

**Village of St. Paris**  
**February 17, 2025**  
**Public Hearing**

Invocation Prayer was led by Councilor Ervin.

The Public Hearing was called to order at 7:00 PM followed by the Pledge of Allegiance to the Flag.

Roll call was taken by Mayor Susan Prince. Frank Blair, Joe Curran, Terry Ervin II, Tony Hoyt, Linda Julien and Steve Lett were present. Village Administrator Spencer Mitchell and Fiscal Officer Marc McGuire were also present.

Administrator Spencer Mitchell spoke of the zoning variance requested by the owner of 147 E. Troy Street to zone the property as M1 and the zoning variance requested by the owner of 716 E. Troy Street to zone the property as rural residential. The Planning Commission has recommended the rezoning of the property.

**Public Comments:** none

There being no further business, **motion** was made by Councilor Ervin and seconded by Councilor Lett to adjourn the public hearing at 7:03 PM. Motion passed.

**Village of St. Paris**  
**February 17, 2025**  
**Council Meeting**

The meeting was called to order at 7:04 PM followed by the Pledge of Allegiance to the Flag.

Roll call was taken by Mayor Susan Prince. Frank Blair, Joe Curran, Terry Ervin II, Tony Hoyt, Linda Julien and Steve Lett were present. Village Administrator Spencer Mitchell and Fiscal Officer Marc McGuire were also present.

**Motion** was made by Councilor Lett and seconded by Councilor Hoyt to approve the council agenda, as amended. Motion passed.

**Public Comments on Agenda Items:** none

**Motion** was made by Councilor Lett and seconded by Councilor Julien to approve the council meeting minutes dated February 3, 2025, as amended. Motion passed.

**Mayor's Notes:**

- JSP Fire District's community breakfast is February 22, 2025 from 8:00 AM to 11:00 AM at the firehouse.
- St. Paris Lion's Club annual pancake breakfast is March 1, 2025 from 7:00 AM to 12:00 PM at the Graham Elementary School.

**Fiscal Reports:**

The presentation of financials dated January 31, 2025 was reviewed. Councilor Blair questioned the expenditure to the Champaign County Sheriff for services provided and noted that the contract with Sheriff expired on December 31, 2024 and council did not vote to extend the contract into 2025. Councilor Ervin and Councilor Lett agreed that the contract should be extended until March 17, 2025 until another contract can be negotiated. Mayor Prince noted that a contract from the Champaign County Sheriff should be received by the village this week. **Motion** was made by Councilor Lett and seconded by Councilor Ervin to extend the 2024 Champaign County sheriff contract until March 17, 2025. A roll call vote was taken and council voted in favor 6-0. **Motion** was made by Councilor Lett and seconded by Councilor Blair to approve the financial reports as presented. A roll call vote was taken and council voted in favor 6-0. Motion passed.

The presentation of the Bank Reconciliation dated January 31, 2025 was reviewed. **Motion** was made by Councilor Curran and seconded by Councilor Julien to approve the Bank Reconciliation. A roll call vote was taken and council voted in favor 6-0. Motion passed.

The presentation of Water/Sewer Account Adjustments dated January 31, 2025 was reviewed. **Motion** was made by Councilor Blair and seconded by Councilor Ervin to approve the Water/Sewer Account Adjustments. A roll call vote was taken and council voted in favor 4-0. Motion passed.

**Administrator:**

- Weather has delayed the W. Plum Street improvements and work will begin as weather permits.
- Mary Rutan is opening a health care clinic at 311 W. Main Street and will be inside the St. Paris Shoppers store. The ownership group of Mary Rutan applied and received a conditional use permit from the St. Paris Board of Zoning Appeals. Mary Rutan is currently in process of making renovations.
- 2 new exterior doors and 3 interior doors have been installed at the municipal building, 2 new exterior doors have been installed at the street department building and 2 new exterior doors have been installed at the sewer plan building.
- Administrator Mitchell is working with iWorq on implementing a code enforcement and permit management system for the village. This allows for a more organized process to track and manage zoning violations and permits.

- Administrator Mitchell is working on zoning notices sent to property owners for junk/disabled vehicles and trash/junk. It was noted that a multitude of zoning infractions are taking place at 503 W. Main Street and the property owner has been served with documents and the timeframe has elapsed. Administrator Mitchell is working with the Village Solicitor on how to proceed with this property.

**Committee Reports:**

**Budget:**

- The committee met on February 4, 2025 and reviewed the 2025 permanent appropriations and the available resources. The committee recommends passage of Resolution 1390 to council.

**JSP Fire Board:**

- The next meeting is scheduled for March 10, 2025 at 7:00 PM at the firehouse.

**Park, Land & Buildings:**

- The next meeting is scheduled for February 21, 2025 at 10:00 AM in the council room.

**Planning Commission:**

- The next meeting is scheduled for March 6, 2025 at 7:00 PM in the council room.

**Safety:**

- The next meeting is scheduled for February 20, 2025 at 9:00 AM in the council room.

**Street:**

- The committee met on February 4, 2025 with Brice Schmitmeyer of Access Engineering in attendance. The committee discussed plans on preparing for a town hall meeting to inform the public of the upcoming street levy renewal. Maps will be drafted to show the progress of the street paving program over the last 5 years as well as a map of the current status/condition of streets in the village.

**Zoning Enforcement:**

- The next meeting is scheduled for February 21, 2025 in the council room.

**Old Business:**

- Ordinance 2024-8 – Sale of Police Cruiser. Mayor Prince conducted the second reading of Ordinance 2024-8. The third and final reading will be held at the next regularly scheduled council meeting on March 3, 2025.
- Ordinance 2025-1 – Sale of Police Cruiser. Mayor Prince conducted the second reading of Ordinance 2025-1. The third and final reading will be held at the next regularly scheduled council meeting on March 3, 2025.
- Ordinance 2025-2 – Sale of Police Cruiser. Mayor Prince conducted the second reading of Ordinance 2025-2. The third and final reading will be held at the next regularly scheduled council meeting on March 3, 2025.

**New Business:**

**Executive Session:** Pursuant to Ohio Revised Code section 121.22 (G)(1), to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. **Motion** was made by Councilor Lett and seconded by Councilor Julien to enter into an executive session and to invite Administrator Mitchell and Fiscal Officer McGuire into the executive session. A roll call vote was taken and Council voted in favor 6-0. Motion passed and Council entered into the executive session at 7:41 PM. At 8:18 PM, executive session ended council resumed the open meeting.

- Resolution 1390 – 2025 Permanent Appropriations. Councilor Lett stated that the \$50,000 appropriated for the Pony Wagon Trail be removed from permanent appropriations due to the lack of progress made by the Pony Wagon Trail Committee. Councilor Curran stated that the grant obtained by the village last year is a reimbursable grant and the village would not be out any money. The need to obtain easements were discussed by council and the village has received 3 easement agreements signed by the necessary landowners who own property that the bike trail would be located on. Councilor Ervin, council representative for the JSP Fire Board, noted that JSP Fire District would consider signing an easement agreement only if the landowners situated between the railroad tracks thru High Street have signed agreements and the bike trail was moving in a positive direction. **Motion** was made by Councilor Lett and seconded by Councilor Blair to remove the \$50,000 appropriated for the Pony Wagon Trail Fund from permanent appropriations. A roll call vote was taken and council voted in favor 4-2, with Councilor Curran and Councilor Hoyt voting against. Motion passed. Councilor Ervin discussed paying off the loan held at First Central National Bank for the police cruiser purchased in 2024. The approximate payoff for the cruiser is \$45,000. The loan rate is at 5.5% while the STAR Ohio investing rate is approximately at 4.5%. The loan payoff would save the village approximately \$1,250 over the course of the next 3 years as the loan is being paid down. Councilor Lett noted that issuing a \$45,000 check today to save \$1,250 does not make financial sense as it is money coming from the General Fund. **Motion** was made by Councilor Ervin to pay off the police cruiser loan and retire the debt using unappropriated money from the General Fund. Due to a lack of a second motion, the motion fails. Councilor Ervin asked about the \$11,000 expenditure for web site design. Administrator Mitchell noted that the current village website is not admin friendly and difficult to make needed changes. It was stated that the \$11,000 includes a website design/build fee as well as a reoccurring domain/maintenance fee. The domain/maintenance fee would need to be appropriated every year. Councilor Curran stated to remove the \$11,000 expenditure from appropriations and supplemental

appropriations could be made in the future, if needed. **Motion** was made by Councilor Ervin and seconded by Councilor Lett to remove the \$11,000 for website design from permanent appropriations. A roll call vote was taken and council voted in favor 6-0. Motion passed. Councilor Blair inquired about the \$5,000 appropriated for landscaping and improvements at Lafayette Park. Administrator Mitchell noted that the park needs updated lighting fixtures as well as aesthetic updates to make the park more inviting to the public. Councilor Blair also asked about the \$9,000 for the police building update. The \$9,000 is for masonry repairs and new exterior doors. Also questioned was the \$9,000 for the ordinance codification. Administrator Mitchell noted that it has been at least 4 years since any new village ordinances have been digitized and codified, making the cost approximately \$9,000. Council agreed that digitizing and codifying ordinances should be done annually to limit the high cost of doing it every 4 to 5 years. Councilor Blair and Councilor Ervin both noted that the purchase of a new street truck is needed and that Administrator Mitchell should begin the order process as it might take several months before the truck is ready for delivery. Mayor Prince asked council to increase appropriations by \$5,720.38 in the General Fund for Safety Enforcement Operations to allow the Champaign County Sheriff to review, inventory and take pictures of evidence currently being stored in the police building. The Sheriff will then move the evidence to their county storage facility. **Motion** was made by Councilor Curran and seconded by Councilor Julien to increase appropriations in the General Fund for Safety Enforcement Operations by \$5,720.38. A roll call vote was taken and council voted in favor 5-1, with Councilor Blair voting against. Motion passed. **Motion** was made by Councilor Lett and seconded by Councilor Blair to table Resolution 1390 due to the necessary changes motioned by council. A roll call vote was taken and council voted against tabling Resolution 1390 by a 2-4 margin, with Councilor Curran and Councilor Blair voting to table the resolution. Mayor Prince read Resolution 1390, as amended. **Motion** was made by Councilor Lett and seconded by Councilor Hoyt to approve Resolution 1390. A roll call vote was taken and Council voted in favor 5-1, with Councilor Curran voting against. Motion passed.

**Public Comments:**

- Eric Smith, 6532 N. State Route 235, thanked Councilor Hoyt and Councilor Ervin in helping him to remove personal items left behind in the police building. Mr. Smith noted that any further contact made by the village should be done through his attorney, not to him directly.

There being no further business, **motion** was made by Councilor Lett and seconded by Councilor Blair to adjourn at 9:32 PM. Motion passed.

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Susan Prince, Mayor

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Date