

# VILLAGE OF ALEXANDRIA REGULAR COUNCIL MEETING MINUTES

April 1, 2025

Mayor Sean Barnes called to order the Village of Alexandria Regular Council Meeting of April 1, 2025, at 7:01 pm. The Pledge of Allegiance was recited.

**Council Members Present:** Jeff Baer, Sarah Chambers, Herb Lower, Lyle Simpson, Cari Meng & Mike Miller.

**Village Representation Present** - Mayor Sean Barnes, Solicitor David Ball, Fiscal Officer Carol Gissinger, Village Administrator Kendra Borrer & Village Zoning Inspector Jacob Brooks

**Village Representation Not Present** – Village Police Chief Dan Bunting

**St. Albans Fire Department** – Chief Mike Thiessen

**Citizens Present:** none

## Minutes from Regular Council Meeting 3-18-2025

Jeff Baer made a motion; seconded by Sarah Chambers, to approve the 3-18-2025 Regular Council Meeting minutes. Roll Call Vote: All Yes. Chair declares motion carried.

## Public Communications-

Chief Thiessen spoke to us about the upcoming fire levy – Failed levy 2x's with a 3<sup>rd</sup> on the ballot for May. Not a permanent levy, it is an ask every 5 years type levy. Need to recapture levy that was lost & recapture the levy that is up. 3 mil renewal, 7 mil replacement of what they lost, total of 10 mil. Runs = 30 EMS & 46 fires in a 30-day period. Grants awarded 1.6 mil, did get the safer grant, this covers staffing of 3 personnel.

## Legislation

No legislation tonight

## Village Officer Reports

### Administrator's Report

- Kendra Borrer reported that the Village received \$2465.00 for park reservations in the month of March.
- Buckeye Cloud has completed the network installation, laptop programming and onboarding. Everyone that told me they wanted a laptop has received one, except 1 council member.
- The museum is holding its opening April 12&13 from 2-4 both days.
- Jacky & I have been working on water billing issues. It was determined that an unknown "host" server that the account had previously been set up on was the main issue. We were able to get on Cubic's server for their programming for \$50.00 per year. This has solved the majority of the issues that we have b.
- I have been in contact with the Licking County Health Department. Mosquito contract has been signed and returned to schedule spraying, just waiting to hear back on scheduling.

### Fiscal Officer's Report

- Working on Audit – last files turned over to them today
- Permanent Appropriations finalized

### Solicitor's Report

- Addressed parking violation fines & ticketing process.

### Mayor's Report

- Jeannette got mailer completed for tax levy, positive feedback so far

- JAG coalition is wrapping up the master plan.

#### **Maintenance Report**

- See Attached Exhibit A report

#### **Zoning inspector Report**

- See Attached Exhibit B report

#### **Police Department**

- None at this time

#### **Old Business**

Lyle – inquired about Museum board vacancy

#### **New Business**

- Council discussed a new business liquor permit, Department of Commerce letter & form. Questions on business parking & how many spaces.
- Citizens voted and approved it, so the council has no objections for the liquor license.
- Jim and Herb have been working at the park. All stones around trees have been disposed of, needs mulch, about 1 truck load. Teeter Totter handles are broken. A resident with a mulching business is asking to hang advertising sign, may see about grinding stumps as payment. The hedge is in bad shape, would like to take 40 ft of it out and put up a split rail fence to replace the hedge.
- Sarah brought up museum mulch day April 26<sup>th</sup> - volunteer opportunity – starts at 9 am

#### **Citizen Comments (3-minute time limit)**

- None

#### **Meeting Announcements**

Safety Committee Meeting April 15, 2025 at 7pm.

Public Service Meeting April 15, 2025 at 7pm

Regular Council Meeting April 15, 2025 at 7pm.

Planning Commission April 9 @ 5:30

#### **Adjournment**

Mike Miller made a motion, seconded by Jeff Baer to adjourn the council meeting. All voted in favor and the Chair declared the meeting adjourned at 8:14 p.m.

Respectfully submitted, (April 15, 2025)

  
Kendra Borrer,

Certified

  
Sean Barnes, Mayor/Chairperson

Date

4/15/2025

## March Maintenance

2025

- Empty village trash cans.
- Check fire extinguishers and emergency exit signs, office, museum and ww plant.
- Cover sewer plant and water testing on weekends.
- Flag maintenance and replacing, I have taken the flags down for now as the storms are tearing them up.
- Remove snow blade and unload salt, keeping spreader on for a while.
- Wash village truck.
- Fill potholes.
- Assisted multiple residents with water leaks, turn water service off and on.
- Work on inventorying village tools and equipment.
- Mounted speed sign at triangle and plugged into electric service.
- Remove and recharge speed sign on west main st, tried solar but it doesn't keep up.
- Demo and remove concrete borders around trees at the park.
- Work on removing unnecessary signposts and straightening and replacing others.
- Rebuilt leaking valve and replaced wax ring on commercial water closet at plant.
- Replaced leaking 480-volt 3 phase commercial hot water heater and expansion tank at plant. I checked on the possibility of installing a residential tank there to save money, however there is no available single-phase power at the plant and the price of installing a transformer exceeded any savings we would have realized on the tank purchase.

Jim Jasper  
Maintenance supervisor  
Village of Alexandria  
Presented April 1, 2025



# Exhibit B



**VILLAGE ZONING INSPECTOR - REPORTING - ACTIVITY AND PERMIT / VIOLATION LOGS**  
 UPDATED: 02-04-2025, Brooks

ONGOING item  
 CLOSED item to be V. Damage

ADDRESS	ORIGINATOR	DATE	CONCERN	INSPECTOR FOLLOWUP	ADDITIONAL COMMENTS	PERMIT # / VIOLATION #	DATE	ITEMS TO ADDRESS:
Village	Full Village Conditions Review to new Code	26-Feb		Inspector and Admin to compile letters to property owners/residents to make them aware of the new Zoning Code expectations to give them a chance to be proactive with items on their property.	ZONING INSPECTOR has compiled dozens of photos of current conditions in early 2025 for all village parcels with items of note. Inspector has new village laptop to begin to file photos to village hard drive AND/OR to village server accordingly and print in office as of 4/1/25			
	Violation Letter Template	11-Mar		Met with Admin Kendra to outline need for zoning form templates. Kendra produced a template for Zoning Violations and a Public Notice Template				
	MONTHLY Board of Zoning Meeting	12-Mar	violations per 2025 code begin going out as soon as ready	Abandoned Vehicles, ADUs, Signs and Feather Flags under review				
118 W Main	Resident Fence Permit Request	17-Mar		Resident would like to transfer E side of 2024 installed REAR fence to the E side of driveway	3/29/25 - Inspector visited resident and reviewed proposed rear fence realignment and verbally confirmed adjustments were within code and 2024 permit will be updated by Inspector and sent to resident for new permit to be filed accordingly			
119 W Main	Village resident concern of business operations from residential property	25-Mar	R-1 property with business signage on vehicles	Inspector visited site and took photos of current conditions. 3/28 took additional photo with business advertising vehicles present				
Village	Any Fence Permit Specialist II CONGRUEX.COM	26-Mar	Form with myriad of questions on village right of way and permitting regulations	4/1/25 - follow up in Inspector court				
45 S Liberty	Abandoned Vehicle concerns from multiple residents	26-Mar	unabelling new Zoning Code violations correctly	Inspector sent final draft of violation letter to Zoning Board for their awareness and comment and to Admin to mail to property owner accordingly	180 days for remedy from date of notice		FIRST NOTICE	PENDING to be print

