



COUNCIL MEETING  
VILLAGE OF JACKSON CENTER  
REGULAR SESSION

Held: November 10, 2025

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INVOCATION / PLEDGE OF ALLEGIANCE:

<b>Called To Order By:</b>	<b>Session Begin:</b>	<b>Session End:</b>	<b>Session Location:</b>
Jesse Fark	7:00 p.m.	8:29 p.m.	Council Chambers

MEMBERS AND VISITORS IN ATTENDANCE:

Ms. Leisha Elchert	Present	Ms. Gina Ludwig	Present
Mr. Quentin Reese	Present	Mr. James DeVine	Present
Mr. Wayne York	Present	Mr. Luke Doseck	Present

<b>Employees Present:</b>	Drew Sosby	Village Administrator
	Bev Wren	Fiscal Officer
	Jim Gooding	Assistant Fiscal Officer
	Joe Mahan	Chief of Police
	Mike Burton	Solicitor

<b>Visitors Present:</b>	Megan Lewis	Sidney Daily News
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APPROVAL OF MINUTES:

*Draft Minutes As Pre-Read From The October 27, 2025 Regular Council Meeting:*

<i>Motion To Accept The Minutes As Pre-Read:</i>	Elchert
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<i>Seconded By:</i>	York
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<i>Yea:</i>	6	<i>Nay:</i>	0	<i>Motion Carried</i>
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PRE-SCHEDULED:

- a. None

OLD BUSINESS:

- a. **ORDINANCE 2025-008** – An Ordinance Adopting Amendments To The Personnel Policy And Procedures Manual For Employees Of The Village Of Jackson Center, Ohio. **Second Reading**

The Wage and Benefits Committee has been working most of the year on amendments to the Personnel Policy and Procedures Manuals. The current policy was adopted on June 26, 2023 with amendments being made on November 13, 2023. The Wage and Benefits Committee is making a recommendation to the Mayor and Council to approve the following amendments to the Policy and Procedures Manual. Most of these amendments revolve around reducing the amount of leave types that are available to employees and enhancing the vacation accrual schedule. Many of the amendments throughout the manual are regarding changing the word “vacation” to “paid-time-off”. Wage and Benefits will be adding additional holidays to observe Presidents’ Day and full days on Christmas Eve and New Years Eve instead of the current half days on those dates. Compensatory time will be amended to employees being able to earn 40 hours per year and the three Personal Days of leave will be eliminated. The work schedule for the service employees will no longer change and will begin at 7:00 am and end at 3:30 pm. Another amendment is in regards to village funded or a stipend for personal phone use at the discretion of the Village Administrator. The last amendment is in regards to “On Call” hours. The amendment takes the “On Call” language out of the overtime compensation procedures and creates a new section just for the on call compensation and on call duty hours.

- Chapter 401 Personal Communication Devices
- Chapter 403 Vehicle Use
- Chapter 608 Meal Periods, Breaks and Work Schedules
- Chapter 610 Payroll Records
- Chapter 611 Overtime Compensation
- Chapter 620 Family and Medical Leave



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- Chapter 621 Sick Leave
- Chapter 625 Paid Time Off formerly Vacation
- Chapter 627 Holiday Policy
- Chapter 628 Inclement Weather
- Chapter 629 Leave of Absence without Pay

The Wage and Benefits Committee is also making the recommendation that the following amendments be made to the Procedures Manual.

- Procedure 504 Overtime Compensation
- Procedure 509 Paid Time Off Requests

#### **This Ordinance Will Stand As A Second Reading.**

- b. **ORDINANCE 2025-009** – An Ordinance Authorizing The Village Administrator To Enter Into A Contract For The Furnishing Of Fire Protection To Territory Outside The Village Limits And Declaring An Emergency. **Second Reading**

Each year the Village enters into a contract with Stokes Township for furnishing fire protection to territory outside of the Village limits. This ordinance authorizes the Village Administrator to enter into a one year contract for 2026 with Stokes Township for furnishing fire protection services that are agreed on for a cost to the township determined by the Village Administrator. The cost for Stokes Township is equal to one point six mills on the tax evaluation of the Township less the County Auditor fees. Stokes Township pays this to the Village by June 30<sup>th</sup> and December 31<sup>st</sup> of each year. The Jackson Center Fire Department covers a small portion of Stokes Township for fire protection.

#### **This Ordinance Will Stand As A Second Reading.**

#### **NEW BUSINESS:**

- a. **ORDINANCE 2025-010** – An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The Village Of Jackson Center, In Shelby County, And State Of Ohio, During The Fiscal Year Ending December 31, 2026 And Declaring An Emergency. **First Reading**

Each year the Village prepares an appropriation budget for the next fiscal year. This presentation is for the 2026 fiscal year and includes the following appropriation budgets per fund. General Fund \$2,219,467.39; Street Construction Maintenance & Repair Fund \$132,261.49; State Highway Fund \$5,000; Cemetery Fund \$19,708.50; Parks and Recreation Fund \$2,000; Community Reinvestment Agreement Fund \$1,000; Fire Equipment Fund \$60,000; Note Retirement Fund \$308,835.14; Water Operating Fund \$623,580.18; Sewer Operating Fund \$781,130.90; Electric Operating Fund \$3,797,107.25; Refuse Operating Fund \$48,571; JC Water Plant Replacement Fund \$2,142,350; Enterprise Deposit Operating Fund \$14,000; and the Mayor's Court Fund \$1,000. The total appropriation budget for all funds is \$10,156,011.85. This is the first reading of this ordinance. Administrator Sosby had a detailed powerpoint presentation in which he reviewed all of the funds with the Mayor and Council members. Sosby stated that our goal as a Village when it comes to budgets is to set up a roadmap for 2026 and beyond. Each budget is built around the ultimate goal of providing great service to our taxpayers in an efficient and effective way. Given the volatility in the world and local economy, it is imperative that we maintain our services and infrastructures, economic development goals, and safety efficiency but yet in an effective way.

The Village currently has seventeen full-time employees and fifty-seven part-time employees. Part-time employees include twenty-six pool employees, sixteen volunteer fireman (five full-time employees also run for the fire department), one park employee, one administrative employee, seven elected officials, and six police employees including the Chief. Salaries and wages make up \$1.8 million of the total budget for the village. This



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includes health insurance premiums, retirement benefits and seven and a half percent allowed for overtime.

Income Tax is the biggest source of revenue for the General Fund. In 2020 collections decreased significantly due to the COVID-19 Pandemic. In 2023 collections sky-rocketed (highest collection year ever) coming out of COVID = Airstream booming. 2024 was an election year and there was some uncertainty/caution taken, but overall a solid year. 2025 collections year-to-date is roughly eleven percent down from 2024.

The General Fund also receives Local Government Funds which are volatile, we are estimating a six percent increase of those receipts. Property Tax is also received into the General Fund, however; uncertainty exists due to the ballot language of removing the inside millage regarding House Bill 335. If passed, this would reduce the property tax revenue to the Village by approximately \$76,433.85. This may not seem like a lot compared to what the schools would be losing, but its substantial for the Village, especially since we are so reliant on our income tax collections.

The General Fund is responsible for seven different departments; Police, Fire, Parks, Legislative, Administrative, Streets, and Zoning. The General Fund balances are extremely volatile regarding how well income tax collections are and/or capital projects during the year. We never want the General Fund to go backwards. The goal is to try to maintain a variance of \$800,000 within the General Fund between actual receipts and expenditures.

Sosby stated that the Village does pay for its own utilities for each department. These amounts are not subsidized by Village residents and business owners.

The Police Department budget is approximately eighteen percent of the total General Fund appropriation budget. Sixty-six percent of the budget is comprised of personnel services for two full-time officers and six part-time officers including the Police Chief. Expenditures include retirement contributions, uniforms, equipment, utilities, training, radios, legal services, fuel for vehicles, ammunition, weapons. The proposed budget is eleven percent lower compared to 2025.

The Fire Department budget is approximately seven percent of the total General Fund appropriation budget. Personnel services makes up thirty-four percent of the budget. The volunteer firefighters are paid \$30 per run and \$20 per meeting and training. Sixty-eight percent of the supplies and materials expenses are from repairs and maintenance of the fire truck fleet of which the average age is twenty-eight years old. Sosby stated that in the past four years, we have expended over \$117,000 in repairs and maintenance for the fire department fleet. We have used equipment and trucks. In the coming years this will need to be addressed.

The Parks Department budget is approximately fourteen percent of the total General Fund appropriation budget. This budget includes personnel services for the park and pool employees. The Park employees personnel services share of the budget is forty-six percent with the pool employees personnel services share of the budget being approximately forty-three percent. The Parks Department has two full-time employees and one part-time employee that mows over one hundred acres including trimming and spraying curbs and gutters in the village. They also take care of the ball diamonds and soccer fields. The swimming pool is operated out of the General Fund. For 2025 the pool brought in revenue of \$27,450 (\$7,200 in season passes, \$16,750 in daily admissions and \$3,500 for pool party fees). Lifeguard staffing continues to be an issue. This year the village began reimbursing lifeguard certification costs 100%. The proposed appropriation budget to cover the costs for personnel, supplies and materials, and pool chemicals totals \$85,321. This does not include the \$45,129 that the village pays in debt service for the 2018 improvements that were made. Sosby stated, as you can see, we do not make any money on the pool and lose money every year. However, it is a great asset to the community and one that would be missed if we didn't have it.





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The Street Department is nearly seventeen and a half percent of the General Fund appropriation budget. There are three full-time employees including the Street Superintendent. A percent of their wages comes from the General Fund with the remaining percentage taken from the Street Construction Maintenance and Repair special revenue fund. With Jimmy Butler retiring this past Spring, we are still analyzing the staffing needs to see if we need to replace the fourth position. It has been budgeted for in 2026 just in case throughout the year the justification proves that we need that fourth person. Supplies and Materials make up approximately 43% of the street budget. We create blanket purchase orders for salt, concrete, hot/cold mix. Throughout the entire year, this gets used as we repair and replace our resources or infrastructure. In 2026 we are planning to start repair/replacement sections on concrete (sidewalk, curb/gutter) where they are failing or causing a trip hazard. In addition to that, storm catch basins will be looked at for those that are failing.

The Administrative/Legislative Departments makes up approximately thirteen percent of the General Fund appropriation budget. These departments represent salaries and wages for the Village Administrator, Fiscal Officer, Assistant Fiscal Officer, Utility Clerk, Administrative Clerk along with the Mayor and Council members. A big part of the 2025 capital outlay budget included the completion of Leininger Lane. In 2026 we have appropriated \$300,000 for Robb Street, however; this is contingent upon receiving funding through Ohio Public Works Commission as the village cannot complete the maintenance without outside funding. We have also appropriated local shares for the Carnival Square Phase 1 project. We have received a letter from Ohio Department of Natural Resources through the Nature Works Grant in which we were awarded \$21,000 for this first phase. The contractual services budget amount for 2026 is for village services that are provided regarding mosquito spraying, composting dump fees (container on Jerry Drive), Community Clean-Up day, and Community Days fencing. Another component is various miscellaneous engineering fees that we encounter throughout the year. Debt Service paid from the General Fund is approximately 29% of the budget. Debt paid from the General Fund includes the Service Building addition, Hudson Lake land and detention basin construction, the Davis/Linden Street construction that took place with the new school addition, street improvements for Jackson, College and Washington Streets, swimming pool upgrades, South Main and East Pike Street Reconstruction and West Pike, Linden and Ohio streets reconstruction.

The Enterprise Funds (Water, Sewer, Electric and Refuse Operating Funds) make up approximately seventy-three percent of the villages appropriation budget. These funds have to be able to support themselves financially and are restricted from the sense that fund balances can only be used to support the enterprise. In other words, electric monies have to be spent on electric expenditures. They cannot be used to finance parks, street repairs, etc.

If residents would like to view the power point presentation regarding this budget, it will be posted on our website and you will be able to view it by clicking on this link: <https://www.jacksoncenter.com/Public-Posting-of-Legislation-Legal-Notices-Job-Postings>.

#### ***This Ordinance Will Stand As A First Reading.***

- b. **RESOLUTION 2025-019** – A Resolution To Approve The Execution Of An Efficiency Smart Schedule With American Municipal Power, Inc. And Declaring An Emergency.

This resolution will authorize the Village Administrator to enter into an Efficiency Smart Schedule with American Municipal Power. The current agreement will expire on December 31, 2025. This new schedule will begin on January 1, 2026 and continue for three years. Efficiency Smart works with Village residential, commercial, industrial customers to look for savings for those customers by providing incentives for customers to update electric, lighting and appliances to make them more energy efficient. These



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services are designed to lower the total need for higher costs electric generation facilities or purchased power and thereby reducing the Municipality’s customers’ bills.

Motion To Suspend The Three Reading Rule:				DeVine
Second By:				York
Votes were:	Ludwig	Yea	Reese	Yea
	DeVine	Yea	York	Yea
	Doseck	Yea	Elchert	Yea

Motion To Adopt Resolution 2025-019:				York
Second By:				Elchert
Votes were:	Reese	Yea	DeVine	Yea
	York	Yea	Doseck	Yea
	Elchert	Yea	Ludwig	Yea

COMMITTEE REPORTS:

Finance Committee:

No report.

Utility Committee:

No report.

Wage & Benefits Committee:

No report.

Safety Committee:

Elchert reported that the committee met just prior to this meeting. The Fire Department has had 66 runs this year. They do have another individual that is interested in joining the volunteer department and they are currently working on getting them appointed.

The Police Department reported that the Trick-or-Treat event went well. The department passed out 40 pounds of candy in 45 minutes. The Police Department does not anticipate that it will have any large capital expenses in the new year.

Public Property Committee:

No report.

DEPARTMENTAL REPORTS:

ZEO / EDD's REPORT:

No report.

ADMINISTRATOR'S REPORT:

- Leininger Lane is complete and we will be going through the punch list with the contractor and Choice One this Thursday to close out that project. The alley behind that runs East and West was paved as well.
- The TNR Program went well; there were nine cats that were successfully trapped and taken to the shelter. We want to thank all of the volunteers that helped with this program.
- Ed and I met with Subway owners to discuss some potential projects.
- Candee Esser and I are working on the website design structure.



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- Continue to work on the 2026 Appropriation Budget.
- Continue to work on great projects for THE Village of Jackson Center!

CITIZEN COMMENT:

None

OTHER BUSINESS:

None

EXECUTIVE SESSION:

Motion To Enter Into Executive Session For The Purpose Of				DeVine
Discussing Pending Litigation:				
Second By:				Ludwig
Time Executive Session Entered Into:				8:15 p.m.
Votes were:	DeVine	Yea	York	Yea
	Doseck	Yea	Elchert	Yea
	Ludwig	Yea	Reese	
Executive Session Concluded:				8:29 p.m.


UNSCHEDULED BUSINESS:


None

ADJOURNMENT:

There being no other business to come before Council.				
Motion To Adjourn:				Ludwig
Seconded By:				DeVine
Yea:	6	Nay:	0	Motion Carried

The meeting adjourned until November 24, 2025 at 7:00 p.m. in Council Chambers.

  
Beverly A. Wren, Fiscal Officer

  
Jesse Fark, Mayor

All formal actions of the Council of Village of Jackson Center concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.