



COUNCIL MEETING  
VILLAGE OF JACKSON CENTER  
REGULAR SESSION

Held: November 24, 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.	7:28 p.m.	Council Chambers

MEMBERS AND VISITORS IN ATTENDANCE:

Mrs. 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
	Ed Maxwell	Zoning Enforcement Officer / Economic Development Director

<b>Visitors Present:</b>	Megan Lewis	Sidney Daily News
	Guy Jackson	

APPROVAL OF MINUTES:

**Draft Minutes As Pre-Read From The November 10, 2025 Regular Council Meeting:**

Motion To Accept The Minutes As Pre-Read:	Doseck
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Seconded By:	Elchert
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Yea:	6	Nay:	0	Motion Carried
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APPROVAL OF FINANCIAL REPORT:

The Finance Committee met just prior to this meeting to review the October monthly financial reports. For the month of October, month-to-date revenue was \$14,508 less than month-to-date expenditures. The month-to-date revenues were less than October of 2024 by nearly \$18,209. Month-to-date revenue was approximately \$291,390 less than September 2025. Month-to-date expenditures were \$45,435 more than October of 2024 expenditures. Month-to-date expenditures were approximately \$270,030 less than September 2025. The ending cash balance for October was nearly 7.5% more than October of 2024. Income tax distributions for the month totaled \$147,413, which is \$20,869 less than October of 2024, and \$15,814 more than last month. Year-to-date income tax revenue is approximately 9.50% less than last year at this time. However, it is 23% more than this time in 2020. The Parks and Recreation and Note Retirement Funds ended in the red for the month. Some of the large expenditures include \$34,905 to Electro Controls for maintenance on the Plastipak Lift Station; \$94,915 to Farmers & Merchants State Bank for debt service for the Hudson Lake Retention Pond; \$40,485 to Farmers & Merchants State Bank for debt service for the Service Building addition; and \$13,560 to Perry & Assoc. Certified Public Accountants for the 2023-2024 bi-annual audit.

**To Accept The October 2025 Financial Reports As Presented:**

Motion To Accept The Financial Reports As Presented:	DeVine
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Seconded By:	Ludwig
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Yea:	6	Nay:	0	Motion Carried
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PRE-SCHEDULED:

a. None



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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. *Third & Final 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
- 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 was amended from the second reading by taking out the fifth column of the table under Section 1, page four as it was considered redundant and confusing. Also amended was item d. on page four by removing the first sentence “A maximum of two (2) weeks of unused “PTO” may be carried forward to the following year.” This sentence was removed as it was confusing when considered with the following sentence in item d.

Motion To Adopt Ordinance 2025-008:				York
Second By:				Elchert
Votes were:	Ludwig	Yea	Reese	Yea
	DeVine	Yea	York	Yea
	Doseck	Yea	Elchert	Yea

- 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. *Third & Final 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



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furnishing fire protection services that are agreed on for a cost to the townships 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 is the third and final reading of this ordinance.

<i>Motion To Adopt Ordinance 2025-009:</i>				DeVine
<i>Second By:</i>				Ludwig
<i>Votes were:</i>	Reese	Yea	DeVine	Yea
	York	Yea	Doseck	Yea
	Elchert	Yea	Ludwig	Yea

- c. **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. *Second 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 \$2,227,524.19; Street Construction Maintenance & Repair Fund \$130,061.49; 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 \$622,080.18; Sewer Operating Fund \$780,530.90; Electric Operating Fund \$3,797,107.25; Refuse Operating Fund \$48,571; JC Water Plant Replacement Fund \$1,328,600; Enterprise Deposit Operating Fund \$14,000; and the Mayor’s Court Fund \$1,000. The total appropriation budget for all funds is \$9,346,018.65. This is the second 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 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.





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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.

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,



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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.

As of last week, Administrator Sosby stated that the Ohio Public Works Commission has approved the village for \$450,000 in assistance for the Robb Street project. The village has been approved for \$250,000 in grant monies and \$200,000 in zero interest loan monies to help with the costs of the project. Therefore, next year the village will go out to bid for the project with hopes of completing the project before the end of 2026.

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 Second Reading.***

#### **NEW BUSINESS:**

- a. **ORDINANCE 2025-011** – An Ordinance Establishing Job Classifications And Rates For All Employees Of The Village Of Jackson Center, Shelby County, State Of Ohio And Declaring An Emergency. **First Reading**

The payroll ordinance that was last amended with Ordinance 2025-003 with an effective date of April 14, 2025. This ordinance makes the following amendment; beginning on January 1, 2026, Part-time Police Officers will be paid \$20.00 per hour instead of being paid by quarter shift, half shift, three-quarters shift and full shift. Part-time Police Officers will begin contributing to Ohio Public Employees Retirement System instead of Social Security. This ordinance will stand as a first reading.

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

- b. **ORDINANCE 2025-012** – An Ordinance Authorizing Certain Adjustments In The 2025 Annual Appropriations Of Public Funds For The Village Of Jackson Center During The Fiscal Year Ending December 31, 2025 And Declaring An Emergency.

Each year towards the end of the fiscal year, the Village Administrator and Fiscal Officer review the appropriation budget to make sure that the village stays in compliance by assuring that the appropriation budgeted amounts are less than the January 1<sup>st</sup> beginning



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fund cash balance and actual receipts for the fiscal year. After reviewing the appropriation budget, the Village Administrator and Fiscal Officer are recommending the following adjustments to the appropriation budget:

That within the **General Fund**, appropriations be **decreased** in the amount of **\$58,500** in appropriation account code 1000-910-910-0000 – Transfers-Out. The purpose of this reduction is to reduce the appropriation budget to stay in compliance at year end. The appropriation budget for the General Fund is \$2,950,261.43 and the appropriation budget for all Village Fund is \$14,188,510.70.

That within the **General Fund**, appropriations be **decreased** in the amount of **\$7,500** in appropriation account code 1000-930-930-0000 – Contingencies. The purpose of this reduction is to reduce the appropriation budget to stay in compliance at year end. The appropriation budget for the General Fund is \$2,942,761.43 and the appropriation budget for all Village Fund is \$14,181,010.70.

That within the **Cemetery Fund**, appropriations be **decreased** in the amount of **\$2,000** in appropriation account code 2031-240-400-0000 – Supplies and Materials. The purpose of this reduction is to reduce the appropriation budget to stay in compliance at year end. The appropriation budget for the Cemetery Fund is \$22,008.50 and the appropriation budget for all Village Fund is \$14,179,010.70.

That within the **Cemetery Fund**, appropriations be **decreased** in the amount of **\$15,000** in appropriation account code 2031-240-500-0000 – Capital Outlay. The purpose of this reduction is to reduce the appropriation budget to stay in compliance at year end. The appropriation budget for the Cemetery Fund is \$7,008.50 and the appropriation budget for all Village Fund is \$14,164,010.70.

That within the **JC Water Plant Replacement Fund**, appropriations be **decreased** in the amount of **\$20,000** in appropriation account code 5702-800-500-0000 – Capital Outlay. The purpose of this reduction is to reduce the appropriations because we over-appropriated in this account code. The appropriation budget for the JC Water Plant Replacement Fund is \$5,040,000. and the appropriation budget for all Village Fund is \$14,144,010.70.

That within the **Mayor’s Court Fund**, appropriations be **decreased** in the amount of **\$1,725** in appropriation account code 9901-720-600-0000 – Other. The purpose of this reduction is to reduce the appropriation budget to stay in compliance at year end. The appropriation budget for the Mayor’s Court Fund is \$1,275. and the appropriation budget for all Village Fund is \$14,142,285.70.

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

<b>Motion To Adopt Ordinance 2025-012:</b>				<b>Elchert</b>
<b>Second By:</b>				<b>Ludwig</b>
<b>Votes were:</b>	York	Yea	Doseck	Yea
	Elchert	Yea	Ludwig	Yea
	Reese	Yea	DeVine	Yea

- c. **CONFIRMATION OF TAX BOARD OF REVIEW ROSTER** – Confirm that Mrs. Kristen Davis and Mr. Pat Shuff are the Jackson Center resident citizens appointed by Village Council to the Tax Board of Review.

Council members are confirming that they have elected Mrs. Kristen Davis and Mr. Pat Shuff to serve on the Tax Board of Review for the Village of Jackson Center. Mayor Fark





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also confirmed that Council Member Gina Ludwig has been appointed to serve on the Tax Board of Review as well.

**Motion To Confirm That Mrs. Kristen Davis And Mr. Pat Shuff Are The Jackson Center Resident Citizens Appointed By Village Council To The Tax Board Of Review:**

Motion By:	York			
Seconded By:	DeVine			
Yea:	6	Nay:	0	Motion Carried

COMMITTEE REPORTS:

Finance Committee:

No further report.

Utility Committee:

No report.

Wage & Benefits Committee:

No report.

Safety Committee:

No report.

Public Property Committee:

No report.

DEPARTMENTAL REPORTS:

ZEO / EDD's REPORT:

No report.

ADMINISTRATOR'S REPORT:

Streets Department

- Hauling Gravel, Maintenance on equipment
- Leaf Collection

Water Department

- New Water Treatment Plant Drive was paved

Sewer Department

- Hauling Sludge
- Removed UV Bulbs/ Change Oil in equip.

Electric Department

- Christmas Décor
- Met w/AES & Sawvel

Parks Department

- Mowing season coming to an end
- Maintenance on equipment
- Memorial Park renovations

Admin Report:



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- Sosby stated that as part of the America 250 project, the Jackson Center PTO was awarded \$3,000 of which they put towards the Neil Armstrong Museum event that took place this past weekend
- Attended Choice One Project meeting (11/13)
- Punch list walkthrough at Leininger Lane (11/14)
- Ed and I met w/Bill Reichert discussed Carnival Square (11/17)
- Attended Citygate Luncheon (11/18)
- Met w/Sawvel to discuss 26' appropriations, forecasts, Capital Improvement Projects, etc. (11/18)
- Met w/Nate "AMP" member relations (11/19)
- Ben and I met w "AES" to discuss Demarcation Point (*the physical boundary where a service provider's wiring connects to a customer's wiring, and marks the shift in responsibility for installation and maintenance.*) (11/19)
- Met w/Ben Howard "RCAP" to discuss Water/Sewer rates (11/19)
- Attended RPC Board mtg (11/19)
- Attended monthly EMA Board mtg (11/20)
- Presented at Plastipak "Economic Development Day" for the Shelby County Leadership program (11/20)
- Held weekly Superintendent's meeting's (11/14 & 11/21)
- Robb Street/OPWC (*Ohio Public Works Commission*) Update
- Working on 26' Budget Appropriations- 1<sup>st</sup> reading Nov 10<sup>th</sup>!
- Continuing to work on great projects for THE Village of JC!!!!!!!!!!!!!!!!!!!!!!

#### **CITIZEN COMMENT:**

Guy Jackson was present at the meeting and stated that he has recently moved to Jackson Center and loves the community. However, he wanted to voice a complaint about a semi-tractor/trailer that is coming into the area he lives in very early in the morning (1:00 am) and parking. Jackson stated that the rig is loud enough to wake him up and that the driver goes out early in the morning to start it and disturbs the peace of the neighborhood. Mr. Jackson wanted to know if signage could be put up to let trucks know that they are not permitted on residential streets.

The Mayor and Council members informed Mr. Jackson that they would look into the situation and put up signage if local legislation permits it.

Megan Lewis informed the Mayor and Council that she has been contacted by the Library wanting to know if the Village was interested in the StoryWalk Project. Fiscal Officer Wren stated that she has the contact number and would give it to Administrator Sosby to follow-up.

#### **OTHER BUSINESS:**

None

#### **EXECUTIVE SESSION:**

*There Is Not An Executive Session Scheduled.*

#### **UNSCHEDULED BUSINESS:**

None

#### **ADJOURNMENT:**

*There being no other business to come before Council.*





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<i>Motion To Adjourn:</i>		Doseck	
<i>Seconded By:</i>		DeVine	
<i>Yea:</i>	6	<i>Nay:</i>	0
		<i>Motion Carried</i>	

The meeting adjourned until December 8, 2025 at 7:00 p.m. in Council Chambers.

  
Beverly A. Wren, Fiscal Officer

  
Jesse Park, 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.*