

# VILLAGE OF MILLERSBURG

6 North Washington Street  
Millersburg, Ohio 44654  
FAX (330) 674-9044  
www.millersburgohio.com

Kelly Hoffee, Mayor

Nathan Troyer, Village Administrator  
Bobbie Curry, Village Fiscal Officer, Tax Administrator  
Matthew Shaner, Police Chief

Village Offices (330) 674-1886  
Income Tax (330) 674-6891  
Police Department (330) 674-5931

## AGENDA

Date: 12/22/2025

### REGULAR SESSION OF COUNCIL - 7:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Community Spotlight
  - a. Community Events/Meeting
  - b. Proclamations
  - c. Discussion/Feedback
  - d. Visitors

5. Previous Minutes Meeting Date: 12/8/2025

6. Bills: Resolution 2025-35

Bills	\$141,430.51
Payroll Ending	\$70,055.76
Total	\$211,486.27

7. Reports of Officers:

- a. Administrator: Report attached
- b. Chief:
- c. Fiscal Officer: 2026 Meeting Schedule  
Income Tax Updates for 2026
- d. Solicitor:
- e. Mayor:
  - i. Upcoming Committee Meetings
  - ii. Other, misc.

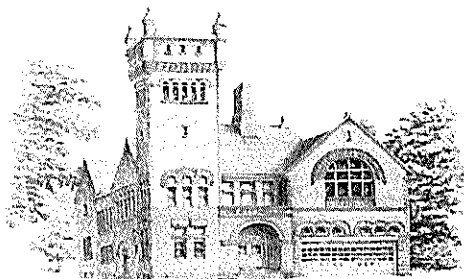
8. Report of Committees:

9. Legislation:           **3<sup>rd</sup> Reading & Pass**  
2025-108 Annual Appropriation Ordinance For The Village Of Millersburg
- 3<sup>rd</sup> Reading & Pass**  
2025-31 A Resolution Setting Wages and Salaries for Elected Officials, Salaried and Hourly Employees of the Village of Millersburg, and to Define Paid Time Off and Employee Benefits
- 3<sup>rd</sup> Reading & Pass**  
2025-32 A Resolution Authorizing The Village Of Millersburg To Use Employee Dishonesty And Faithful Performance Of Duty Policy Through PEP Instead Of Individual Surety Bonds For Officers, Employees, And Appointees
- 2<sup>nd</sup> Reading**  
2025-33 A Resolution Approving The Annexation Of 1.220 acres to the Village of Millersburg (Jordan Properties)

10. Old/Unfinished Business:

- S Clay Street pavement striping – Waiting for ODOT
- Smart Traffic Lights – **Updated on Administrator's Report**
- New water bill system – In Process – No update
- Wooster Rd Waterline Project - No update
- Sill Street sidewalks – Tabled until 2027
- Employee Leave Donation Policy – No Update – work to begin in 2026
- Downtown Sidewalk Project– **Updated on Administrator's Report**
- ECOBA invite to council – **Updated on Administrator's Report**
- Alley vacation between 419 Wise St and 711 Maxwell Ave - **Updated on Administrator's Report**
- Location of areas that are without streetlights -
- Indigent Burial Site dedication – No Update - Waiting for Ceremony Date
- Amend DORA guidelines (Sunday Sales) – No Update Until 2026
- Airport Park Lighting Project – **Updated on Administrator's Report**
- Electric Aggregation –
- County Demolition Projects –
- Former Terrace View Property legal Action -
- Housing Study - **Updated on Administrator's Report**
- Phone system – **Updated on Administrator's Report**
- EPA Generator Grant - **Updated on Administrator's Report**
- Downtown Crosswalks/lighting/safety solutions -

11. New Business:
12. Visitor Feedback/Discussion:
13. Executive Session:
14. Executive Session Action:
15. Adjournment



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Millersburg, Ohio 44654  
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CELL (330) 275-0279  
FAX (330) 674-9044  
[www.millersburgohio.com](http://www.millersburgohio.com)

FROM THE DESK OF

— MAYOR —

KELLY HOFFEE

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*Merry Christmas  
Millersburg!*

## Council Calendar

- Dec 22 - Council/Ugly Sweater Meeting
- Jan 12 – Council Meeting
- Jan 26 – Council Meeting

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 12/8/2025

START TIME: 7:00 PM

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

## RECORD OF PROCEEDINGS – REGULAR SESSION

### COUNCIL MEMBERS ROLL CALL

NAME:		NAME:	
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present
Polen	Present	Kellogg	Present

### IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nathan Troyer	Village Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Chad Cline	Asst Administrator	Adam & Katerina Barnett	Visitor
Ryan Hershberger	Visitor		Choose an item.

### COMMUNITY CALENDAR/EVENTS

#### Community Calendar

- Dec 13 - HDM Chocolate Walk
- Dec 20 – Clark Community Center Breakfast with Santa

### APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	11/24/2025		
MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO APPROVE BY:	Vaughn	MOTION SECONDED BY:	Conn

<b>VOTING ROLL CALL:</b>			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### APPROVAL OF BILLS

<b>BILL RESOLUTION 2025-34</b>	Bills \$64,352.16	Payroll \$69,699.60	Total \$134,051.76
<b>QUESTIONS/COMMENTS/DISCUSSION:</b>			
<b>MOTION TO APPROVE BY:</b>	Hofstetter	<b>MOTION SECONDED BY:</b>	Conn
<b>VOTING ROLL CALL:</b>			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### REPORTS OF OFFICERS

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>VILLAGE ADMINISTRATOR, NATHAN TROYER</b>
<p><b><u>DRB &amp; P&amp;Z Commission</u></b>  P&amp;Z met December 3<sup>rd</sup> and approved the variance application for excess signage at Millersburg Tobacco.</p> <p><b><u>Sidewalk Project</u></b>  Engineers are in the design phase of project.</p> <p><b><u>Electrical Aggregation/Village Accounts</u></b>  Aspen Energy sent us an analysis they compiled of estimated savings over the term of the aggregation. (Attached) Council member Hofstetter asked if anyone noticed that in June of every year the kilowatts used was the same. Admin Troyer stated he was going to look at the report again.</p> <p><b><u>County Demolition Projects</u></b>  The County demolition projects are continuing at various locations. They are working on North Mad this week.</p> <p><b><u>Airport Park</u></b>  We met with Millersburg Electric and should be ordering the lights very soon. Installation will be next year after the weather breaks.</p>	

### **Housing Study**

The kick-off meeting was held on December 2<sup>nd</sup>, and we had a great discussion on the plan for this project. We are currently compiling lists of contacts for Envision to talk to from various housing sectors/industries/professions. If anyone has anyone they would like to recommend, please let me know. This will begin the data collection phase of the project. I also attended the United Way Community meeting on housing and transportation on December 3<sup>rd</sup>. There was a lot of good feedback at this forum as well. We will be putting United Way and Envision in contact so they can mutually share information and data from both projects. They established there is a housing problem right now.

### **Downtown Traffic Signals**

Hardware was delivered this past week. We are working with Pathmaster and Signal Services on installation timeframe.

### **Phone System**

We met with our phone system provider a few weeks ago to discuss options for upgrades. We have been experiencing a lot of issues with call quality and static. The consensus was that the POTS portion of the system is likely causing these issues, so we are switching to a fiber connection through Spectrum. It is estimated that we will save around \$289/month after the switch, so we are proceeding with that. We are unsure of the timeline right now. In a few years, the Mitel system will no longer be supported so we will have to look for a new system soon.

### **Village Parking Lot**

HDM will have a coffee truck in our parking lot on December 13<sup>th</sup> for the Chocolate Walk.

### **EPA Grant for WW Treatment Plant**

Nate Skolmutch and I have been working with the EPA; they have an annual grant for emergency generators. We currently use a trailer mount generator for the well and the booster station they move it between the two as needed. The grant is up to a \$50,000 reimbursement. Nate worked with Millersburg Electric and Northeast Ohio looking to install an onsite standby generator at the well with a transfer switch that would just stay there. The generator is just under \$52,000 and the gas tap is about \$3,300 around \$55,000. This would be phenomenal if we could get this done for \$5,000. That would leave the trailer mount generator that we could take to the lift stations, we really do not need to do that often anymore. The goal would be to sell the trailer mounted generator eventually. If we could do a generator this year and then another one next year for the well on 241 then we would be in really good shape.

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF, MATT SHANER</b>
<b><u>Evidence Audit</u></b>	
A copy of the evidence property audit was handed out to council. Of the 727 pieces of evidence, three were unaccounted for. Those three pieces were from 2012 and 2022. MPD filed no charges in the cases	

involved. The officers who collected the evidence and worked on those cases are no longer with the department. Chief will be consulting with the Village Solicitor about the destruction or return of evidence no longer needed. The audit report also discusses changes in the way evidence will be managed moving forward. There is an evidence new filing system and two officers will be overseeing all evidence for the department. The current squad room is being converted into the evidence intake area with restricted access. Council member Kellogg also thanked Chief Shaner for doing the evidence audit. Kellogg and Chief commended the two Sergeants (Markley and Baker) for their work. The audit took the officers approximately three weeks to complete.

**Waiver of Public Records Request Fee**

Chief Shaner stated he had a public records request for body cam videos and that the individual who made the request requested that the fee for the disc(s) be waived. Chief talked to Fiscal Officer Bobbie Curry about the public records policy. The policy does authorize any employee to waive the fee(s). Curry suggested that the decision to waive the fee could be considered by the governing board (council). Mayor Hoffee stated that such fees have not been waived in the past. Council member Kellogg stated that she felt this was administrative decision. Curry stated that the policy does not allow administration to waive the fee(s). Kellogg stated that council should not be making this decision as it is not legislative, it is administrative. So, the requestor should be charged as the policy states.

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
All acknowledged November financials.	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
<b><u>Council Calendar</u></b> <ul style="list-style-type: none"> <li>• Dec 8 – Council Meeting</li> <li>• Dec 16 – Tree City Board Meeting</li> <li>• Dec 22 - Council/Ugly Sweater Meeting</li> <li>• Jan 12 – Council Meeting</li> <li>• Jan 26 – Council Meeting</li> </ul>	

**LEGISLATION**

<b>NUMBER:</b>	<b>2025-108</b>
<b>TITLE: Annual Appropriation Ordinance for the Village of Millersburg</b>	
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2025-31</b>
<b>TITLE: A Resolution Setting Wages and Salaries for Elected Officials, Salaried and Hourly Employees of the Village of Millersburg, and to Define Paid Time Off and Employee Benefits.</b>	
<b>CLASSIFICATION:</b>	Resolution



<b>STATUS:</b>	2nd Reading
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<b>NUMBER:</b>	<b>2025-32</b>
<b>TITLE:</b>	<b>A Resolution Authorizing the Village of Millersburg to Use "Employee Dishonesty and Faithful Performance of Duty Policy" Through PEP Instead of Individual Surety Bonds for Officers, Employees, and Appointees</b>
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2025-33</b>
<b>TITLE:</b>	<b>A Resolution Approving the Annexation of 1.220 Acres to the Village of Millersburg (Jordan Properties)</b>
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	1st Reading

#### OLD/UNFINISHED BUSINESS

<b>TOPIC:</b>	<b>New Water/Sewer Billing System</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	The January billing will be done in both systems later this month. After that, the new system will go live.

<b>TOPIC:</b>	<b>Sill Street sidewalks</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	Hoffee asked council if they would like to plan the Sill Street sidewalks instead of phase two of the downtown sidewalk project. Council member Kellogg suggested that the Sill Street project be tabled and pursued after the downtown project. Council agreed.
<b>ACTION ITEM:</b>	Tabled

<b>TOPIC:</b>	<b>Employee leave donation policy</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	The Solicitor will be working on the personnel policy update which will be included in that, and they will start this in 2026.

<b>TOPIC:</b>	<b>ECOBA Representative to Visit Council</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	Mayor Hoffee asked Administrator Troyer to contact ECOBA to plan a visit in January or February to meet with us.

<b>TOPIC:</b>	<b>Alley vacation between 419 Wise St &amp; 711 Maxwell Ave.</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Administrator Troyer still needs to talk to the surveyor on this.	

<b>TOPIC:</b>	<b>Former Terrace View Property Legal Action</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> No update on this the Solicitor will contact the owner.	

#### NEW BUSINESS

<b>TOPIC:</b>	<b>Brightening downtown at night</b>
<b>PRESENTED BY:</b>	Kellogg
<b>DISCUSSION:</b> Kellogg stated that the crosswalks and the downtown need better lighting at night. It is not safe to walk downtown at night. Dark crosswalks and motorists not obeying traffic laws are issues affecting pedestrians' safety. She said we need to do more. Administrator Troyer stated that the company used for the RRFs crosswalk system at the post office has more products. He will investigate systems to try to find suitable solutions. Hofstetter stated that the flashing lights by the post office seem to be working and it catches drivers' attention. Kellogg stated the decorative lights in the downtown area are not very bright. She also said she does not want to hear that it is too dark and that there is not enough lighting. She said people need to pay attention.	
<b>ACTION ITEM/ASSIGNED TO:</b> Troyer checking for solutions for additional lighting.	

#### ADJOURNMENT

<b>MOTION BY:</b>	Polen	<b>MOTION SECONDED BY:</b>	Hofstetter
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### NEXT SCHEDULED MEETING

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>12/22/2025</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St Millersburg, OH 44654

#### MINUTES PREPARED BY

<b>SIGNATURE:</b> Bobbie Curry (JK)	<b>TITLE</b>	<b>DATE</b>
	Fiscal Officer	12/10/2025

**ATTESTED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	12/22/2025

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	12/22/2025

**Resolution 2025-35**

Resolution for the payment of certain bills. Now be it ordained by the Council of the Village of Millersburg, Holmes County, Ohio, that the following described bills be allowed and paid from the respective funds designated below, and that the Fiscal Officer is directed to draw proper warrants of said Village for the amounts so designated.

**RESOLUTION 2025-35**

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Total</b>
Advance	Supplies	Multiple	\$ 719.27
American Electric Power	Utility	Multiple	\$ 17,953.43
American Legal	Annual web hosting codified ord	General	\$ 465.00
Brightspeed	Communication	Multiple	\$ 1,074.91
Cargill	Salt	Gen Transp	\$ 3,072.25
Carter Lumber	cut out tool, security light, sensor	Sewer, Park	\$ 244.64
Century Link	Communication	General	\$ 23.21
Clemans, Nelson & Associates	Services rendered	General	\$ 250.00
Cross Truck Equip	ladder and fenders	Water, Sewer	\$ 740.23
Delta Instrumentation	Electromagnetic flow meter	Sewer	\$ 3,830.00
First Citizens	Copier lease	General	\$ 174.25
First Net	Multiple	Multiple	\$ 546.50
Friendly Wholesale	paper towels, toilet paper	Gen. Street	\$ 224.56
Gingerich Trailer	tilt trailer, hitch, chain, binder	Water, Sewer	\$ 8,812.00
Hawkins	Cylinder charge	Water	\$ 20.00
Holmes oil	Fuel	Multiple	\$ 2,792.34
Holmes pest Control	Pest control	Gen, Police	\$ 135.00
Holmes Power Equip	Blower repair	Cemetery	\$ 30.45
Holmes Wayne Electric	Water, Sewer	Electric	\$ 90.87
Jeff Thurston	Reimburse gov deals purchase	General	\$ 254.56
McMaster Carr	Pipe, Gasket, hose adapter, clamp	Sewer	\$ 482.55
Midtown Dry Cleaner	Dry cleaning	Police	\$ 89.40
Millersburg Tire	Tire repair	Police	\$ 103.00
NEO Gas	Gas	Sewer	\$ 56.03
Ream & Haager	Chemicals, Testing	Water, Sewer	\$ 1,457.00
Shrock	Sewer main repair	Sewer	\$ 13,598.32
Spectrum	Communication	Gen, Police	\$ 119.99
Staley Technologies	Internet repair wwtp	Sewer	\$ 272.50
Staples	Supplies	Gen, Police	\$ 120.92

**Resolution 2025-35**

The Locksmith shop	Alarm lock, program & install	Police	\$ 1,260.00
Tope Printing	Envelopes	General	\$ 464.80
USA Bluebook	Camera accessory kit, coupling	Sewer	\$ 1,134.09
Wisconsin Lighting Lab	Park lighting	Park	\$ 20,220.00
Yoder tree Service	Removal of trees	Tree city, water	\$ 3,812.00
Melway Paving	Paving	Gen Transportation	\$ 14,988.99
Hershey Machine	Sealed bearing	Sewer	\$ 129.74
Treasurer of State	Brine	Street	\$ 58.00
Standard Insurance	Life insurance	Multiple	\$ 315.77
Aultcare	Medical and Dental Premiums	Multiple	\$ 37,269.44
AloNovus	Legal Ads	General	\$ 49.50
GoShred	Document Shredding Service	General	\$ 68.00
Buckeye Pump	Motor, Probe	Sewer	\$ 2,907.00
		<b>TOTAL</b>	<b>\$ 140,430.51</b>

Electronic payments

Vendor	Description & Date Paid	Fund	Total
Laser Print Plus	Postage for Income Tax Mailing	Gen	\$ 1,000.00
		<b>Total</b>	<b>\$ 1,000.00</b>

<b>TOTAL BILLS</b>	<b>\$ 141,430.51</b>
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**PAYROLL CHECK DATE 12/15/2025**

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$ 2,436.75
Baker, Daniel	Wages	Gen Police	\$ 2,691.34
Cline, Chad	Wages	General	\$ 2,399.20
Conn, Brad	Salary	General - Council/Mayor	\$ 291.74
Cox, Caleb	Wages	Gen Police	\$ 2,440.40
Curry, Roberta	Wages	General	\$ 2,988.80
Duff, Kevin	Wages	Street	\$ 2,379.20
Hoffee, Kelly	Salary	General - Council/Mayor	\$ 500.00
Hofstetter, Brent	Salary	General - Council/Mayor	\$ 291.74
Judson, Blake	Wages	Wat/Sew	\$ 2,544.80
Kellogg, Andrea	Salary	General - Council/Mayor	\$ 333.37

**Resolution 2025-35**

Kiner, Jessica	Wages	General	\$ 2,000.00
Kiner, Ron	Wages	Gen Police	\$ 2,374.75
Markley, Michelle	Wages	Gen Police	\$ 2,677.60
McKinney, Steve	Wages	Street	\$ 1,836.00
Mellor, Pat	Wages	Cem/Str	\$ 3,584.48
Miller, James	Wages	Street	\$ 2,462.57
Miller, Javen	Wages	Gen Police	\$ 2,111.32
Miller, Kenneth	Wages	Wat/Sew	\$ 3,929.23
Opfer, Stephanie	Wages	Gen Police	\$ 2,361.87
Polen, Devone	Salary	General - Council/Mayor	\$ 291.74
Shaffer, Mary	Wages	Gen/Wat/Sew	\$ 2,417.60
Shaner, Matt	Salary	Gen Police	\$ 3,604.47
Shepler, Clay	Wages	Wat/Sew	\$ 2,141.60
Shoemaker, Robert	Salary	General - Council/Mayor	\$ 291.74
Shows, Logan	Wages	Gen Police	\$ 2,599.20
Skolmutch, Nathan	Wages	Wat/Sew	\$ 3,742.40
Snyder, Troy	Wager	Street/Park	\$ 2,338.44
Troyer, Nate	Salary	Gen/Wat/Sew	\$ 3,810.15
Vaughn, Tom	Salary	General - Council/Mayor	\$ 291.74
Weaver, Matthew	Wages	Wat/Sew	\$ 3,540.80
Yoder, Kelly	Wages	Gen Police	\$ 2,350.72
		<b>TOTAL PAY</b>	<b>\$ 70,055.76</b>

<b>TOTAL - BILL RES 2025-35</b>	<b>\$ 211,486.27</b>
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# **Administrator's Report**

December 22, 2025

## **DRB & P&Z Commission**

No submittals for January

## **Sidewalk Project**

No update

## **Airport Park**

The lights are ordered; installation will be after the weather breaks in 2026.

## **Housing Study**

List of stakeholders identified and sent to Envision. They will be reaching out to those folks in the coming weeks to start the data collection process.

## **Downtown Traffic Signals**

Met with Signal Service and Pathmaster reps in the last 2 weeks. They will be in contact with installation dates.

## **Phone System**

No update, waiting on fiber installation.

## **ECOHBA Invitation**

Sent, no response yet.

## **EPA Generator Grant**

Grant application completed and submitted. Will update as we hear anything.

## **Alley Vacation Update**

I found previous research about the alley off of Wise/Forlow Streets. The alley was previously vacated in 1938 according to a deed I found. However, the alley was not split between the two adjoining parcels as is common practice now. There is reference to an ordinance from 1938 that I haven't been able to locate yet to see if it notes ownership of the alley. If I can't find anything, I plan to turn this over to Attorney Gilman to see what our options are going forward.