

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on April 1st, 2024



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

April 1, 2024

Council Members: President Jen Warner, Vice President, Linda Hall, Erica Bogner, Samantha Cahill, Jimmy Little, Jeff Patterson & Howard Wade
Mayor: Ray Martin

CALL TO ORDER

President Jennifer 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 Declare: 7 present, 0 absent.**

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda Moved by Howard Wade and seconded by Linda Hall.

·All in Favor

Motion to Approve the Minutes of the March 18th, 2024, Regular Meeting of Council. Moved by Jimmy Little and seconded by Samantha Cahill.

·All in Favor

RECOGNITION OF GUESTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

A. RESOLUTION 24-018, TO APPROVE THE PRELIMINARY AND FINAL DEVELOPMENT PLAN PER ORDINANCE 1125.10, FOR A PROPOSED CIRCLE K RETAIL GASOLINE SALES AND CONVENIENCE STORE.

Tom Hart from Painter and Associates, representing Circle K asked to speak to Council prior to the vote. Mr. Hart's address is 5029 Cemetery Rd, Hilliard, OH. He was sworn in by President Warner. Mr. Hart wanted to report on a few questions in regard to safety and security that he did some homework on. He provided a report to each of the Council members that showed the information that he had gathered. This document will be attached to the scanned in minutes. Protocol for Circle K in regard to security is if there

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are issues, they are prepared to add more staff coverage and possibly security guards if needed. There are also cameras that cover the entire site, inside and outside.

The underground storage tanks that will be at this facility are today's upgraded double lined tanks made out of fiberglass, unlike the old steel tanks.

Circle K will be building a modern gas station and convenience store with updated technologies along with the latest in safety and security. This will send a message to the market that West Jefferson is open and supportive of commercial growth. Corporate ownership of this site means there is very open communication between the Village and the neighbors. Circle K really listened and made the changes that the Village and residents requested of them. That is a good example of when the Village annexes the site and then uses its own code and standards to control the site to get what they want. What they heard from Council was that they requested higher standards. This site had previous proposals such as gas stations with a car wash and the western portion was to be fully developed vs this plan that has 50% green space. If this site were developed in the County, like it could have been, many of these issues would not have been addressed like they were. It's important to keep in mind the zoning that is in place, there are many commercial uses for this property such as larger buildings, drive-through restaurants, car sales or repairs. This option was a lower impact option. There were questions in regard to the traffic study that had already been completed. This study went through 2029. There have been improvements to this intersection since that study was done as well. If ODOT or the Village would come to Circle K with any changes that need to be done, Circle K would be obligated to make those changes based on the studies. There have only been 2 accidents reported in the last 6 months in the northwest quadrant so they feel that the infrastructure is working well, and the study shows that it can handle even more traffic in the future.

Motion to adopt Resolution 24-018 Moved by Samantha Cahill and seconded by Jimmy Little.

Deliberations began. "Any questions or comments?" President Jen Warner spoke to the audience and stated that the first time this was presented to Council she voted no. She stated that people were aware of how the first meeting went and when she found out the neighbors had not been consulted, she was against it. There were a lot of items in the first plan such as the footage, variances and setbacks and the sign that she opposed. She is very impressed with how the changes and difference have been made in this new plan. The Developer listened to the requests that Council wanted and made the changes. The neighbors have now been met with and all issues have been addressed. She asked if any other Council members would like to speak at this time. Council member, Samantha Cahill stated that she also was impressed that they took the feedback and made the changes that were requested. The size of the trees, fence, and the fact that they made it 50% greenspace is amazing. She was a yes vote at the first meeting, but this impresses her more that they made all of the changes for those that were opposed at the first meeting. Council member Jeff Patterson stated that he has been looking at this plan for quite some time and he feels like he has always taken in hand how residents feel about the plan and like everything there are pros and cons, which is all he had to state.

Deliberations ended.

Roll call.

VOTED YEA: Samantha Cahill, Jimmy Little, Jen Warner

VOTED NAY: Erica Bogner, Jeff Patterson, Howard Wade

ABSTAINED: Linda Hall **Motion Failed 3/3/1**

Vice President Linda Hall had to abstain from voting due to a Conflict of Interest.

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B. *ORDINANCE 24-025, AUTHORIZING A SUPPLEMENTAL APPROPRIATION AND TRANSFER OF \$144,000.00 FROM THE GENERAL FUND TO THE WATER AND SEWER FUNDS.

Motion to waive the 2nd reading of Ordinance 24-025 due to an emergency. Moved by Linda Hall and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Finance Director, Rebecca Shipley-Arnott explained that in January the Village found out from their lead Auditor that the Village is not allowed to apply interest income in the Water and Sewer funds. So, the revenue that we anticipated from last year to go into those funds will not be going in making them tighter than they already are. In speaking with the Finance Committee, they have recommended her request to transfer the funds from the general fund into the water and sewer funds.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

Motion to adopt Ordinance 24-025 Moved by Erica Bogner and seconded by Linda Hall.

Deliberations began. "Any questions or comments?" None.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None **Motion Carried 7/0/0**

C. *ORDINANCE 24-026, AUTHORIZING SUPPLEMENTAL APPROPRIATIONS IN VARIOUS TIF FUNDS.

Motion to waive the 2nd reading of Ordinance 24-026 due to an emergency. Moved by Samantha Cahill and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Finance Director, Rebecca Shipley-Arnott explained that we received the first half distribution from the County of our TIF funds and several of these are TIF funds that we never had income in the payment was more than expected so we would like to distribute those to the Developers.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

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Motion to adopt Ordinance 24-026 Moved by Erica Bogner and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" None.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None **Motion Carried 7/0/0**

D. RESOLUTION 24-027, AUTHORIZING THE DIRECTOR OF FINANCE TO ESTABLISH THREE NEW TIF FUNDS.

Motion to adopt Resolution 24-027 Moved by Jeff Patterson and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" None.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None **Motion Carried 7/0/0**

E. RESOLUTION 24-028, APPROVING TWO, 2-YEAR EXTENSIONS OF THE TRASH AND RECYCLING CONTRACT WITH WASTE MANAGEMENT.

Vince Crawford, a representative from Waste Management requested to speak to Council before the vote. His address is 1006 West Walnut Street Canal Winchester, OH. He was sworn in by President Warner. Mr. Crawford introduced two colleagues that attended with him, Karen Factor who is the Area Manager of Collection Operations. She is in charge of their 5 districts which include Columbus, Lima, Dayton, Newark, and Chillicothe. Nate Hanrahan was also in attendance. Mr. Hanrahan is the Route Manager and is in charge of all the residential collections, managing the drivers and overseeing the trucks. Mr. Crawford wanted to introduce the team that the Village would be working with while in contract. He appreciates the last 20 years of being able to provide service to the Village. Mr. Crawford gave each of the Council members a letter stating some of the advantages of contracting with Waste Management and spoke about those advantages. Those items listed are:

- No change in service or service day, everything remains the same
- All bulk collected and does not have to be scheduled in advance
- Priority service from WM as the Village is our only municipal contract to be serviced on Monday.
- Service provided by side load trucks, reducing possible blown litter.
- A partner that is engaged in Community events.
- Trucks equipped with camera systems for service verification.
- Consistency of Service for the residents
- Local operations team dedicated to the Village
- WM is the nation's leading recycler and provider of sustainable solutions. No other company in North America recycles more than WM. WM turns the plastics we recycle into our driver's uniforms and carts. The waste at our landfills is managed to capture the methane and then harnessed to produce energy.

This letter will be attached to the scanned in minutes. Mr. Crawford thanked the Council for their time.

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Motion to adopt Resolution 24-028 Moved by Samantha Cahill and seconded by Linda Hall.

Deliberations began. "Any questions or comments?" None.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

F. *ORDINANCE 24-029, AMENDING AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS IN THE GENERAL FUND FOR THE PUBLIC SERVICE EQUIPMENT OPERATOR POSITION.

Motion to waive the 2nd reading of Ordinance 24-029 due to an emergency. Moved by Jimmy Little and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" Finance Director, Rebecca Shipley-Arnott explained that the supplemental appropriations will be in the Street, Water and Sewer funds not the General Fund, but we will fix that as long Council is aware. The Clerk will create a Scrivener's Error to attach to the legislation and make the necessary changes.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

Motion to adopt Ordinance 24-029 Moved by Samantha Cahill and seconded by Erica Bogner.

Deliberations began. "Any questions or comments?" None.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None **Motion Carried 7/0/0**

G. RESOLUTION 24-030, SETTING FORTH A STATEMENT OF MUNICIPAL SERVICES THE VILLAGE OF WEST JEFFERSON WILL PROVIDE TO THE 45.794 +/- ACRES OF LAND (parcel # 08-00143.000), LOCATED IN JEFFERSON TOWNSHIP, AND PROPOSED TO BE ANNEXED TO THE VILLAGE OF WEST JEFFERSON VIA AN EXPEDITED TYPE-II ANNEXATION PURSUANT TO R.C. 709.023; AND THE BUFFER REQUIREMENTS THE VILLAGE OF WEST JEFFERSON WILL ENFORCE AS PROVIDED BY R.C. 709.023©.

Motion to adopt Resolution 24-030 Moved by Jimmy Little and seconded by Linda Hall.

Deliberations began. "Any questions or comments?" Director of Public Service, John Mitchell explained that this legislation is in regard to 45.794 +/- acres of property that

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wants to be annexed into the Village. They have submitted their petition to the County Commissioners and the next step is for us to provide a Resolution of Services to the County and then they will put it on their agenda and vote on it. This is the property that is located next to Crazy glue and beside the trailer park on the north side of Route 40. The developer has been looking at doing this project for the last 6-8 months. We feel that it is a viable project and look forward to it.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: Jeff Patterson **Motion Carried 6/0/1**

Council member Jeff Patterson had to abstain from voting due to his employment with Crazy Glue.

H. **RESOLUTION 24-031**, CREATING THE POSITION OF A COLLEGE INTERN FOR THE VILLAGE OF WEST JEFFERSON.

Motion to adopt Resolution 24-031 Moved by Samantha Cahill and seconded by Jimmy Little.

Deliberations began. "Any questions or comments?" Director of Finance, Rebecca Shipley-Arnott explained that the Village has an opportunity to have a College Intern through a program with MORPC (Mid-Ohio Regional Planning Commission). The Village will be reimbursed for the salary through MORPC. A generic job description was created for a College Intern so that at any time if the Village has an opportunity for another Intern, we will have the description in place. This was taken to the Employee Benefits Committee, and they did vote to recommend it to Council. Council member Howard Wade asked if he or she would be working with the Mayor. The Mayor stated that this particular Intern will be working with the Development Department. Council member Samantha Cahill did state that in the meeting the Committee did decide that if a College Intern were brought on, the Department they would be working with would have to show the need or purpose for the request.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

I. **RESOLUTION 24-032**, SETTING THE PAY RATE FOR A VILLAGE COLLEGE INTERN.

Motion to adopt Resolution 24-032 Moved by Samantha Cahill and seconded by Linda Hall.

Deliberations began. "Any questions or comments?" Director of Finance, Rebecca Shipley-Arnott reminded everyone that we will be reimbursed for this expense.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

J. *ORDINANCE 24-033, AUTHORIZING SUPPLEMENTAL APPROPRIATIONS IN THE GENERAL FUND FOR THE COLLEGE INTERN POSITION.

Motion to waive the 2nd reading of Ordinance 24-033 due to an emergency. Moved by Jeff Patterson and seconded by Erica Bogner.

Deliberations began. "Any questions or comments?" None.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

Motion to adopt Ordinance 24-033 Moved by Jimmy Little and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" None.

Roll call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 7/0/0**

COMMITTEE REPORTS

Public Service and Special Events (Chair, Erica Bogner) None.

Finance (Chair, Samantha Cahill) None.

Employee Benefits (Chair, Jimmy Little) None.

Parks and Recreation (Chair, Jeff Patterson) Chair, Jeff Patterson reported that the Committee met on March 26th to discuss with the Director of the Hurt/Battelle Library, Chris Siscoe, a proposed Story Trail at the Westwood Park. Director Siscoe explained to the Committee that the stands that would be along the trail would hold book pages in a plexi-glass holder for toddler and younger aged children to view and follow on the trail. Director Siscoe will work with Director Mitchell in Public Services to get more information on the page holders and to discuss the plan in further detail. There will be no cost to the Village. More information will be presented to Council as it is received. They also discussed with Director Mitchell proposed changes to Converse Park. It will be done in 3 phases due to three years of funding. This year they will focus on new playground equipment, a basketball court and a pickleball court. In the next phases a concession/storage/restroom building, parking and updates to the culvert will be items that will be addressed. There were documents passed to Council showing the proposal. This document will be attached to the scanned in minutes.

Development (Chair, Linda Hall) None.

Police (Chair, Howard Wade) None.

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Council member Jeff Patterson stated that there was someone in the audience who had arrived late but wished to speak at the podium. The resident's name was Josh Lyons. His address is 62 Mary Street. He was sworn in by President Warner. Mr. Lyons stated that he reached out to Shelton Stanley about a week or two ago. He was calling because he had spoken to his son's baseball coach who informed him that the team had practices late or on certain days because they had to work around the Golden Gloves schedule. When Mr. Lyons reached out to Mr. Stanley via text and phone and stated that Mr. Stanley replied that the schedule had been that way since Ken Cahill ran the program. Because the Golden Glove team starts earlier in the year than other teams, they get discretion on the scheduling through the park. Mr. Lyons wanted to voice his concern that he understands they start earlier but once rec ball starts, everyone should have a fair schedule for the fields. Council member, Samantha Cahill asked if she could speak to that, and she stated that is not how that always was. The Mayor entered the conversation and stated that this is an administrative issue and not the time to be discussed. The discussion became heated, and the President hit the gavel to stop the conversation. Director Mitchell raised his hand to speak, and President Warner told him to go ahead. Director Mitchell stated that he was made aware of this concern and wanted to remind everyone that in the last 10 years that he has been here, the West Jeff Youth Athletic Association teams and any other organizations are given the chance to sign up for practices and games. If there is a conflict, we have gotten together and worked that out. Games always take precedence over practice. If there is a field that an older team needs due to the distance of hitting, they will take precedence over the younger teams. This has not been an issue so far. The problem they have had is that West Jeff Youth has always waited until the last minute to sign up for their practices and games when other organizations have already signed up. Again, if there was a conflict they have gotten together and worked that out so that everyone gets playing time. Council member Samantha Cahill asked the Director if he seen that changing as the West Jeff Youth program evolves more because they are building back up. Director Mitchell stated that will be an issue but the important thing to remember is for the teams to get organized and on the schedule early. Mayor Martin stated that if Mr. Lyons would like to speak with Director Mitchell, Mr. Stanley, and himself, he is welcome to make an appointment and come in and speak with them but at this time it was not the forum unless it was a resolution or ordinance that was being discussed. Mr. Lyons apologized to the Mayor and Council and stated that it was his first time at a meeting and was not sure of how the meeting worked. The Council Clerk asked the President to address Mr. Lyons. Council Clerk, Tisha Edwards let Mr. Lyons know that in the future if he would like to speak to Council, he can feel free to sign in before the meeting on the sign in sheet and ask to speak. When they arrive at the Recognition of Guest portion of the meeting, the President will call his name at that time to speak. Mr. Lyons again apologized that he was unaware of when he could speak. Council assured him that was fine. Council member, Jeff Patterson asked to speak and assured Mr. Lyons that anytime he needed to bring anything to Council that is fine, and President Warner agreed with Council member Patterson.

DEPARTMENT REPORTS

Report for Mayor – Mayor Martin reported that Keith Williams, a longtime employee of the Village, passed away yesterday on Easter Sunday and he wanted to recognize him and his services in the Village.

It appears that all of the electrical needs of the Village are current as far as streetlights go. If you know of any that are out, please let the Mayor or Director Mitchell know. Mike LaScala has done a good job, he even had some of the old street poles replaced with new poles.

Report for the Director of Public Service- Director, John Mitchell reported that he had met with the Parks and Recreation Committee last week and a lot was accomplished. The map/plans that were handed out to Council is a rough draft and just a reminder that things can change. The items they are looking at first are adding a basketball

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court, a pickleball court, which will only be used for pickleball and not tennis. They are also looking at

adding two or three places between the football and baseball fields of playground equipment for different age uses. Those items will encompass the money that is budgeted for this year. As Council member Patterson stated the Village will have the funds for three years. The second year the Village will be looking at a concession stand area, restrooms, and a storage & equipment area. The Village will look into getting a design and cost for these projects.

The Village already has water in the park and will need to bring sewer to that area. There is a possibility of doing something in the conservation areas with walkways. Screening-type material will be used that is easier to walk on and they will widen the trails a little. The final year the department will look into adding parking/paving and also putting a box culvert in. President Warner asked if Director Mitchell seen in the future being able to add more fields in that area. Director Mitchell stated that this park is currently at its maximum space. They do not want to use any of the conservation area. In regard to the conservation area, the department is looking at either eliminating the pond or improving it so that it is not an eyesore.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley reported that the Easter Egg hunt was held on Saturday. It did rain hard until about 10:15 so the weather did affect the attendance. There were 125 total cars and he estimated at least 2 per car, giving a couple of hundred people in attendance. There were 12,000 eggs that were gone in about 5-10 minutes. The Village provided hot dog and popcorn, instead of chips, at the event. The people enjoyed the popcorn and the warmth. The floors were waxed & polished in the Community Center which look a lot better and brighter. It had not been done in a long time and with all of the events that are held at the Community Center it was a nice improvement. The next event that will be held is the Friday Night Uptown in May.

Report for Director of Finance – Director Rebecca Shipley-Arnott reported that she and Jackie Tiberio, the Assistant Director of Finance and HR Manager attended the Auditor of State's Annual Conference as a required training.

The 1099G's were finally accepted by the IRS on Saturday which she double checked on Sunday. There would be a \$10 fine per record for 400+ records.

Since the last meeting:

Revenue items (over \$10,000 other than water, tax & regularly received items)

3/18/2024	Madison County Auditor	1st ½ of Real Estate settlement	\$1,409,107.00
(70% of this amount will need to be distributed back to the Developers)			

Total receipts since last reporting 148 receipts for \$1,872,153.05 thru 3/31/24

Payment items (over \$10,000.00 other than reoccurring expenses; non-payroll)

-Nothing Notable

Total payments since last reporting	108 payments for	\$183,421.70
	130 invoices paid	thru 04/01/24

Report for Chief of Police – Chief, Brandon Smith, was not in attendance and no report was given.

Report for Director of Development – Director Tom Hale was not in attendance and Kristie West, our Building and Zoning Code Enforcement Official, stated that they had nothing to report at the time.

Report for Director of Information Technology – Director Mark Crosten reported that among many things the department is proceeding well with the website design. It involves 3 different pieces.

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- 1.) the overall design of the website. The team that meets have made design decisions and are awaiting the first look from the designer.
- 2.) the Parks and Rec Department site component that Shelton and his team will use to manage their area. It will be incorporated into the site but is a separate design component. The last meeting was a very intense meeting.
- 3.) the Mass Notification component. This will allow residents to be notified when they sign up, to be alerted via text or email for any events that the Village wishes to report.

The project is moving along and all three of the pieces are expected to be done in May. President Warner asked if the alerts were in regard to bad weather or storms. Director Crosten stated that they can be any alerts such as bad weather or promotional. Mr. Stanley wanted to thank Director Crosten and stated that Director Crosten has done a great job communicating with each Department while working on this project. Council member, Erica Bogner asked if the new site will be more mobile friendly because the current site is not. Director Crosten stated that the new site will be mobile friendly across any device, phone, tablet, or computer.

Recognition of Clerk and Council – None.

ADDITIONAL BUSINESS-None.

PAY THE BILLS

Motion to Pay the Bills Moved by Jeff Patterson and seconded by Samantha Cahill.

·All in Favor

ADJOURN

Motion to Adjourn by President Jen Warner at 7:52 p.m. and reconvene at the April 15th, 2024, regular meeting of Council. Motion moved by Jeff Patterson and seconded by Erica Bogner.

All in favor.

Tisha Edwards 4-15-24
 Tisha Edwards Date
 Clerk of Council

Jennifer Warner 4-15-24
 Jennifer Warner Date
 President of Council

Case Summary - Circle K Final Development Plan - US 40 and Plain City - Georgesville Road - April 1, 2024

- **Circle K will build a modern gas station and convenience store with fresh food options and the latest safety and security technology.**
 - Approval of this plan will send a message to the market that West Jefferson supports updated commercial growth.
 - Success at this site creates momentum for other commercial, food and restaurant options in the Village and along the US 40 commercial corridor.
 - Modern tank and pump safeguards, downcast lighting, site-wide camera coverage, all enhance safety and security.
 - Smart safe and check out technology reduce cash handling and risk on site.
 - Circle K will add more nighttime employees or security guards as needed.
 - Corporate ownership means direct communication for neighbors and the Village and more focus on site maintenance and property value over time.
- **Circle K listened to Council direction and made multiple changes to the Plan, including:**
 - Raising the height and extending a solid 8-foot privacy fence for screening.
 - Extending the length and planting a taller double evergreen row for screening.
 - Increasing building setbacks for neighbors.
 - Eliminating 20 ft 'highway' pedestal sign in favor of 5 ft monument entry signs.
 - The current plan results in +/- 50% green space, rare for any commercial site.
- **Circle K's plan holds advantages over previous plans or alternatives:**
 - As evidenced by Council's directives, annexation and zoning under Village code and standards ensure a better plan than possible alternatives.
 - Previous proposals included a car wash, larger store, more gas pumps and the full development of the western parcel on the site.
 - Other proposals included more parking, building intensity, and less green space.
 - The current approved zoning allows many alternative commercial uses, including larger buildings, drive-thrus, and other more intense uses such as taverns, motels, car sales and car repairs as well as different retail options.
- **The Site was annexed and zoned in the Village for commercial uses, and zoned commercial and for a gas station in the County prior to annexation.**
 - Village Residents have not Opposed Circle K during 2024 public hearings.
 - Circle K provides greater setbacks and screening than existing neighbors.
 - Circle K will continue working with township neighbors regardless of opposition.
- **Site Development will implement ODOT/Village Traffic Study Findings and Requirements:**
 - Current road infrastructure is adequate for safe operations, but additional requirements will be added as directed by traffic regulators.
 - Police reports indicate 2 accidents in the last 6 months at the NW corner.

Safety and Security

Site Security

Company-wide statistics show that Circle K locations do not attract increased crime but rather mirror the safety and crime trends of the host community.

Circle K protocols include upgrading security measures as needed, such as adding multiple staff at night and private security guards if issues arise.

Cameras will be present both inside and outside and cover the entire store and site, including the forecourt, canopy, parking, trash enclosure, all exit/entryways.

New generation "SafePoint Titan S" safe and secure self-checkout technology reduce risk and limit the amount of cash handling on site. See websites for more information:

- [SafePoint Titan S | Loomis US](#)
- [Mashgin | The World's Fastest AI Self-Checkout](#)

UST Safety

New and upgraded Underground Storage Tanks (USTs) are double walled with fiberglass construction, and are significantly safer than older tanks that are likely present at older gas stations in the Village. Older tanks are typically single-walled, steel and subject to corrosion over time. See website for more information:

<https://www.containmentsolutions.com/double-wall-tanks.html>

**AUDITOR OF STATE
REQUEST FOR FUND APPROVAL**

Entity: VILLAGE OF WEST JEFFERSON

Fiscal Officer: REBECCA L. SHIPLEY-ARNOTT

Phone No.: 614-879-7363

Request Date: MARCH 20, 2024

Fund Requested: TIF FUND, COLUMBUS LOGISTICS PARK WEST I, #2915

Purpose of Fund: TO COLLECT AND HOLD TIF FUNDS UNTIL DISTRIBUTED TO
DEVELOPERS AS REIMBURSEMENT FOR INFRASTRUCTURE OR
MAINTENANCE COSTS PAID BY VILLAGE

Sources of Revenue: TIF FUNDS COLLECTED WITH BI-ANNUAL REAL ESTATE
SETTLEMENTS FROM COUNTY

Anticipated Expenditures (Types): REIMBURSEMENTS TO DEVELOPERS,
INFRASTRUCTURE MAINTENANCE COSTS PAID BY VILLAGE OR OTHER
COSTS AUTHORIZED

NOTE: Please attach a copy of the resolution requesting approval to establish the fund.

**AUDITOR OF STATE
REQUEST FOR FUND APPROVAL**

Entity: VILLAGE OF WEST JEFFERSON

Fiscal Officer: REBECCA L. SHIPLEY-ARNOTT

Phone No.: 614-879-7363

Request Date: MARCH 20, 2024

Fund Requested: TIF FUND, C5 GATEWAY 3 LLC, #2916

Purpose of Fund: TO COLLECT AND HOLD TIF FUNDS UNTIL DISTRIBUTED TO DEVELOPERS AS REIMBURSEMENT FOR INFRASTRUCTURE OR MAINTENANCE COSTS PAID BY VILLAGE

Sources of Revenue: TIF FUNDS COLLECTED WITH BI-ANNUAL REAL ESTATE SETTLEMENTS FROM COUNTY

Anticipated Expenditures (Types): REIMBURSEMENTS TO DEVELOPERS, INFRASTRUCTURE MAINTENANCE COSTS PAID BY VILLAGE OR OTHER COSTS AUTHORIZED

NOTE: Please attach a copy of the resolution requesting approval to establish the fund.

**AUDITOR OF STATE
REQUEST FOR FUND APPROVAL**

Entity: VILLAGE OF WEST JEFFERSON

Fiscal Officer: REBECCA L. SHIPLEY-ARNOTT

Phone No.: 614-879-7363

Request Date: MARCH 20, 2024

Fund Requested: TIF FUND, MICHAEL FOODS, #2917

Purpose of Fund: TO COLLECT AND HOLD TIF FUNDS UNTIL DISTRIBUTED TO
DEVELOPERS AS REIMBURSEMENT FOR INFRASTRUCTURE OR

MAINTENANCE COSTS PAID BY VILLAGE

Sources of Revenue: TIF FUNDS COLLECTED WITH BI-ANNUAL REAL ESTATE
SETTLEMENTS FROM COUNTY

Anticipated Expenditures (Types): REIMBURSEMENTS TO DEVELOPERS,
INFRASTRUCTURE MAINTENANCE COSTS PAID BY VILLAGE OR OTHER

COSTS AUTHORIZED

NOTE: Please attach a copy of the resolution requesting approval to establish the fund.

April 1, 2024

Village of West Jefferson
28 E Main St
West Jefferson, OH 43162

Dear Village Council,

Waste Management is proud to be the service provider for the Village for the past 20 years and with the endorsement of both the service and finance committees we look forward to our continued partnership over the next four years, providing the residents the following advantages:

- No change in service or service day everything remains the same.
- All bulk collected and does not have to be scheduled in advance.
- Priority service from WM as the Village is our only municipal contract to be serviced on Monday.
- Service provided by side load trucks, reducing possible blown litter.



- A partner that is engaged in community events.
Lunch and Learn



Fall Fest



- Trucks equipped with camera systems for service verification.



Our proprietary Smart TruckSM

- Consistency of service for the residents.
- Local operations team dedicated to serving the village.
- WM is the nations leading recycler and provider of sustainable solutions.
No other company in North America recycles more than WM, we turn the plastics we recycle into our driver's uniforms and carts. The waste at our landfills is managed to capture the methane and then harnessed to produce energy.

Sincerely,

Vince Crawford

Vince Crawford
Public Sector Representative

**FIRST AMENDMENT TO
MUNICIPAL RECYCLING AND WASTE AGREEMENT**

This First Amendment to the Municipal Recycling and Waste Agreement (the "First Amendment") is entered into on _____, 2024, by and between Waste Management of Ohio, Inc. ("WMO"), an Ohio corporation, and the Village of West Jefferson, a municipal corporation created under the laws of the State of Ohio ("Village").

Recitals

- A. WMO and the Village entered into the Municipal Recycling and Waste Agreement on or about July 18, 2019 (the "Agreement"); and
- B. WMO and the Village desire to further amend the Agreement in the manner described below.

Agreement

The parties agree to amend the Agreement in the following manner:

- 1) Section II of the Agreement is modified such that the initial term is extended until July 31, 2028 and all references to renewal terms are deleted.
- 2) Section VI(b) of the Agreement is modified to add the following rates to the end of Section VII(b):

August 1, 2024 thru July 31, 2025: \$23.50 per unit per month
August 1, 2025 thru July 31, 2026: \$24.44 per unit per month
August 1, 2026 thru July 31, 2027: \$25.42 per unit per month
August 1, 2027 thru July 31, 2028: \$26.43 per unit per month

- 3) Except as modified herein, the terms and conditions of the Agreement shall continue in full force and effect.

The parties have caused this First Amendment to be executed by their duly authorized representatives effective as of the corresponding dates written below.

Waste Management of Ohio, Inc.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Village of West Jefferson

Signature: _____

Printed Name: _____

Title: _____

Date: _____

REGISTERED SURVEYOR NO. 6247
SCOTT O. GRUNDY, P.E.

DATE
3/11/24

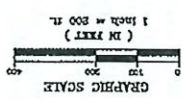
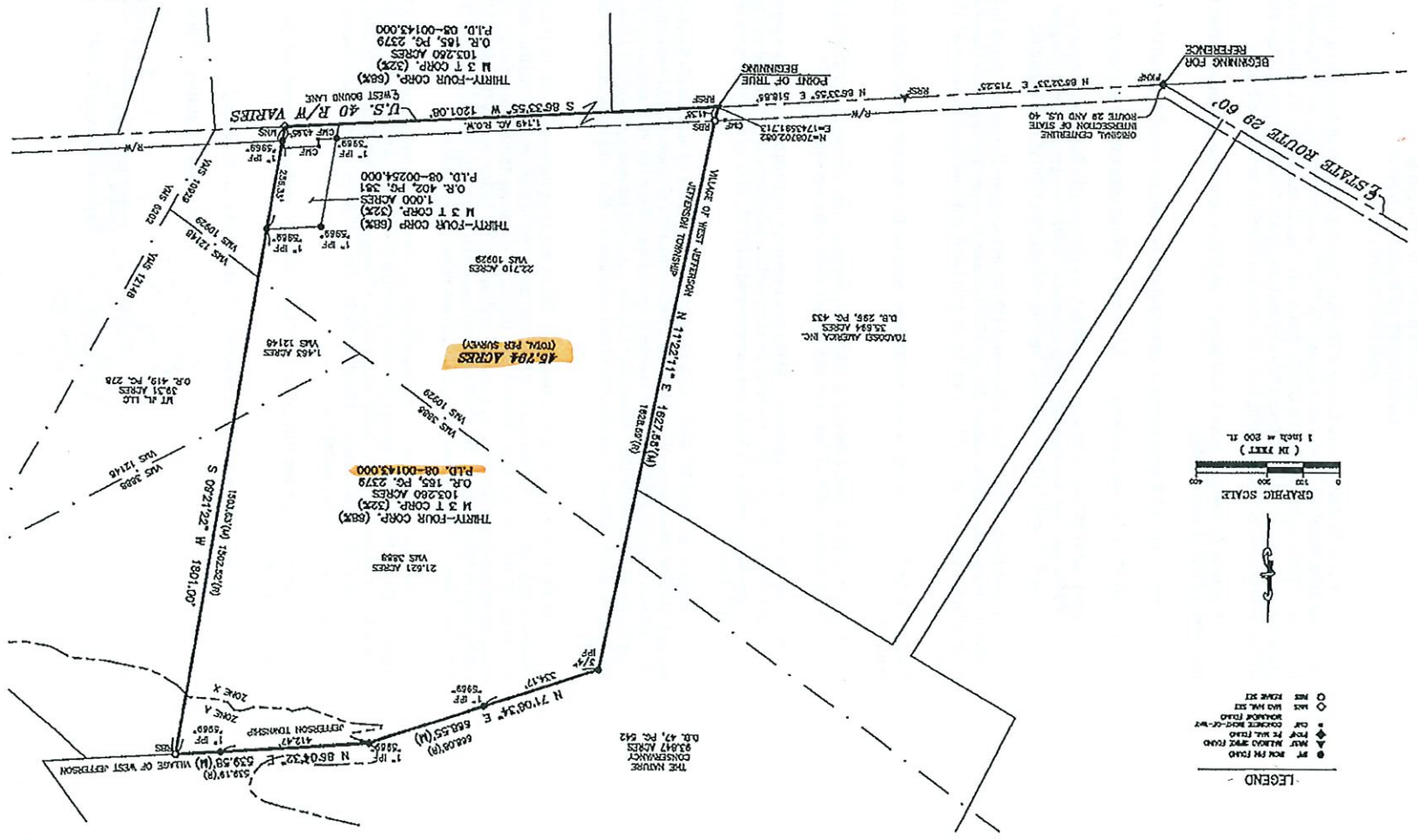
Scott O. Grundy

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED FROM AN ON THE GROUND SURVEY IN PURSUANCE OF 2024 RULE UNDER THE SURVEYOR AND CONJECT TO THE BEST OF MY KNOWLEDGE.



LANDMARK
SURVEY GROUP
690 LAKEVIEW PLAZA BLVD., SUITE A
WORTHINGTON OH, 43085
PHONE: (614) 485-9000
WWW.LANDMARKSURVEY.COM
DATE: 3/8/24
FILE NO. TR24-10901-KSC
REV. DATE DESCRIPTION

SURVEY OF
45.794 ACRES
Lying in
VIRGINIA MILITARY SURVEY
NOS. 3889, 10829 & 12148
TOWNSHIP OF JEFFERSON, COUNTY OF MADISON
STATE OF OHIO



- MET. MARK SET
 - MET. MARK SET
 - ▲ MET. MARK SET (ROAD)
 - ♦ MET. MARK SET (ROAD)
 - ◊ MET. MARK SET (ROAD)
 - COINTEGRATED
 - REAR SET
- LEGEND

EXHIBIT B

NOTE:
THIS SURVEY DOES NOT REPRESENT ANY EASEMENTS THAT MAY AFFECT THIS TRACT AND DOES NOT REPRESENT ANY UNRECORDED LIENS THAT MAY AFFECT THIS TRACT. ALL BEARINGS SET ARE 6/8" OR 3/4" ON 1" PLANS, W/ REVISIONS PLASTIC COPY STAMPED "LANDMARK SURVEY".
FLOOD NOTE:
THE SURVEY PROPERTY LIES IN ZONE A (AREAS DETERMINED TO BE WITHIN THE 1% ANNUAL FLOOD CHANCE WITHOUT A BASE FLOOD ELEVATION) AND ZONE X (AREA DETERMINED TO BE OUTSIDE THE 500 YEAR FLOODPLAIN), AS DETERMINED BY FEMA'S INTERPOLATION FROM THE FLOOD INSURANCE RATE MAP NUMBER 2307030168B, WITH AN EFFECTIVE DATE OF 6/16/2010, PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

BASIS OF BEARINGS:
SOUTH ZONE INDEX (OBS), SAID BEARINGS OBTAINED FROM A FIELD TRAVEL WHICH WAS REFERENCED TO SAID COORDINATE SYSTEM BY OBSERVATIONS AND OBSERVATIONS OF SELECTED STATIONS IN THE COURSE OF THE PERFORMANCE OF TRANSPORTATION REAL-TIME NETWORK, THE FORM OF THE CONTINUES OF U.S. 40, BOUNDARY BEARING OF SOUTH 82°33'55" WEST AND MONUMENTED AS SHOWN HEREON, IS DESIGNATED THE BASIS OF BEARINGS FOR THIS PLAT.

DESCRIPTION OF 45.794 ACRES
LYING EAST OF STATE ROUTE 29
AND NORTH OF U.S. 40

Situated in the State of Ohio, County of Madison, Township of Jefferson, being part of Virginia Military Survey No. 3888, 10929 and 12148, and being part of a 103.260 acre tract conveyed to Thirty-Four Corp. (68%) and M 3 T Corp. (32%), by deed of record in Official Record 165, Page 2379, and all of a 1.000 acre tract conveyed to Thirty-Four Corp. (68%) and M 3 T Corp. (32%), by deed of record in Official Record 402, Page 381, Recorder's Office, Madison County, Ohio, and being bounded and more particularly described as follows:

Beginning for reference, at a P.K. nail found, at the original centerline intersection of State Route 29 (60 feet wide) and U.S. 40 (width varies);

Thence with the following two (2) courses and distances, along the centerline of said U.S. 40;

- 1) North 86°32'33" East, a distance of 715.25 feet, to a railroad spike found, at an angle point;
- 2) North 86°33'55" East, a distance of 518.86 feet, to a railroad spike found, at a southwesterly corner of said 103.260 acre tract, and the southeasterly corner of a 35.694 acre tract conveyed to Toagosei America Inc., by deed of record in Deed Book 296, Page 433, and being the Point of True Beginning;

Thence North 11°22'11" East, a distance of 1627.56 feet, along the line common to said 103.260 acre and 35.694 acre tracts, and along the easterly line of a 93.847 acre tract conveyed to The Nature Conservancy, by deed of record in Deed Book 47, Page 542, to a 3/4 inch iron pin found, at the northwesterly corner of said 103.260 acre tract;

Thence with the following two (2) courses and distances, along the lines common to said 103.260 acre and 93.847 acre tracts:

- 1) North 71°06'34" East, a distance of 668.55 feet, passing a 1 inch iron pin found with a cap stamped "5969" and a distance of 334.17 feet, to a 1 inch iron pin found with a cap stamped "5969";
- 2) North 86°04'32" East, a distance of 539.58 feet, passing a 1 inch iron pin found with a cap stamped "5969" at a distance of 412.47 feet, to a rebar set, at the northeasterly corner of said 103.260 acre tract, and the northwesterly corner of a 39.31 acre tract conveyed to MT JL, LLC, by deed of record in Official Record 419, Page 278;

Thence South 09°21'22" West, a distance of 1801.00 feet, passing a 1 inch iron pin found with a cap stamped "5969" at the northeasterly corner of said 1.000 acre tract at a distance of 1503.63 feet, and a 1 inch iron pin found with a cap stamped "5969" on the northerly right-of-way of said U.S. 40 at a distance of 1759.98 feet, along the line common to said 103.260 acre and 39.31 acre tracts, and the easterly line of said 1.000 acre tract, to a MAG nail set, at the southerly common corner of said 1.000 acre and 39.31 acre tracts, and in the centerline of said U.S. 40;

Thence South 86°33'55" West, a distance of 1201.08 feet, along the centerline of said U.S. 40, and the line common to said 1.000 acre and 103.260 acre tracts, then across said 103.260 acre tract, and then along the southerly line of said 103.260 acre tract, to the Point of True Beginning, containing 45.794 acres, of which 1.149 acres lies within the right-of-way of U.S. 40, 21.621 acres lies within Virginia Military Survey No. 3888, 22.710 acres lies within Virginia Military Survey No. 10929 and 1.463 acres lies within Virginia Military Survey No. 12148, more or less, and being subject to all easements, restrictions and rights-of-way of record.

The bearings are based on the Ohio State Plane Coordinate System, South Zone, NAD83 (CORS). Said bearings originated from a field traverse which was referenced to said Coordinate System by GPS observations and observations of selected stations in the Ohio Department of Transportation Real-Time-Network. The portion of the centerline of U.S. 40, having a bearing of South 86°33'55" West and monumented as shown hereon, is designated the "basis of bearing" for this description.

All rebar set are 5/8 inch DIA. 30 inches in length, with a red plastic cap stamped with the name "Landmark Survey".

The above description is based on an actual field survey performed in February of 2024.



LANDMARK SURVEY GROUP, INC.

Scott D. Grundej 3/11/24
Scott D. Grundej, P.S. Date
Registered Surveyor No. 8047

Village of West Jefferson
Job Description / Duties

Administrative Information			
Job Title: College Intern		Job Number:	Date: March 2024
FLSA: Exempt Nonexempt	Civil Service: Unclassified Classified	Type Employment: Fulltime Permanent PT	
		Part-time (PT) X	Seasonal X

Job Description	
1	Nature of Work: Village Hall serves the community of West Jefferson in all aspects of local government, including the Department of Development that serves many of the surrounding municipalities in Madison County for both commercial and residential permits and zoning services. West Jefferson has a vibrant Parks and Recreation department, a local police department, Finance and Tax Department, and a Public Service department. Our summer intern program will have you working primarily in one of these departments. You will be mentored and will learn from the Director of the department with the opportunity to gain local government experience.
2.	Essential Functions: As an intern, you will be given the opportunity to gain experience and participate in the day-to-day functions of a local government office. Depending on your academic major in college, you will be working in the department that best suits your educational goals. Interns can work up to 40 hours per week depending on the need of the village, with the possibility of some weekend/evening work. Interns are encouraged to attend Council Meetings and summer Village events while working for the village.
3.	Minimum Qualifications/Requirements:
3a	Education: Enrolled in an accredited college in undergraduate or graduate studies.
3b	Experience: <ul style="list-style-type: none"> • Previous government experience is beneficial, but not required. • Prior customer service experience is a plus. • Ability to use basic computer programs (Word, Excel, PowerPoint) and willingness to learn new computer skills.
3c	Professional Licensing Requirements: None
3d	Other: Applicants must have a current driver's license and a clean driving record.
4.	Supervision:
4a	Received: Director of the assigned department. Other supervision maybe assigned at the Directors discretion.
4b	Exercised: None
5.	Knowledge, Skills, and Abilities (KSAs): <ul style="list-style-type: none"> • Knowledge of Outlook, Microsoft Office programs • Skill in being resourceful in finding information and answers as needed • Ability to learn how municipal government functions administratively • Ability to work well with a team as well as individually • Ability to do assignments in a timely manner and accept constructive feedback

	<ul style="list-style-type: none"> Ability to be flexible in assignments
6.	Working Conditions:
6a	Physical Demands: All positions will have office duties with typical office environments. Interns may have assignments that include but are not limited to, lifting, carrying, walking, climbing and manual labor that is in confined and in cramped spaces or uncomfortable conditions. You must have the ability to handle the stresses from working in the field and/or office environment, with the potential of dealing with an irate and/or difficult customer.
6b	Environmental Issues: Intern may be required to work in extreme weather conditions, particularly heat and rain/wind. There may be exposure to physical hazards from mechanical and electrical equipment, heavy equipment, working in/around construction sites and materials including hazardous gases, fumes, paint, chemicals, and pesticides. Daily travel may be required.
6c	Light Duty: Light duty, may be offered for work-related injuries when the duty will not mitigate the recovery of the injury, adversely affect the safety of the injured intern, other employees, or our citizens, and when there's a doctor's recommendation for the number of hours the intern can work per day and physical restrictions.

Job Taskings: <i>As specific as possible, list the tasks the employee performs on the job. Add additional numbers if needed.</i>	
	Job tasks will be specific to the department. Below are some of the expectations of all interns.
1.	Strong communication and interpersonal skills
2.	Highly motivated to achieve desired goals and objectives
3.	Strong critical thinking skills
4.	Ability to work effectively in a team environment, and to multi-task
5.	Detail oriented, and willing to follow directions and accept correction
6.	Willing to assist and facilitate staff as necessary, whenever and however needed, even outside area of study and interest
7.	Willing to try new things, and give appropriate feedback on the learning experience
8.	All other duties as assigned
9.	Operates in Accordance with the Village policies and procedures.

This job description contains the essential functions for the purposes of 42 USC 12010. However, it is not intended to be the only duties and responsibilities to be performed by the position applicant. The Village of West Jefferson reserves the right to modify the duties and responsibilities of this position at any time.

Signatures: <i>This denotes the supervisor reviewed the entire performance plan with the employee. Reviews are accomplished within first pay period for; new employees, transferred employees, or when performances are updated.</i>	
Employee	Supervisor
Print Name:	Print Name:
Date:	Date:
Signature:	Signature:

MANAGEMENT APPROVAL

Director of Public Service

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

Employee

____/____/____
Date

Report to Council

Attended the Auditor of State's Annual Conferences last week (Jackie and I)
Required Training

1099G's were finally accepted by the IRS on Saturday -- Double checked it yesterday

Since the last meeting:

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

3/18/2024 Madison County Auditor	1st Half Real Estate Settlement	\$ 1,409,107.00
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Total Receipts since last reporting	148 Receipts for \$1,872,153.05.	thru 3/31/24
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Payment Items (over \$10,000 other than reoccurring expenses - non Payroll)

Nothing Notiable

Total Payments since last reporting	108 Payments for \$183,421.70. 130 Invoices Paid	thru 4/1/24
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