any Opposed?

-Recognition of Guests ****Remember to review the Guest List**

-Committee Reports

- Development- Chairperson, Linda Hall
- Employee Benefits-Chairperson, Jimmy Little
- Finance- Chairperson, Samantha Cahill
- Parks & Recreation- Chairperson, Jeff Patterson
- Police- Chairperson, Howard Wade
- Public Service & Special Events- Chairperson, Erica Bogner

-Old Business, if any

-New Business, if any

A. **RESOLUTION 25-035** TO APPROVE CONSENT LEGISLATION IN REGARD TO OHIO DEPARTMENT OF TRANSPORTATION PROJECT 109072 MADISON COUNTY US 42 12.35. PID NO. 109072.

Do I have a Motion to adopt Resolution 25-035? Moved by____ and seconded by ____.

·Deliberations Begin “Are there any questions or comments?” **John can discuss this if necessary.**

·Deliberations End

·Roll Call to vote

COUNCIL MEMBER		Yea	Nay	Abstain
Bogner, Erica				
Cahill, Samantha				
Hall, Linda				
Little, Jimmy				
Patterson, Jeff				
Wade, Howard				
Warner, Jen				

Madame President there are ____ Yea, ____ Nays & ____ Abstain Motion passes/fails

-Department Reports

- Mayor (Mr. Ray Martin)
- Director of Public Service (Mr. John Mitchell)
- Recreation and Special Events Manager (Mr. Shelton Stanley)
- Director of Finance (Mrs. Rebecca Shipley-Arnott)
- Chief of Police (Mr. Brandon Smith)
- Director of Development (Mr. Tom Hale)
- Director of Information Technology (Mr. Mark Crosten)

-Communications from Clerk and Council-

Motion to Adjourn the meeting at _____ p.m. and reconvene at the August 18th, 2025
Regular Meeting of Council at 7:00 P.M. Moved by _____ and seconded by _____. All in Favor?
Any Opposed? Meeting Adjourned.

Report to Council

Should have July Financials to you before the next meeting.

Interest for July \$33,605.56

Processed 11 Income Tax Refunds for \$3,312.94

Received the TIF Funds from the County and processed the Distributions. 8 payments for \$154,681.41
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Total Payments since last reporting			101 Payments for \$2,381,397.07	thru 8/1/2025	
			142 Invoices Paid		

2025 2ND HALF REAL ESTATE SETTLEMENT DEVELOPER REIMBURSEMENTS			Return to Developers
2905	DUKE	\$ 13,869.63	
	PAY PROLOGIS	\$ 121,448.40	
		\$ 14,719.61	
		<u>\$ 150,037.64</u>	\$ 105,026.35
2907	BATTELLE	\$ 17,492.66	
		\$ -	
		\$ -	
		<u>\$ 17,492.66</u>	\$ 17,492.66
2908	TARGET	\$ 11,759.11	\$ 11,759.11
2912	PIZUTTI	\$ 5,710.18	
		\$ 5,483.04	
		<u>\$ 11,193.22</u>	\$ 7,835.25
2913	MEDLINE	\$ -	
		\$ -	
		\$ -	
		<u>\$ -</u>	\$ -
2914	WJHP	\$ 1,709.04	\$ 1,538.14
2915	COLUMBUS LOGISTICS/PARK WEST 1 PAY AMBROSE ASPIRE FUND I LP	\$ 845.83	\$ 592.08
2916	C5 GATEWAY 3 LLC	\$ 9,551.01	\$ 6,685.71
2917	MICHAEL FOODS	\$ 5,360.16	\$ 3,752.11
	PAY COMET PROCESSING INC		
		<u>\$ 207,948.67</u>	
Keep		\$ 5,765.70	
		\$ 5,393.70	
		\$ -	
		\$ -	
		\$ -	
		<u>\$ 11,159.40</u>	
Received		\$ 219,108.07	\$ 154,681.41
Village Proceeds		<u>\$ 64,426.66</u>	

Please note this bulletin is posted on the Village of West Jefferson website under the Council section @ <https://www.westjeffersonohio.gov/villagecouncil>.



This legislative bulletin contains Ordinances & Resolutions to be voted on by Council and announcements of second readings and Public Hearings. If noted, supplemental and supporting documents, such as exhibits, and copies of all legislation are available upon request to the Clerk of Council's office, 28 East Main Street, West Jefferson, OH 43162. Phone 614-379-5321 or via the website at <https://www.westjeffersonohio.gov/villagecouncil>.

Resolutions and Ordinances on the Agenda for August 4th, 2025
(This color indicates attachments if there are any)

RESOLUTION 25-035 TO APPROVE CONSENT LEGISLATION IN REGARD TO OHIO DEPARTMENT OF TRANSPORTATION PROJECT 109072 MADISON COUNTY US 42 12.35. PID NO. 109072.

WHEREAS, The following is enacted by the LPA (Local Public Agency) Village of West Jefferson of Madison County, OH Resolution 25-035 and,

SECTION I - Project Description

Whereas the Village of West Jefferson (LPA, Local Public Agency), Madison County, OH has identified the need for the described project:
Pavement repairs on US 42 from mile marker 12.32-12.973 including widening lanes and adjusting traffic signals and controls.

NOW THEREFORE, BE IT ORDAINED by the Village of West Jefferson of Madison County, Ohio, Village of West Jefferson Council, and

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

- a) The State shall assume and bear 100% of all of the costs of the improvement.
- b) The LPA further agrees to pay One Hundred Percent (100%) of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

SECTION IV - Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of way costs include eligible utility costs.

SECTION V - Maintenance

Upon completion of the described Project, and unless otherwise agreed, the LPA shall:

- (a) provide adequate maintenance for the described Project in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116;
- (b) provide ample financial provisions, as necessary, for the maintenance of the Project;
- (c) maintain the right-of-way, keeping it free of obstructions; and
- (d) hold said right-of-way inviolate for public highway purposes.

SECTION VI - Authority to Sign

The Mayor and Public Service Director of said Village of West Jefferson is hereby empowered on behalf of the Village of West Jefferson to enter into contracts with the Director of Transportation which is necessary to complete the above described project.

WHEREFORE, this Resolution shall be in full force and effect from and immediately after the passage and approval by the Mayor.

Notes: _____



**Department of
Transportation**
transportation.ohio.gov

Mike DeWine, Governor
Jim Tressel, Lt. Governor
Pamela Boratyn, Director

July 9, 2025

Village of West Jefferson
28 East Main Street
West Jefferson, OH 43162

RE: Consent Legislation
MAD-42-12.35, PID 109072

Dear Sir or Madam:

Enclosed is consent legislation to allow ODOT's contractor to perform pavement repairs on US 42 from mile marker 12.32-12.973 including widening lanes and revising traffic controls and signals.

After your preparation and approval of the legislation document, please forward it to the Council for their necessary action. After the legislation has been executed, please return an electronic copy of the executed legislation to my email address (below).

To ensure that project development proceeds in a timely manner, the enclosed legislation will need to be fully executed and returned to this office prior to October 8th, 2025. If you have any questions, feel free to contact me via E-mail at Melissa.Anderson@dot.ohio.gov.

Respectfully,

Melissa Anderson
Program Administrator
ODOT D6

Attachments*

c: C. Wengerter*, M. Risko*, Legislation File*

District 6
400 East William Street
Delaware, OH 43015 U.S.A.

740 | 833 8000
transportation.ohio.gov

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services

CONSENT LEGISLATION
RC 5521.01

Ordinance/Resolution# _____
PID No. 109072
County/Route/Section MAD-42-12.35

The following is _____ enacted by the Village of West Jefferson of Madison
(Ordinance/Resolution) (Local Public Agency)
County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I - Project Description

WHEREAS, the (LPA/STATE) has identified the need for the described project:

Pavement repairs on US 42 from mile marker 12.32-12.973 including widening lanes, and adjusting traffic signals and controls.

NOW THEREFORE, be it ordained by the Village of West Jefferson of Madison County, Ohio.
(LPA)

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The State shall assume and bear 100% of all of the costs of the improvement.

The LPA further agrees to pay One Hundred Percent (100%) of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

SECTION IV - Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of way costs include eligible utility costs.

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on July 21st, 2025



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

July 21st, 2025

CALL TO ORDER

President Warner called the Village of West Jefferson Council Meeting to Order at 7:00 p.m.

Roll Call.

Council Members in attendance: Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Jeff Patterson, Howard Wade and Jen Warner. **Quorum Declared: 7 present, 0 absent.**

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES

Motion to Adopt the July 21st, 2025 Agenda Moved by Erica Bogner and seconded by Samantha Cahill. All in favor.

Motion to Approve the Minutes of the July 7th, 2025, Regular Meeting of Council. Moved by Jimmy Little and seconded by Howard Wade. All in favor.

RECOGNITION OF GUESTS

There were no guests that requested to speak at this meeting.

OLD BUSINESS

None.

NEW BUSINESS

None.

RECORD OF PROCEEDINGS

Minutes of the
Regular Meeting of Council

Held on
July 21st, 2025

COMMITTEE REPORTS

Chairperson, Samantha Cahill reported that the Council Rules Committee met prior to the Council meeting. They reviewed and discussed some potential items for the rules and will reconvene at a later date to further discuss these items.

DEPARTMENT REPORTS

Report for the Mayor – Mayor Martin reported that he excused Director Mitchell and Manager Stanley and would be reporting for them. The asphalt repairs for the new water main on Darbyview Drive should be completed this week. They plan to extend the new main from London Street to Franklin Street this fall or early next year. They will then repave the entire section from Franklin Street down to the Cul de sac. The new concession stand/restroom and storage building at Converse Park is being advertised for bids on July 23-July 30th. Bids will be open on August 6th. Work continues to progress on the Rt 40 transmission main. The Depot Street storm sewer and paving project should begin construction in the next two to three weeks and the completion date is set for October 1st. They have been replacing sidewalks because we have staff in house that can do the work. The Circle K traffic impact study has been completed and reviewed with minimal comments. They should be able to proceed forward now. Racetrak fueling center, which will be located on Rt 29 off of I-70 paid their development fees and should be moving forward with that construction.

The July 13th Fishing Derby was successful, and we had over 100 people in attendance. Plenty of memories were made. Huge thanks to Toagosei America, Inc. / Krazy Glue for continuing to allow the Village to use their facilities over the years. The July 18th Friday Night Uptown was a huge hit. The band, Our Short Years, delivered a great opening act and Shucking Bubba Deluxe came on and kept the crowd going. Plenty of water games, slides and the dunk tank gained a ton of reaction, and we were able to collect \$374.00 towards Cram the Cruiser. The Mayor asked at this time how many Council members were in the dunk tank. At Large members, Jeff Patterson and Jimmy Little both participated in the event. The Police Department and the Parks and Recreation Department are still collecting supplies until the end of the month, and they can be dropped off at the Police Department. They will be packing backpacks on August 1st for the National Night Out event held on August 5th 6pm-8pm. The event will have many interactive events for the kids and family to enjoy. The last Friday Night Uptown event will be Friday August 8th from 5:30 pm-10:30pm. Farm Night is the theme and there will be a petting zoo, pony rides and a mechanical bull. New Boot Goofin, a newly created Country band will start the night out with the Allison Road band finishing the night off. Recreation and Special Events Manager Shelton Stanley will be out of the office July 30th-August 1st for his wedding and then will be out August 9th-17th for his honeymoon. The Mayor stated that his secret for the Fall Fest is doing well. It will be a big deal, but he has to make sure that it grows first. Which is a hint, by the way.

Report for the Director of Public Service- Director John Mitchell did not attend the meeting and was excused by the Mayor.

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Minutes of the Regular Meeting of Council

Held on July 21st, 2025

Report for Recreation and Special Events Manager – Manager, Shelton Stanley did not attend the meeting and was excused by the Mayor.

Report for Director of Finance –Finance Director, Rebecca Shipley-Arnott reported that the Clerk of Council emailed out the June Financials. Director Shipley-Arnott and the Clerk both have printed copies in their offices if anyone needs to review them.

Interest for June \$33,152.09 so as long as it stays up that high we won't pursue investment help outside the Village.

Income Tax was down 7% for June but is still up 1% for year.

Revenue Items (over \$10,000 other than Water, Tax & Regularly Received Items)

6/09/2025	OPWC	Grant Funds Paid to J&J Schlaegel	\$142,386.75
6/25/2025	RaceTrac	Development Fees	\$189,438.50

Total Receipts since last reporting 418 Receipts for \$2,586,964.87 thru 7/18/2025

Payment Items (over \$10,000 other than reoccurring expenses - non Payroll)

6/03/2025	Core & Main	Supplies for Water/Capital	\$20,975.73
6/03/2025	MNJ Technologies	Dell Power Backup	\$20,690.00
6/03/2025	Xylem Water Solutions	Clarifier Return Pumps	\$38,553.03
6/04/2025	J & J Schlaegel	Pay App #2	\$13,303.76
6/06/2025	Choice One	Engineering Fees	\$18,605.00
6/06/2025	Coastal Pump	Sewage Pump	\$14,852.00
6/06/2025	Mike's Trucking	Bed Lift	\$10,752.50
6/13/2025	Intoximeters Inc	Power Cord Cable Printer	\$13,617.00
6/13/2025	Motorola Solutions	Software & Hosting	\$12,136.10
6/13/2025	PVS Technologies	Ferric Chloride for WWTP	\$10,930.68
6/20/2025	Appalachian Environ. LLC	Filter Repair at Water Plant	\$14,660.38
6/20/2025	Eubanks, Rodney	Electronical Work	\$11,380.00
7/01/2025	Honda Marysville Motor Sports	Gator	\$20,000.00
7/03/2025	Industrial Tech Solutions	Booster Station Fuse Replacement	\$12,321.80
7/03/2025	Madison County Sheriff	Quarterly Dispatch Services	\$30,663.00
7/03/2025	Parr	New Cruiser	\$21,119.83
7/18/2025	Smartsights Technologies	Subscription Renewal	\$11,400.00

Total Payments since last reporting 449 Payments for \$1,664,900.00 thru 7/21/2025
730 Invoices Paid

Report for Chief of Police – Chief of Police, Brandon Smith reported that today was the Village Cadets first day of the Police Academy. He has been coming in regularly for ride a longs before today. He is

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still super excited which they love to see. The Chief met with the new School Superintendent this past week which went very well. They discussed different training opportunities and what her expectations are moving forward. There were several good topics that we would like to pursue together, such as table talk work sessions, and a training opportunity with all of the teachers in August. She will meet with her staff before scheduling another meeting and the Health Department will also be partnering on several events with the Village and the school this year. Cram the Cruiser was very successful, and it seems like each day we keep getting more donations in which is appreciated, and we will be taking those until the end of the month. In the last two weeks there have been 106 traffic stops, 58 on Main Street and 34 resulted in citations.

Report for Director of Development – Director Tom Hale reported that they have had 3 commercial development meetings since the middle of June, but they have all had Non-Disclosure Agreements, so they are not public or definite projects, but they have all inquired with development for West Jefferson. As of last Friday, the department has processed 1,507 permits year to date and have completed 4,838 inspections. By comparison, they completed 6,508 for the entire year of 2024. He asked the Council to not be misled, they could not have done all of this with their staff, they have had to contract help which is very expensive. He does not know when this volume of work will stop, but he does see the permits for July have lessened since June. It is very hard to predict. He knows that 4,800 inspections for 6 months and 3 weeks is a lot and sort of unbearable. There is no Planning Commission meeting for August.

Council member Samantha Cahill asked Director Hale if we have to contract do we lose money. Director Hale stated absolutely, we do. There is no way to charge to compensate for that based on contract cost. The one thing that has really been costing us is we have over 200 permits per month and we cannot get all of those processed so we are using contract plans examination. He stated, at what point does it slow down though, and it makes for a very difficult equation.

Council member Howard Wade asked if would make sense to hire another Inspector. Director Hale stated it makes perfect sense, and he has inquired about this. The Mayor stated that they are working on this, and Council member Wade stated we cannot be losing money. Council member Samantha Cahill stated we cannot be losing sanity either for the staff.

Report for Director of Information Technology – Director of Information Technology, Mark Crosten reported he is extremely busy and two of the main projects he has been working on that he can talk about are the redesign of the Village website which is moving along well. Jill Sorenson and Tisha Edwards have been helpful with getting this going. Right now, we are making sure the content looks good on the site and getting everything entered in. The other project is the Utility Billing Software. Today was the first of 3 days of training and he knows that Taylor Patterson works extremely hard on that software, and she has been invaluable getting that going. The go live date is tentatively August 19th, but he is not willing to sacrifice having it roll out correctly, to meeting a deadline date that doesn't necessarily mean much. He is monitoring this closely. He wanted to let Council know that he had found some time last week to enter the hottest Chili contest at the Franklin County Fair and won. Everyone was very excited and applauded. He also mentioned that this is the 5th year in a row that he has won. He tries to make it not only hot, but good. He will go on to the State Fair next Wednesday and last year

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Minutes of the
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he won 2nd place at the State Fair. Last year it was normal heat, not the hottest though. President Warner said the we are all rooting for him! He was letting everyone know he is not just one dimensional, it's IT and chili which gained a lot of laughs.

Recognition of Clerk and Council – The Clerk had nothing to report at this time.

President Warner reminded Council that there were a few items in their packet to review for the August 4th meeting and if they have any questions, they can reach out to her, Mayor Martin or Clerk Edwards.

Motion to Adjourn by President Jen Warner at 7:17 p.m. and reconvene at the August 4th, 2025, Regular Meeting of Council. Motion by Jeff Patterson and seconded by Linda Hall. All in favor.

Tisha Edwards
Clerk of Council
Date

Jennifer Warner
President of Council
Date

RECORD OF PROCEEDINGS

Minutes of the Council Rules Committee Meeting

Held on July 21st, 2025



Village of West Jefferson Council
Council Rules Committee

MINUTES

July 21st, 2025

CALL TO ORDER

Chairperson Samantha Cahill called the Council Rules Committee meeting to Order at 5:30 P.M.

ROLL CALL:

Samantha Cahill, Jeff Patterson, Linda Hall. 3 present, 0 absent. Quorum Declared.

Other Council members and Village Staff in attendance: Mayor, Ray Martin, Council President, Jen Warner, and Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda moved by Jeff Patterson and seconded by Linda Hall. All in favor.

NEW BUSINESS:

This was the Committees first meeting, and the goals to focus on are:

1. Determine the reason we set Rules and examples that we have
 - a.) Rules that were made in 2003 that will have to be amended possibly, even though no legislation exists, only a vote by Council at the January 6th, 2003 meeting.
 - b.) What changes are most necessary since the 2003 rules.
2. Once rules ideas are discussed and agreed on, taking them to the Law Director to review and ask if they need to be voted on and do they have to be signed by the Council person if approved.

RECORD OF PROCEEDINGS

Minutes of the Council Rules Committee Meeting

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- 3. At a future meeting, once finalized, they will recommend to Council by Roll call.

Chairperson Samantha Cahill started the meeting by stating that this committee was created to establish rules for Council and once the committee drafted their final thoughts, they would recommend to the Law Director and Council for review before voting.

A draft set of rules were handed out to the Committee members and many of the items were just touched on to see if everyone agreed that it was a starting point. Everyone agreed that they would take the draft home to review and come back with suggestions for changes or additions for the next meeting. The Committee members were also given examples of other municipality Council rules to use for guidance and consideration while making their new rules.

Mayor Martin added some input and suggestions at the meeting and followed with his understanding that this is Council's decision, and he was happy to be included in the discussion.

A future date will be set to reconvene and discuss these items in further detail.

ADJOURN

Chairperson Samantha Cahill asked for a Motion to Adjourn at 6:21 p.m. Motion by Jeff Patterson and seconded by Linda Hall. All in favor.

Chairperson, Samantha Cahill

Date

Clerk of Council, Tisha Edwards

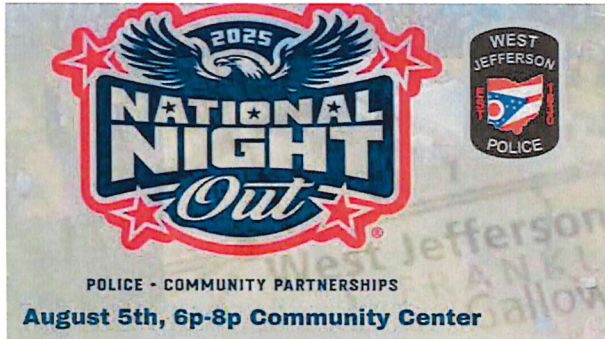
Date



Monthly West Jeff Update

August 2025

Message from Mayor Ray Martin



August is the unofficial end to summer, and we will be packing the month with some wonderful memory-making activities!

On Tuesday, August 5, our community will be joining countless others across the nation in celebrating National Night Out. Come talk to our first responders, meet our K-9 Diego and his partner, Officer Salem, and so many other wonderful representatives from their various departments and offices. Then, on Friday, August 8 we will have our final Friday Night Uptown of the year. Free live music, food trucks, a petting zoo and blow-ups for the kids will make this another great evening. Check the calendar for more activities. Construction projects will continue through the fall, as long as good weather holds. Hope you enjoy the month!



NEED TO KNOW

National Night Out: August 5, 6-8pm

Friday Night Uptown: August 8, 6-10:30pm

Pool Closes: August 17, 8pm

School Starts: August 18

Calendar Items

August 4: Village Council Meeting, 7:00 pm at the Community Center

August 5: National Night Out. Meet our local first responders and enjoy a variety of activities and free treats! 6-8pm at the Community Center

August 6: Jefferson Township Board of Trustees Meeting, 6:30 pm at Township Hall, 225 Cemetery Rd

August 7: Last day of Lunch and Learn. 11:30am-1pm at the Community Center

August 8: Friday Night Uptown, 6-10:30 pm on Center Street, Farm Night!

August 15: Pool party w/Harvest Chapel. 8-10pm at the WJ Pool. Free

August 16: FreeCycle 10am-2pm at the Community Center

August 17: Last swimming day for the pool

August 18: Village Council Meeting, 7:00 pm at the Community Center

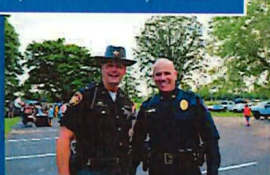
August 18: Doggie Swim at the pool, 6-8pm

August 18: First day of school



NATIONAL NIGHT OUT

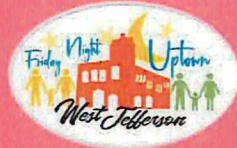
FREE EVENT, TUESDAY, AUGUST 5, 2025

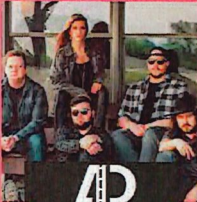
First Responders, AEP's Bucket Truck, Children's Activities, Filled Back to School Backpacks, Free Whit's Custard sponsored by Prologis, Free Hot Dogs & More!

6-8pm
Community Center





Friday Night 2025 Uptown




ALLISON ROAD

This is a no-alcohol event

Aug 8
6-10:30 pm

Farm Night

- Petting Zoo
- Wild Bull Rides
- Sno-Cones



Family Fun!
Save the Date!

3 Flame BBQ * Fuller Flaver * M&M
Dos Tacos * Street Heat * Shake it Up
Lemonades * Layla's Sweet Treats



2025 FREECYCLE

AUG. 16TH

7:00 am
Bring items you no longer have a use for to the Community Center (230 Cemetery Rd.) and set them in the designated areas for give-away.

10am-2pm
Shop the Freecycle! All left-over items will be donated to the H.E.L.P. House.

Furniture & Appliances
Do NOT bring large items. Instead bring a PICTURE with a pick-up location for shoppers.

Items from the Freecycle are for personal use only and NOT to be resold

POOL CLOSING FOR THE 2025 SEASON

Last swim day is Sunday, August 17 Noon-8:00pm

West Jefferson Swimming Pool



Doggy Swim Day!

Doggy Swim day!
Monday, Aug. 18 6-8PM





DEVELOPMENT COMMITTEE MEETING

AGENDA

August 4th, 2024

Call The Meeting to Order at ____ by Chairperson, Linda Hall

Roll Call Linda Hall, Howard Wade, Jimmy Little

Agenda

Motion to Adopt the Agenda: Mover: ____ Second: ____ all in favor? Any opposed?

The Minutes from the March 12th, 2025 Development Committee meeting

Were approved at the April 7th, 2025 Regular meeting of Council.

Old Business

New Business

- A. **To discuss the Council recommendation to consider Resolution 25-036** AUTHORIZING THE MAYOR AND DIRECTOR OF PUBLIC SERVICE TO ENTER INTO A PRE-ANNEXATION AGREEMENT WITH KENNISON A. SIMS, ANDREW SIMS & STEVEN AND JILL ADELSBERGER, FOR PARCELS #08-00933.002, 08-00933.001, 08-00933.000 & 08-00933.003.
(Currently, this will be read and voted on at the August 18th Council meeting. This date is subject to change.)

ACTION/RECOMMENDATION TO COUNCIL if needed? If so, Mover: ____ Second: ____ all in favor? Any opposed?

Roll Call: Linda Hall, Howard Wade & Jimmy Little

Motion to Adjourn at _____ by _____ Mover: ____ Second: ____

All in favor

Notes: _____

