



## **COUNCIL REGULAR MEETING AGENDA**

### **February 10, 2025 at 6:30 PM**

### **Council Chambers**

**Council Members:** President M. Terry, J. Eudaily, K. Ferguson, T. Harriman, A. Lewis, J. Sintz

**Mayor:** Jody Carney **Village Administrator:** Haley Lupton

**Police Chief:** Dale McKee **Director of Finance:** Renee' Sonnett **Director of Law:** Paul-Michael La Fayette

**Call to Order:** Pledge of Allegiance

**Approvals:** Agenda: Council Regular Meeting – February 10, 2025  
Minutes: Council Special Meeting – February 5, 2025

**Proclamation/Presentation:** Stefanie Spielman Fundraiser

**Visitors:** None.

**Reports:**

- Mayor
- Village Administrator
- Finance Director
- Police Chief

**Discussion Items:**

- Semiquincentennial Celebration
- Union County Wayfinding and Bidding Process
- Employee Job Descriptions Update

**Public Hearing:** None.

**Motion:** To Appoint Brad Hehmeyer to Serve on the Parks and Recreation Committee with a Term to Expire on December 31, 2028

**Motion:** To Reappoint Carrie McGlaughlin to Serve on the Board of the Mid-Ohio Water and Sewer District

**Motion:** To Reappoint Kari Hehmeyer to Serve on the Board of the Mid-Ohio Water and Sewer District

### **Unfinished Business:**

**2<sup>nd</sup> Reading Ordinance 03-2025:** Extending the Moratorium on the Cultivation, Processing, and Retail Sale of Adult Use Cannabis Within the Village of Plain City and Declaring an Emergency

**2<sup>nd</sup> Reading Ordinance 04-2025:** Amending the Codified Ordinances, Chapter 525, Law Enforcement and Public Office, of Part Five of the General Offenses Code

**2<sup>nd</sup> Reading Resolution 07-2025:** Authorizing the Village Administrator to Award the Contract for the Plain City Dog Park Project to Vititoe Construction Inc

### **New Business:**

**1<sup>st</sup> Reading Ordinance 05-2025:** Amending the Codified Ordinances, Chapter 724, Cultivation, Processing or Dispensing of Medical Marijuana, of Part Seven of the Business Regulation Code to Prohibit the Cultivation, Processing, and Retail Sale of Recreational Marijuana Within the Village of Plain City

**1<sup>st</sup> Reading Resolution 10-2025:** Authorizing the Sale of Village Property

**1<sup>st</sup> Reading Resolution 11-2025:** Establishing the Communications Manager Position

**1<sup>st</sup> Reading Resolution 12-2025:** Amending the Accounting Clerk Position Description

**1<sup>st</sup> Reading Resolution 13-2025:** Amending the Development Manager Position Description

**1<sup>st</sup> Reading Resolution 14-2025:** Establishing the Facilities Technician Position

**Executive Session:** Pursuant to Ohio Revised Code Section 121.22(G)(2): To consider the purchase of property for public purposes.

### **Adjourn**



## **COUNCIL/PERSONNEL & FINANCE, CIP COMMITTEE SPECIAL MEETING MINUTES February 5, 2025 at 6:30 PM Council Chambers**

**Council Members:** President M. Terry, J. Eudaily, K. Ferguson, T. Harriman, A. Lewis, J. Sintz

**Mayor:** Jody Carney **Village Administrator:** Haley Lupton

**Police Chief:** Dale McKee **Director of Finance:** Renee' Sonnett **Director of Law:** Paul-Michael La Fayette

**Call to Order:** Joint Meeting – Council and the Personnel & Finance, CIP Committee

Council President Call to Order: Mr. Terry called the meeting order at 6:30pm, followed by the Pledge of Allegiance.

Present: J. Carney, J. Eudaily, K. Ferguson, T. Harriman, A. Lewis, J. Sintz, and M. Terry.

Absent: None.

Personnel & Finance, CIP Committee Chairperson Call to Order: Ms. Giaimo called the meeting to order at 6:30pm.

Present: L. Giaimo, A. Lewis, M. Pollom, and B. Pothast.

Absent: None.

### **Council Approvals:**

Agenda: Council Special Meeting – February 5, 2025

Mr. Sintz motioned to approve the February 5, 2025 agenda, seconded by Mr. Harriman. All in favor.

Minutes: Council Regular Meeting – January 27, 2025

Mr. Harriman motioned to approve the January 27, 2025 minutes, seconded by Mr. Sintz. All in favor.

## **Personnel & Finance, CIP Committee Approvals:**

Agenda: Special Meeting – February 5, 2025

Ms. Pollom motioned to approve the February 5, 2025 agenda, seconded by Ms. Giaimo. All in favor.

Minutes: Special Meeting – November 18, 2024

Ms. Giaimo motioned to approve the November 18, 2024 minutes, seconded by Ms. Pollom. All in favor.

## **Discussion Items:**

Mr. Terry discussed the order of business for tonight's joint meeting and the importance of the topics to be discussed, including the desire for proactiveness in financial forecasting and long-term visioning and capital planning. Mr. Terry thanked the members of the Personnel and Finance, CIP Committee for their service and attendance.

### **Five Year Forecast:**

Ms. Lupton thanked Council and members of the Personnel and Finance, CIP Committee for their time this evening. Ms. Lupton introduced Mr. David Conley, the Village's financial advisor. He has provided professional advice and support for the Village on various projects and financial matters. Most recently, Mr. Conley assisted staff in developing the General Fund Balance Policy. Currently, Mr. Conley aided staff in developing a five-year forecasting tool for the General Fund. The tool is adaptable and can be used for other funds in the future. Mr. Conley has recommended updating the tool every six months for the most accurate forecasts. Mr. Conley has also helped staff draft a five-year capital plan that will be finalized after tonight's discussion.

Mr. Conley thanked Council and the Committee for their time this evening. He provided a brief overview of his professional experience, including that with the Village over the past ten years. He discussed the importance of maintaining an effective balance between taxation and expenditures of that tax revenue, as well as the benefits of financial planning and forecasting. Based on discussions with staff, a taxation policy will be drafted and implemented to guide the Village as it continues to grow.

Mr. Conley provided information about the five-year forecast, which is the Village's first of its kind. He noted that very few villages in the state utilize forecasts such as this and congratulated Council and staff for their proactiveness. Mr. Conley stated that this five-year forecast is only for the General Fund but the forecasting tool can be adapted to other funds. Mr. Conley discussed the development of the tool, which included a line-item analysis of every General Fund revenue source and expenditure. Extensive preparatory work has taken place with Village staff. Based on the tool, the Village has ending balances that are stable and increasing accordingly. Mr. Conley discussed the importance of maintaining a "rainy day fund" in accordance with the General Fund Balance Policy. The forecast indicates that the policy is being implemented accordingly. Mr. Conley encouraged Council and staff to update the forecasting tool every six months as long as the current growth trend continues.

At the inquiry of Mr. Terry, Mr. Conley and Ms. Sonnett stated that of the 1.5% income tax, 0.5% is allotted to capital expenditures and the remaining 1.0% goes to the General Fund. As such, the forecasting tool

only details the 1.0% income tax rate for the General Fund and does not include the 0.5% income tax rate for capital expenditures.

Mr. Conley described each line item of the forecast model and noted that, given how much of the Village's revenue is based on a single source, such as the income tax, future increases to the income tax rate will need to be considered. However, as the population of the Village grows, so will income tax revenue. Mr. Conley commended Council and staff for bringing income tax administration services in-house as it saves time and money and increases the accuracy of tax collections. Mr. Conley also discussed the importance of maintaining adequate staffing levels for various departments.

At the request of Mr. Terry, Ms. Sonnett detailed the annual percentage increase of income tax revenue for the past three years. Mr. Terry stated that, in future iterations of the forecast model, he would like notes of the statistical assumptions included in the document. For example, the number of households and population growth assumed for the forecasting model should be included. Mr. Lewis stated his agreement and inquired if the forecast includes future developments, such as the Creekview Commerce Park. Mr. Conley responded that, generally, forecasts do not include proposed developments until the developments have completed construction and are occupied. Ms. Pollom stated her agreement for the inclusion of the statistical assumptions and noted that including that information would assist readers in understanding the methodology. Mr. Conley thanked Council and the Committee for their comments and stated that once the final version of the forecast is finalized, notes will be included.

Mr. Conley discussed the income tax revenue projections and noted that the projections were calculated utilizing a projected 7% annual increase in income tax revenue, which is conservative. Currently, the operational budget of the Village is expected to increase annually by 3%. Other sources of revenue, such as property tax and the local government fund from the State of Ohio, remain stable but represent a minimal amount of the revenue the Village receives. Other sources of revenue, such as construction inspections fees and the refuse contract, are generally pass-through costs.

Mr. Conley described the expenditures and stated that the wages for additional staff can be included in the forecasting tool. Currently, the tool includes a projected addition of 1.5 staff members per year, beginning in 2025. The staff projections do not include additional police officers since those are tracked separately. Mr. Conley stated that it is likely that expenditures will increase in the short term and then stabilize quickly within the five-year forecast. Mr. Conley stated that the forecasting tool is designed to be simple and easy to read, but additional detail will be included in the final version. Mr. Conley also noted that income tax revenue will likely be higher than what is currently predicted.

Council and the Committee thanked Mr. Conley and staff for their hard work and information. Mr. Conley thanked Council and the Committee for their time and stated that the tool is designed to be easily updated as well. Future projects will include the development of the taxation policy.

Mr. Terry asked if, after the forecasting analysis was completed, is the Village's bond rating system still in a stable and strong position. Mr. Conley stated that, based on his analysis, the Village is in its strongest and healthiest financial position in its history. Bond rating agencies look favorably upon the Village's implementation of a forecasting tool as well. Currently, the Village has maintained a very low overall amount of debt which is also beneficial for high bond ratings. Mr. Conley stated that staff is working towards restructuring the pool bond loan in order to pay it off sooner than expected. The pool bond length may be able to be decreased by seven years, which would greatly benefit taxpayers and the Village.

## Capital Improvement Planning:

Ms. Lupton provided an overview of this topic and stated that staff, with the assistance of Mr. Conley, has begun drafting a five-year capital improvement plan. The draft includes current grant funded projects and proposed projects. Future projects may be grant funded or tax funded. Staff plans to develop a tool similar to the forecasting model to assist with capital planning.

Mr. Terry inquired as to the ideation process for capital improvement project planning and if potential projects are developed through input from Council, staff, the Personnel and Finance, CIP Committee, and comprehensive plans. Ms. Lupton responded that projects are developed through several input factors, such as Council's goals and objectives, comprehensive plans, previous capital projects, and resident input.

Mr. Terry asked how land acquisition funding is processed through long-term capital planning. Ms. Lupton stated that the forecasting tool will significantly assist in increasing available funding for land acquisition. Additionally, grant opportunities will be considered. Mr. Terry inquired if there are certain restrictions on the land use if the land is purchased through bond financing. Mr. Conley stated that Ohio law permits municipalities to issue debt in the form of bonds for any capital improvement, including land. However, the specific land use is generally not restricted by the bond financing.

Mr. Conley provided information regarding the difference between voted bonds and non-voted bonds. Ms. Sonnett added that the existing pool bond was a voted bond since it utilized property taxes as a repayment source. Mr. Conley stated that generally voted bond issues are used for specialty projects, such as pools, to allow increased resident input on the project. However, Ohio law does not require it be voted upon. The taxation policy will address matters such as these and will provide guidance on how to finance future projects. Ms. Sonnett stated that, in accordance with previous discussion, the pool bond restructuring will result in a payoff timeframe of 2032, shortened from the original payoff timeframe of 2039.

Ms. Lupton stated that, based on tonight's discussion, she expects to have the first draft of the capital plan before Council for their consideration in the near future. Ms. Pollom stated her support for the forecasting tool and capital plan, and noted the positive implications of the projects. Ms. Pothast agreed and emphasized the usefulness of both tools.

Mayor Carney asked Mr. Conley if there are any other tools and policies the Village should be developing. Mr. Conley stated that, while the Village is being very proactive and is ahead of similar communities, the next recommended step would be for Council and staff to begin learning about future financing and debt options available to the Village. This would lead to the formation of a debt policy, which should occur after the formation of the taxation policy. Both policies will be important guiding tools for the Village as growth continues.

Mr. Terry thanked Mr. Conley and staff for the information and presentation. He stated the importance of taking these proactive steps. He encouraged staff to add sub-points to the Council goals and objectives of developing a taxation policy and debt policy.

**Unfinished Business:** None.

**New Business:** None.

**Adjourn:** Joint Meeting – Council and the Personnel & Finance, CIP Committee

Adjourn Personnel & Finance, CIP Committee Meeting:

The joint meeting was adjourned by unanimous consent of members of the Committee at 7:23pm.

Adjourn Council Meeting:

Mr. Lewis motioned to adjourn, seconded by Mr. Sintz. All in favor. Meeting adjourned at 7:23pm.



## BOARD, COMMISSION, AND COMMITTEE INTEREST FORM

Please complete and return this form to the Village of Plain City at 800 Village Blvd. Plain City, OH 43064 or email to [village@plain-city.com](mailto:village@plain-city.com). Your application will be reviewed, and you will be contacted to discuss your board or committee of interest in more detail if necessary. If you have any questions, please email [village@plain-city.com](mailto:village@plain-city.com).

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Area of Interest:** Descriptions for each board or committee are listed below. All representatives are volunteer positions. Please check your area of interest. Multiple areas of interest may be selected.

☐ Planning & Zoning Commission

☐ Board of Zoning Appeals

☐ Parks & Recreation Committee

☐ Tree Commission

☐ Economic Development Committee

☐ Personnel & Finance, CIP Committee

☐ Housing Council

☐ Tax Incentive Review Council

☐ Plain City Area Development Corporation

☐ Other: \_\_\_\_\_

### Application:

1. Do you have commitments that would prevent you from attending meetings and/or assisting in special projects? If yes, please explain.
2. Are you involved in other civic organizations? If so, please list.
3. Explain why you would like to become a member of your committee of interest and any applicable experience.





## MEMORANDUM

**To:** Members of the Village of Plain City Council

**From:** Haley Lupton, Village Administrator

**Date:** January 15, 2025

**RE:** Ordinance 03-2025: Extending the Moratorium on the Cultivation, Processing, and Retail Sale of Adult Use Cannabis Within the Village of Plain City and Declaring an Emergency

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### Background:

At the request of the Village of Plain City Council, staff has drafted legislation to extend the existing moratorium on the cultivation, processing, and retail sale of adult use cannabis within the limits of the Village of Plain City. The moratorium extension has been proposed in order to provide Council, staff, and legal counsel adequate time to research and determine the optimal route forward in regards to this topic.

The moratorium extension would prohibit the cultivation, processing, and retail sale of adult use cannabis within Village limits. The length of the moratorium extension is for one year and Council may, at their discretion, extend, maintain, or revoke the moratorium with additional legislation. The authority for the Village Council to enact such a moratorium is set forth in Ohio Revised Code Section 3780.25.

The existing moratorium is due to expire on February 26, 2025 and was approved through the passage of Ordinance 06-2024 at the Council meeting on February 26, 2024.

### Objective:

To approve legislation to extend the existing moratorium on the cultivation, processing, and retail sale of adult use cannabis within the Village of Plain City for a term of one year.

**Recommendation:**

Staff supports and recommends the passage of Ordinance 03-2025 at the second reading on February 10, 2025. Due to the expiration of the existing moratorium on February 26, 2025, staff is formally requesting a declaration of emergency during the approval at the second reading on February 10, 2025.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE EXTENDING THE MORATORIUM ON THE CULTIVATION, PROCESSING, AND RETAIL SALE OF ADULT USE CANNABIS WITHIN THE VILLAGE OF PLAIN CITY AND DECLARING AN EMERGENCY**

**WHEREAS**, on November 7, 2023, Ohioans voted to approve Issue 2, the Marijuana Legalization Initiative, which made adult recreational marijuana cultivation, processing, and use legal effective December 7, 2023; and

**WHEREAS**, Chapter 3780 of the Ohio Revised Code establishes a Division of Cannabis Control within the Department of Commerce, which shall provide for the licensure of “adult use” cannabis cultivators and processors, cannabis testing laboratories, and adult use dispensaries; and

**WHEREAS**, for the purposes of this Ordinance, the definitions of “cultivators”, “processors”, and “adult use dispensaries” shall be accorded the same definitions as those found in Ohio Revised Code Chapter 3780; and

**WHEREAS**, pursuant to Section 3780.25 of the Ohio Revised Code, the legislative authority of a municipal corporation may adopt legislation, by majority vote, to prohibit or limit the number of adult use cannabis operators within the municipal corporation; and

**WHEREAS**, the Village Council previously approved a one-year moratorium on the cultivation, processing, and retail sale of adult use cannabis within the Village of Plain City through the passage of Ordinance 06-2024 on February 26, 2024; and

**WHEREAS**, the Village Council desires additional time to research and study whether to limit or prohibit the cultivation, processing, and/or dispensing of adult use cannabis, or, alternatively, to develop and implement regulations regarding the possible location and operation of cannabis related businesses within the Village of Plain City, including cannabis cultivators, processors, and adult use dispensaries; and

**WHEREAS**, the Village Council believes that an extension of the moratorium on cannabis-related business is necessary to ensure the health, safety, and welfare of the residents of the Village of Plain City and for the extension of the moratorium to be in effect for a term of one year, with the provisions that Council may extend or remove such moratorium at its discretion.

**NOW THEREFORE BE IT ORDAINED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** Pursuant to the authority set forth in the Ohio Revised Code Section 3780.25, the Village of Plain City Council hereby extends the existing moratorium for a term of one year

with respect to the authorization or establishment of any cannabis-related businesses within the Village of Plain City, including, but not limited to, cannabis-related cultivators, processors, and/or adult use dispensaries.

**Section 2.** This legislation is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village of Plain City and its inhabitants, and, for the further reason that immediate passage is necessary for the public health and safety, and further provided it receives the affirmative vote of five members elected to Council, it shall take effect and be in force from and after the earliest period provided by law.

**Section 3.** It is found that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 4.** This Ordinance shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council Mayor

First reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; all being in the Village of Plain City, Ohio and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council



## MEMORANDUM

**To:** Members of the Village of Plain City Council  
**From:** Haley Lupton, Village Administrator  
**Date:** January 15, 2025  
**RE:** Ordinance 04-2025: Amending the Codified Ordinances, Chapter 525, Law Enforcement and Public Office, of Part Five of the General Offenses Code

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### Background:

Through discussion with Council and completed research of surrounding communities, staff has drafted amendments for Chapter 525 of the Codified Ordinances, titled "Law Enforcement and Public Office". Chapter 525 sets forth laws and regulations regarding law enforcement and public office within the Village. The proposed amendment includes regulations regarding smoking and vaping in public places, including outdoor areas. The amendment, if approved, would prohibit smoking and vaping in public areas, including all municipally owned properties, parks, and playgrounds. The proposed amendment is reflective of the discussion and suggestions that took place during the January 13, 2025 Council meeting.

### Objective:

To approve amendments to Chapter 525 of the Village of Plain City Codified Ordinances.

### Recommendation:

Staff supports and recommends the passage of Ordinance 04-2025 at the second reading on February 10, 2025. The amendments to Chapter 525 include a prohibition of smoking and vaping in public places with the intent of increasing the safety, health, and welfare of residents and visitors to the various public areas and parks within the Village of Plain City.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CODIFIED ORDINANCES, CHAPTER 525,  
LAW ENFORCEMENT AND PUBLIC OFFICE, OF PART FIVE OF THE GENERAL  
OFFENSES CODE**

**WHEREAS**, the Village of Plain City Codified Ordinances Chapter 525 sets forth laws and regulations regarding law enforcement and public office in the Village of Plain City; and

**WHEREAS**, upon the completion of thorough research and discussion, staff has recommended that Chapter 525 be amended to include guidelines and regulations regarding smoking in public places, including outdoor public areas, within the Village of Plain City and to include provisions for the prohibition of such activities; and

**WHEREAS**, the Village Council concurs with the determination of the Ohio Department of Health and the 2006 Report of the Surgeon General in that there is no safe level of exposure to secondhand smoke and the Village Council desires to minimize the possible exposure of secondhand smoke to children and adults and therefore protect the health, safety, and welfare of the Village and its residents; and

**WHEREAS**, the Village Council has determined the need to amend Chapter 525, in accordance with Exhibit A, which is attached hereto and incorporated herein.

**NOW THEREFORE BE IT ORDAINED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** Council hereby amends Codified Ordinances Chapter 525, as presented, which said amendment is attached hereto and incorporated herein as Exhibit A; the language being removed is ~~struck~~ and language being added is in **red** and underlined.

**Section 2.** It is found that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 3.** This Ordinance shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

First reading: \_\_\_\_\_, 2025

Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025

Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain



### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; all being in the Village of Plain City, Ohio and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council

# **ORDINANCE 04-2025 EXHIBIT A**

## **CHAPTER 525**

### **Law Enforcement and Public Office**

**525.01 Definitions.**

**525.02 Falsification.**

**525.03 Impersonation of peace officer.**

**525.04 Compounding a crime.**

**525.05 Failure to report a crime, injury or knowledge of death.**

**525.06 Failure to aid a law enforcement officer.**

**525.07 Obstructing official business.**

**525.08 Obstructing justice.**

**525.09 Resisting arrest.**

**525.10 Having an unlawful interest in a public contract.**

**525.11 Soliciting or receiving improper compensation.**

**525.12 Dereliction of duty.**

**525.13 Interfering with civil rights.**

**525.14 Unauthorized display of law enforcement emblems on motor vehicles.**

**525.15 Assaulting police dog or horse or an assistance dog.**

**525.16 False allegation of peace officer misconduct.**

**525.17 Refusal to disclose personal information in public place.**

**525.18 Smoking prohibited in municipally owned and operated buildings, playgrounds, and parks.**

**525.99 Penalty.**

### **CROSS REFERENCES**

See sectional histories for similar State law

Law enforcement officer defined - see GEN. OFF. 501.01(k)

Misconduct at an emergency - see GEN. OFF. 509.05

Making false alarms - see GEN. OFF. 509.07

Personating an officer to defraud - see GEN. OFF. 545.16

### **525.01 DEFINITIONS.**

As used in this chapter:

- (a) "Public official" means any elected or appointed officer, or employee, or agent of the State or any political subdivision thereof, whether in a temporary or permanent capacity, and includes, but is not limited to, legislators, judges and law enforcement officers. "Public official" does not include an employee, officer, or

governor-appointed member of the board of directors of the nonprofit corporation formed under Ohio R.C. 187.01.

(b) "Public servant" means any of the following:

- (1) Any public official;
- (2) Any person performing ad hoc a governmental function, including, but not limited to, a juror, member of a temporary commission, master, arbitrator, advisor or consultant;
- (3) A person who is a candidate for public office, whether or not the person is elected or appointed to the office for which the person is a candidate. A person is a candidate for purposes of this subsection if the person has been nominated according to law for election or appointment to public office, or if the person has filed a petition or petitions as required by law to have the person's name placed on the ballot in a primary, general or special election, or if the person campaigns as a write-in candidate in any primary, general or special election. "Public servant" does not include an employee, officer, or governor-appointed member of the board of directors of the nonprofit corporation formed under Ohio R.C. 187.01.

(c) "Party official" means any person who holds an elective or appointive post in a political party in the United States or this State, by virtue of which the person directs, conducts or participates in directing or conducting party affairs at any level of responsibility.

(d) "Official proceeding" means any proceeding before a legislative, judicial, administrative or other governmental agency or official authorized to take evidence under oath, and includes any proceeding before a referee, hearing examiner, commissioner, notary or other person taking testimony or a deposition in connection with an official proceeding.

(e) "Detention" means arrest, confinement in any vehicle subsequent to an arrest, confinement in any public or private facility for custody of persons charged with or convicted of a crime in this State or another state or under the laws of the United States or alleged or found to be a delinquent child or unruly child in this State or another state or under the laws of the United States; hospitalization, institutionalization or confinement in any public or private facility that is ordered pursuant to or under the authority of Ohio R.C. 2945.37, 2945.371, 2945.38, 2945.39 or 2945.40, 2945.401 or 2945.402; confinement in any vehicle for transportation to or from any facility of any of those natures; detention for extradition or deportation, except as provided in this subsection, supervision by any employee of any facility of any of those natures; that is incidental to hospitalization, institutionalization or confinement in the facility but that occurs outside the facility; supervision by an employee of the Department of Rehabilitation and Correction of a person on any type of release from a State correctional institution; or confinement in any vehicle, airplane, or place while being returned from outside of this State into this State by a private person or entity pursuant to a contract entered into under Ohio R.C. 311.29(E) or Ohio R.C. 5149.03(B). For a person confined in a county jail who participates in a county jail

industry program pursuant to Ohio R.C. 5147.30, "detention" includes time spent at an assigned work site and going to and from the work site.

- (f) "Detention facility" means any public or private place used for the confinement of a person charged with or convicted of any crime in this State or another state or under the laws of the United States or alleged or found to be a delinquent child or unruly child in this State or another state or under the laws of the United States.
- (g) "Valuable thing or valuable benefit" includes, but is not limited to, a contribution. This inclusion does not indicate or imply that a contribution was not included in those terms before September 17, 1986.
- (h) "Campaign committee," "contribution," "political action committee," "legislative campaign fund," "political party" and "political contributing entity" have the same meanings as in Ohio R.C. 3517.01.
- (i) "Provider agreement" has the same meaning as in Ohio R.C. 5164.01.  
(ORC 2921.01)

## **525.02 FALSIFICATION.**

- (a) No person shall knowingly make a false statement, or knowingly swear or affirm the truth of a false statement previously made, when any of the following applies:
  - (1) The statement is made in any official proceeding.
  - (2) The statement is made with purpose to incriminate another.
  - (3) The statement is made with purpose to mislead a public official in performing the public official's official function.
  - (4) The statement is made with purpose to secure the payment of unemployment compensation; Ohio works first; prevention, retention and contingency benefits and services; disability financial assistance; retirement benefits or health care coverage from a state retirement system; economic development assistance as defined in Ohio R.C. 9.66; or other benefits administered by a governmental agency or paid out of a public treasury.
  - (5) The statement is made with purpose to secure the issuance by a governmental agency of a license, permit, authorization, certificate, registration, release or provider agreement.
  - (6) The statement is sworn or affirmed before a notary public or another person empowered to administer oaths.
  - (7) The statement is in writing on or in connection with a report or return that is required or authorized by law.
  - (8) The statement is in writing, and is made with purpose to induce another to extend credit to or employ the offender, or to confer any degree, diploma, certificate of attainment, award of excellence or honor on the offender, or to extend to or bestow upon the offender any other valuable benefit or distinction, when the person to whom the statement is directed relies upon it to that person's detriment.
  - (9) The statement is made with purpose to commit or facilitate the commission of a theft offense.

- (10) The statement is knowingly made to a probate court in connection with any action, proceeding or other matter within its jurisdiction, either orally or in a written document, including, but not limited to, an application, petition, complaint or other pleading, or an inventory, account or report.
- (11) The statement is made on an account, form, record, stamp, label or other writing that is required by law.
- (12) The statement is made in a document or instrument of writing that purports to be a judgment, lien, or claim of indebtedness and is filed or recorded with the Secretary of State, a county recorder, or the clerk of a court of record.
- (13) The statement is required under Ohio R.C. 5743.71 in connection with the person's purchase of cigarettes or tobacco products in a delivery sale.
- (b) It is no defense to a charge under subsection (a)(6) hereof that the oath or affirmation was administered or taken in an irregular manner.
- (c) If contradictory statements relating to the same fact are made by the offender within the period of the statute of limitations for falsification, it is not necessary for the prosecution to prove which statement was false, but only that one or the other was false.
- (d)
  - (1) Whoever violates any provision of subsection (a)(1) to (8) or (10) to (13) hereof is guilty of falsification, a misdemeanor of the first degree.
  - (2) Whoever violates subsection (a)(9) hereof is guilty of falsification in a theft offense, a misdemeanor of the first degree. If the value of the property or services stolen is one thousand dollars (\$1,000) or more, falsification in a theft offense is a felony and shall be prosecuted under appropriate State law.
- (e) A person who violates this section is liable in a civil action to any person harmed by the violation for injury, death, or loss to person or property incurred as a result of the commission of the offense and for reasonable attorney's fees, court costs, and other expenses incurred as a result of prosecuting the civil action commenced under this section. A civil action under this section is not the exclusive remedy of a person who incurs injury, death, or loss to person or property as a result of a violation of this section.

(ORC 2921.13)

### **525.03 IMPERSONATION OF PEACE OFFICER.**

- (a) As used in this section:
  - (1) "Peace officer" means a sheriff, deputy sheriff, marshal, deputy marshal, member of the organized police department of a municipal corporation or township constable who is employed by a political subdivision of this State; a member of a police force employed by a metropolitan housing authority under Ohio R.C. 3735.31(D); a member of a police force employed by a regional transit authority under Ohio R.C. 306.35(Y), a State university law enforcement officer appointed under Ohio R.C. 3345.04; a veterans' home police officer appointed under Ohio R.C. 5907.02; a special police officer

employed by a port authority under Ohio R.C. 4582.04 or 4582.28; an officer, agent, or employee of the State or any of its agencies, instrumentalities or political subdivisions, upon whom, by statute, a duty to conserve the peace or to enforce all or certain laws is imposed and the authority to arrest violators is conferred, within limits of that statutory duty and authority; or a State highway patrol trooper whose primary duties are to preserve the peace, to protect life and property and to enforce the laws, ordinances or rules of the State or any of its political subdivisions.

- (2) "Private police officer" means any security guard, special police officer, private detective or other person who is privately employed in a police capacity.
  - (3) "Federal law enforcement officer" means an employee of the United States who serves in a position the duties of which are primarily the investigation, apprehension or detention of individuals suspected or convicted of offenses under the criminal laws of the United States.
  - (4) "Investigator of the Bureau of Criminal Identification and Investigation" has the same meaning as in Ohio R.C. 2903.11.
  - (5) "Impersonate" means to act the part of, assume the identity of, wear the uniform or any part of the uniform of or display the identification of a particular person or of a member of a class of persons with purpose to make another person believe that the actor is that particular person or is a member of that class of persons.
- (b) No person shall impersonate a peace officer, private police officer, federal law enforcement officer or investigator of the Bureau of Criminal Identification and Investigation.
  - (c) No person, by impersonating a peace officer, private police officer, federal law enforcement officer, or investigator of the Bureau of Criminal Identification and Investigation, shall arrest or detain any person, search any person or search the property of any person.
  - (d) No person, with purpose to commit or facilitate the commission of an offense, shall impersonate a peace officer, private police officer, federal law enforcement officer, an officer, agent or employee of the State or the Municipality or investigator of the Bureau of Criminal Identification and Investigation.
  - (e) It is an affirmative defense to a charge under subsection (b) hereof that the impersonation of the peace officer was for a lawful purpose.
  - (f) Whoever violates subsection (b) hereof is guilty of a misdemeanor of the fourth degree. Whoever violates subsections (c) or (d) hereof is guilty of a misdemeanor of the first degree. If the purpose of a violation of subsection (d) hereof is to commit or facilitate the commission of a felony, such violation is a felony and shall be prosecuted under appropriate State law. (ORC 2921.51)

#### **525.04 COMPOUNDING A CRIME.**

- (a) No person shall knowingly demand, accept or agree to accept anything of value in consideration of abandoning or agreeing to abandon a pending criminal prosecution.

- (b) It is an affirmative defense to a charge under this section when both of the following apply:
  - (1) The pending prosecution involved is for violation of Sections 545.05, 545.07, 545.09 or 545.10(b)(2), or Ohio R.C. 2913.02, 2913.11, 2913.21(B)(2) or 2913.47, of which the actor under this section was the victim.
  - (2) The thing of value demanded, accepted or agreed to be accepted, in consideration of abandoning or agreeing to abandon the prosecution, did not exceed an amount that the actor reasonably believed due him as restitution for the loss caused him by the offense.
- (c) When a prosecuting witness abandons or agrees to abandon a prosecution under subsection (b) hereof, the abandonment or agreement in no way binds the State or Municipality to abandoning the prosecution.
- (d) Whoever violates this section is guilty of compounding a crime, a misdemeanor of the first degree. (ORC 2921.21)

#### **525.05 FAILURE TO REPORT A CRIME, INJURY OR KNOWLEDGE OF DEATH.**

- (a)
  - (1) Except as provided in subsection (a)(2) hereof, no person, knowing that a felony has been or is being committed, shall knowingly fail to report such information to law enforcement authorities.
  - (2) No person, knowing that a violation of division (B) of Ohio R.C. 2913.04 has been, or is being committed or that the person has received information derived from such a violation, shall knowingly fail to report the violation to law enforcement authorities.
- (b) Except for conditions that are within the scope of subsection (e) of this section, no person giving aid to a sick or injured person shall negligently fail to report to law enforcement authorities any gunshot or stab wound treated or observed by the person, or any serious physical harm to persons that the person knows or has reasonable cause to believe resulted from an offense of violence.
- (c) No person who discovers the body or acquires the first knowledge of the death of a person shall fail to report the death immediately to a physician or advanced practice registered nurse whom the person knows to be treating the deceased for a condition from which death at such time would not be unexpected, or to a law enforcement officer, an ambulance service, an emergency squad, or the coroner in a political subdivision in which the body is discovered, the death is believed to have occurred, or knowledge concerning the death is obtained. For purposes of this subsection (c), "advanced practice registered nurse" does not include a certified registered nurse anesthetist.
- (d) No person shall fail to provide upon request of the person to whom a report required by subsection (c) of this section was made, or to any law enforcement officer who has reasonable cause to assert the authority to investigate the circumstances surrounding the death, any facts within the person's knowledge that may have a bearing on the investigation of the death.
- (e)
  - (1) As used in this subsection, "burn injury" means any of the following:

- A. Second or third degree burns;
  - B. Any burns to the upper respiratory tract or laryngeal edema due to the inhalation of superheated air;
  - C. Any burn injury or wound that may result in death;
  - D. Any physical harm to persons caused by or as the result of the use of fireworks, novelties and trick noisemakers, and wire sparklers, as each is defined by Ohio R.C. 3743.01.
- (2) No physician, nurse, physician assistant, or limited practitioner who, outside a hospital, sanitarium, or other medical facility, attends or treats a person who has sustained a burn injury that is inflicted by an explosion or other incendiary device, or that shows evidence of having been inflicted in a violent, malicious, or criminal manner, shall fail to report the burn injury immediately to the local arson, or fire and explosion investigation, bureau, if there is a bureau of this type in the jurisdiction in which the person is attended or treated, or otherwise to local law enforcement authorities.
- (3) No manager, superintendent or other person in charge of a hospital, sanitarium or other medical facility in which a person is attended or treated for any burn injury that is inflicted by an explosion or other incendiary device, or that shows evidence of having been inflicted in a violent, malicious, or criminal manner, shall fail to report the burn injury immediately to the local arson, or fire and explosion investigation, bureau, if there is a bureau of this type in the jurisdiction in which the person is attended or treated, or otherwise to local law enforcement authorities.
- (4) No person who is required to report any burn injury under subsection (e)(2) or (3) of this section shall fail to file, within three working days after attending or treating the victim, a written report of the burn injury with the office of the State Fire Marshal. The report shall comply with the uniform standard developed by the State Fire Marshal pursuant to Ohio R.C. 3737.22(A)(15).
- (5) Anyone participating in the making of reports under subsection (e) of this section or anyone participating in a judicial proceeding resulting from the reports is immune from any civil or criminal liability that otherwise might be incurred or imposed as a result of such actions. Notwithstanding Ohio R.C. 4731.22, the physician-patient relationship or advanced practice registered nurse-patient relationship is not a ground for excluding evidence regarding a person's burn injury or the cause of the burn injury in any judicial proceeding resulting from a report submitted under subsection (e) of this section.

(f)

- (1) Any doctor of medicine or osteopathic medicine, hospital intern or resident, nurse, psychologist, social worker, independent social worker, social work assistant, licensed professional clinical counselor, licensed professional counselor, independent marriage and family therapist or marriage and family therapist who knows or has reasonable cause to believe that a patient or client has been the victim of domestic violence, as



defined in Ohio R.C. 3113.31, shall note that knowledge or belief and the basis for it in the patient's or client's records.

- (2) Notwithstanding Ohio R.C. 4731.22, the physician-patient privilege or advanced practice registered nurse-patient privilege shall not be a ground for excluding any information regarding the report containing the knowledge or belief noted under subsection (f)(1) of this section, and the information may be admitted as evidence in accordance with the Rules of Evidence.
- (g) Subsections (a) and (d) of this section do not require disclosure of information, when any of the following applies:
  - (1) The information is privileged by reason of the relationship between attorney and client; physician and patient; advanced practice registered nurse and patient; licensed psychologist or licensed school psychologist and client; licensed professional clinical counselor, licensed professional counselor, independent social worker, social worker, independent marriage and family therapist, or marriage and family therapist and client; member of the clergy, rabbi, minister, or priest and any person communicating information confidentially to the member of the clergy, rabbi, minister, or priest for a religious counseling purpose of a professional character; husband and wife; or a communications assistant and those who are a party to a telecommunications relay service call.
  - (2) The information would tend to incriminate a member of the actor's immediate family.
  - (3) Disclosure of the information would amount to revealing a news source, privileged under Ohio R.C. 2739.04 or 2739.12.
  - (4) Disclosure of the information would amount to disclosure by a member of the ordained clergy of an organized religious body of a confidential communication made to that member of the clergy in that member's capacity as a member of the clergy by a person seeking the aid or counsel of that member of the clergy.
  - (5) Disclosure would amount to revealing information acquired by the actor in the course of the actor's duties in connection with a bona fide program of treatment or services for persons with drug dependencies or persons in danger of drug dependence, which program is maintained or conducted by a hospital, clinic, person, agency, or community addiction services provider whose alcohol and drug addiction services are certified pursuant to Ohio R.C. 5119.36.
  - (6) Disclosure would amount to revealing information acquired by the actor in the course of the actor's duties in connection with a bona fide program for providing counseling services to victims of crimes that are violations of Ohio R.C. 2907.02 or 2907.05 or to victims of felonious sexual penetration in violation of former Ohio R.C. 2907.12. As used in this subsection, "counseling services" include services provided in an informal setting by a person who, by education or experience, is competent to provide those services.

- (h) No disclosure of information pursuant to this section gives rise to any liability or recrimination for a breach of privilege or confidence.
- (i) Whoever violates subsection (a) or (b) of this section is guilty of failure to report a crime. Violation of subsection (a)(1) of this section is a misdemeanor of the fourth degree. Violation of subsection (a)(2) or (b) of this section is a misdemeanor of the second degree.
- (j) Whoever violates subsection (c) or (d) of this section is guilty of failure to report knowledge of a death, a misdemeanor of the fourth degree.
- (k)
  - (1) Whoever negligently violates subsection (e) of this section is guilty of a minor misdemeanor.
  - (2) Whoever knowingly violates subsection (e) of this section is guilty of a misdemeanor of the second degree.
- (l) As used in this section, "nurse" includes an advanced practice registered nurse, registered nurse, and licensed practical nurse. (ORC 2921.22)

#### **525.06 FAILURE TO AID A LAW ENFORCEMENT OFFICER.**

- (a) No person shall negligently fail or refuse to aid a law enforcement officer, when called upon for assistance in preventing or halting the commission of an offense, or in apprehending or detaining an offender, when such aid can be given without a substantial risk of physical harm to the person giving it.
- (b) Whoever violates this section is guilty of failure to aid a law enforcement officer, a minor misdemeanor. (ORC 2921.23)

#### **525.07 OBSTRUCTING OFFICIAL BUSINESS.**

- (a) No person, without privilege to do so and with purpose to prevent, obstruct or delay the performance by a public official of any authorized act within the public official's official capacity, shall do any act that hampers or impedes a public official in the performance of the public official's lawful duties.
- (b) Whoever violates this section is guilty of obstructing official business. Except as otherwise provided in this subsection (b), obstructing official business is a misdemeanor of the second degree. If a violation of this section creates a risk of physical harm to any person, obstructing official business is a felony and shall be prosecuted under appropriate State law.

(ORC 2921.31)

#### **525.08 OBSTRUCTING JUSTICE.**

- (a) No person, with purpose to hinder the discovery, apprehension, prosecution, conviction, or punishment of another for a misdemeanor, or to assist another to benefit from the commission of a misdemeanor, and no person, with purpose to hinder the discovery, apprehension, prosecution, adjudication as a delinquent child, or disposition of a child for an act that if committed by an adult would be a misdemeanor or to assist a child to benefit from the commission of an act that if committed by an adult would be a misdemeanor, shall do any of the following:
  - (1) Harbor or conceal the other person or child;

- (2) Provide the other person or child with money, transportation, a weapon, a disguise, or other means of avoiding discovery or apprehension;
    - (3) Warn the other person or child of impending discovery or apprehension;
    - (4) Destroy or conceal physical evidence of the misdemeanor, or act, or induce any person to withhold testimony or information or to elude legal process summoning the person to testify or supply evidence;
    - (5) Communicate false information to any person.
    - (6) Prevent or obstruct any person, by means of force, intimidation, or deception, from performing any act to aid in the discovery, apprehension, or prosecution of the other person or child.
  - (b) A person may be prosecuted for, and may be convicted of or adjudicated a delinquent child for committing, a violation of subsection (a) hereof, regardless of whether the person or child aided ultimately is apprehended for, is charged with, is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing the crime or act the person or child aided committed. The crime or act the person or child aided committed shall be used under subsection (c) hereof in determining the penalty for the violation of subsection (a) hereof, regardless of whether the person or child aided ultimately is apprehended for, is charged with, is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing the crime or act the person or child aided committed.
  - (c)
    - (1) Whoever violates this section is guilty of obstructing justice.
    - (2) If the crime committed by the person aided is a misdemeanor or if the act committed by the child aided would be a misdemeanor if committed by an adult, obstructing justice is a misdemeanor of the same degree as the misdemeanor committed by the person aided or a misdemeanor of the same degree that the act committed by the child aided would be if committed by an adult.
  - (d) As used in this section:
    - (1) "Adult" and "child" have the same meanings as in Ohio R.C. 2151.011.
    - (2) "Delinquent child" has the same meaning as in Ohio R.C. 2152.02.
- (ORC 2921.32)

#### **525.09 RESISTING ARREST.**

- (a) No person, recklessly or by force, shall resist or interfere with a lawful arrest of the person or another.
- (b) No person, recklessly or by force, shall resist or interfere with a lawful arrest of the person or another person and, during the course of or as a result of the resistance or interference, cause physical harm to a law enforcement officer.
- (c) Whoever violates this section is guilty of resisting arrest. A violation of subsection (a) hereof is a misdemeanor of the second degree. A violation of subsection (b) hereof is a misdemeanor of the first degree. (ORC 2921.33)

#### **525.10 HAVING AN UNLAWFUL INTEREST IN A PUBLIC CONTRACT.**

- (a) No public official shall knowingly do any of the following:

- (1) During the public official's term of office or within one year thereafter, occupy any position of profit in the prosecution of a public contract authorized by the public official or by a legislative body, commission or board of which the public official was a member at the time of authorization unless the contract was let by competitive bidding, to the lowest and best bidder;
  - (2) Have an interest in the profits or benefits of a public contract entered into by or for the use of the Municipality or governmental agency or instrumentality with which the public official is connected;
  - (3) Have an interest in the profits or benefits of a public contract that is not let by competitive bidding if required by law, and that involves more than one hundred fifty dollars (\$150.00).
- (b) In the absence of bribery or a purpose to defraud, a public official, member of a public official's family or any of a public official's business associates shall not be considered as having an interest in a public contract if all of the following apply:
- (1) The interest of that person is limited to owning or controlling shares of the corporation, or being a creditor of the corporation or other organization that is the contractor on the public contract involved, or that is the issuer of the security in which public funds are invested;
  - (2) The shares owned or controlled by that person do not exceed five percent (5%) of the outstanding shares of the corporation, and the amount due that person as creditor does not exceed five percent (5%) of the total indebtedness of the corporation or other organization;
  - (3) That person, prior to the time the public contract is entered into, files with the Municipality or governmental agency or instrumentality involved, an affidavit giving that person's exact status in connection with the corporation or other organization.
- (c) This section does not apply to a public contract in which a public official, member of a public official's family, or one of a public official's business associates, has an interest, when all of the following apply:
- (1) The subject of the public contract is necessary supplies or services for the Municipality or governmental agency or instrumentality involved;
  - (2) The supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the Municipality or governmental agency or instrumentality as part of a continuing course of dealing established prior to the public official's becoming associated with the Municipality or governmental agency or instrumentality involved;
  - (3) The treatment accorded the Municipality or governmental agency or instrumentality is either preferential to or the same as that accorded other customers or clients in similar transactions;
  - (4) The entire transaction is conducted at arm's length, with full knowledge by the Municipality or governmental agency or instrumentality involved, of the interest of the public official, member of the public official's family or business associate, and the public official takes no part in the

deliberations or decisions of the Municipality or governmental agency or instrumentality with respect to the public contract.

- (d) Subsection (a)(4) does not prohibit participation by a public employee in any housing program funded by public moneys if the public employee otherwise qualifies for the program and does not use the authority or influence of the public employee's office or employment to secure benefits from the program and if the moneys are to be used on the primary residence of the public employee. Such participation does not constitute an unlawful interest in a public contract in violation of this section.
- (e) Whoever violates this section is guilty of having an unlawful interest in a public contract. Violation of this section is a misdemeanor of the first degree.
- (f) It is not a violation of this section for a prosecuting attorney to appoint assistants and employees in accordance with Ohio R.C. 309.06 and 2921.421, or for a chief legal officer of a municipal corporation or an official designated as prosecutor in a municipal corporation to appoint assistants and employees in accordance with Ohio R.C. 733.621 and 2921.421.
- (g) Any public contract in which a public official, a member of the public official's family, or any of the public official's business associates has an interest in violation of this section is void and unenforceable. Any contract securing the investment of public funds in which a public official, a member of the public official's family, or any of the public official's business associates has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees and that was entered into in violation of this section is void and unenforceable.
- (h) As used in this section:
  - (1) "Public contract" means any of the following:
    - A. The purchase or acquisition, or a contract for the purchase or acquisition of property or services by or for the use of the State, any of its political subdivisions, or any agency or instrumentality of either, including the employment of an individual by the State, any of its political subdivisions, or any agency or instrumentality of either.
    - B. A contract for the design, construction, alteration, repair or maintenance of any public property.
  - (2) "Chief legal officer" has the same meaning as in Ohio R.C. 733.621. (ORC 2921.42)

#### **525.11 SOLICITING OR RECEIVING IMPROPER COMPENSATION.**

- (a) No public servant shall knowingly solicit or accept and no person shall knowingly promise or give to a public servant either of the following:
  - (1) Any compensation, other than is allowed by Ohio R.C. 102.03(G), (H), and (I) or other provisions of law, to perform the public servant's official duties, to perform any other act or service in the public servant's public capacity, for the general performance of the duties of the public servant's public office or public employment, or as a supplement to the public servant's public compensation;

- (2) Additional or greater fees or costs than are allowed by law to perform the public servant's official duties.
- (b) No public servant for the public servant's own personal or business use and no person for the person's own personal or business use or for the personal or business use of a public servant or party official, shall solicit or accept anything of value in consideration of either of the following:
  - (1) Appointing or securing, maintaining or renewing the appointment of any person to any public office, employment or agency;
  - (2) Preferring, or maintaining the status of, any public employee with respect to compensation, duties, placement, location, promotion or other material aspects of employment.
- (c) No person for the benefit of a political party, campaign committee, legislative campaign fund, political action committee or political contributing entity shall coerce any contribution in consideration of either of the following:
  - (1) Appointing or securing, maintaining or renewing the appointment of any person to any public office, employment or agency;
  - (2) Preferring, or maintaining the status of, any public employee with respect to compensation, duties, placement, location, promotion or other material aspects of employment.
- (d) Whoever violates this section is guilty of soliciting improper compensation, a misdemeanor of the first degree.
- (e) A public servant who is convicted of a violation of this section is disqualified from holding any public office, employment or position of trust in this Municipality for a period of seven years from the date of conviction.
- (f) Subsections (a), (b) and (c) hereof do not prohibit a person from making voluntary contributions to a political party, campaign committee, legislative campaign fund, political action committee or political contributing entity or prohibit a political party, campaign committee, legislative campaign fund, political action committee or political contributing entity from accepting voluntary contributions. (ORC 2921.43)

## **525.12 DERELICTION OF DUTY.**

- (a) No law enforcement officer shall negligently do any of the following:
  - (1) Fail to serve a lawful warrant without delay;
  - (2) Fail to prevent or halt the commission of an offense or to apprehend an offender, when it is in the law enforcement officer's power to do so alone or with available assistance.
- (b) No law enforcement, ministerial or judicial officer shall negligently fail to perform a lawful duty in a criminal case or proceeding.
- (c) No officer, having charge of a detention facility, shall negligently do any of the following:
  - (1) Allow the detention facility to become littered or unsanitary;
  - (2) Fail to provide persons confined in the detention facility with adequate food, clothing, bedding, shelter and medical attention;
  - (3) Fail to control an unruly prisoner, or to prevent intimidation of or physical harm to a prisoner by another;

- (4) Allow a prisoner to escape;
- (5) Fail to observe any lawful and reasonable regulation for the management of the detention facility.
- (d) No public official of the Municipality shall recklessly create a deficiency, incur a liability or expend a greater sum than is appropriated by the legislative authority of the Municipality for the use in any one year of the department, agency or institution with which the public official is connected.
- (e) No public servant shall recklessly fail to perform a duty expressly imposed by law with respect to the public servant's office, or recklessly do any act expressly forbidden by law with respect to the public servant's office.
- (f) Whoever violates this section is guilty of dereliction of duty, a misdemeanor of the second degree.
- (g) As used in this section, "public servant" includes an officer or employee of a contractor as defined in Ohio R.C. 9.08.

#### **525.13 INTERFERING WITH CIVIL RIGHTS.**

- (a) No public servant, under color of the public servant's office, employment, or authority, shall knowingly deprive, or conspire or attempt to deprive any person of a constitutional or statutory right.
- (b) Whoever violates this section is guilty of interfering with civil rights, a misdemeanor of the first degree. (ORC 2921.45)

#### **525.14 UNAUTHORIZED DISPLAY OF LAW ENFORCEMENT EMBLEMS ON MOTOR VEHICLES.**

- (a) No person who is not entitled to do so shall knowingly display on a motor vehicle the emblem of a law enforcement agency or an organization of law enforcement officers.
  - (b) Whoever violates this section is guilty of the unlawful display of the emblem of a law enforcement agency or an organization of law enforcement officers, a minor misdemeanor.
- (ORC 2913.441)

#### **525.15 ASSAULTING POLICE DOG OR HORSE OR AN ASSISTANCE DOG.**

- (a) No person shall knowingly cause, or attempt to cause, physical harm to a police dog or horse in either of the following circumstances:
  - (1) The police dog or horse is assisting a law enforcement officer in the performance of the officer's official duties at the time the physical harm is caused or attempted.
  - (2) The police dog or horse is not assisting a law enforcement officer in the performance of the officer's official duties at the time the physical harm is caused or attempted, but the offender has actual knowledge that the dog or horse is a police dog or horse.
- (b) No person shall recklessly do any of the following:
  - (1) Taunt, torment, or strike a police dog or horse;
  - (2) Throw an object or substance at a police dog or horse;

- (3) Interfere with or obstruct a police dog or horse, or interfere with or obstruct a law enforcement officer who is being assisted by a police dog or horse, in a manner that does any of the following:
    - A. Inhibits or restricts the law enforcement officer's control of the police dog or horse;
    - B. Deprives the law enforcement officer of control of the police dog or horse;
    - C. Releases the police dog or horse from its area of control;
    - D. Enters the area of control of the police dog or horse without the consent of the law enforcement officer, including placing food or any other object or substance into that area;
    - E. Inhibits or restricts the ability of the police dog or horse to assist a law enforcement officer.
  - (4) Engage in any conduct that is likely to cause serious physical injury or death to a police dog or horse.
  - (5) If the person is the owner, keeper, or harbinger of a dog, fail to reasonably restrain the dog from taunting, tormenting, chasing, approaching in a menacing fashion or apparent attitude of attack, or attempting to bite or otherwise endanger a police dog or horse that at the time of the conduct, the police dog or horse is assisting a law enforcement officer in the performance of the officer's duties or that the person knows is a police dog or horse.
- (c) No person shall knowingly cause, or attempt to cause, physical harm to an assistance dog in either of the following circumstances:
- (1) The dog, at the time the physical harm is caused or attempted, is assisting or serving a person who is blind, deaf or hearing impaired or a person with a mobility impairment.
  - (2) The dog, at the time the physical harm is caused or attempted, is not assisting or serving a person who is blind, deaf or hearing impaired or a person with a mobility impairment, but the offender has actual knowledge that the dog is an assistance dog.
- (d) No person shall recklessly do any of the following:
- (1) Taunt, torment, or strike an assistance dog;
  - (2) Throw an object or substance at an assistance dog;
  - (3) Interfere with or obstruct an assistance dog, or interfere with or obstruct a person who is blind, deaf or hearing impaired, or a person with a mobility impairment who is being assisted or served by an assistance dog, in a manner that does any of the following:
    - A. Inhibits or restricts the assisted or served person's control of the dog;
    - B. Deprives the assisted or served person of control of the dog;
    - C. Releases the dog from its area of control;
    - D. Enters the area of control of the dog without the consent of the assisted or served person, including placing food or any other object or substance into that area;



E. Inhibits or restricts the ability of the dog to assist the assisted or served person.

- (4) Engage in any conduct that is likely to cause serious physical injury or death to an assistance dog;
- (5) If the person is the owner, keeper or harbinger of a dog, fail to reasonably restrain the dog from taunting, tormenting, chasing, approaching in a menacing fashion or apparent attitude of attack, or attempting to bite or otherwise endanger an assistance dog that at the time of the conduct is assisting or serving a person who is blind, deaf or hearing impaired, or a person with a mobility impairment or that the person knows is an assistance dog.

(e)

- (1) Whoever violates subsection (a) hereof is guilty of assaulting a police dog or horse. If the violation results in physical harm to the police dog or horse, assaulting a police dog or horse is a misdemeanor of the first degree. If the violation does not result in death, serious physical harm, or physical harm to the police dog or horse, assaulting a police dog or horse is a misdemeanor of the second degree. If the violation results in death or serious physical harm to the police dog or horse, such violation is a felony and shall be prosecuted under appropriate State law.
- (2) Whoever violates subsection (b) hereof is guilty of harassing a police dog or horse. Except as otherwise provided in this subsection, harassing a police dog or horse is a misdemeanor of the second degree. If the violation results in the death of the police dog or horse or if the violation results in serious physical harm to the police dog or horse but does not result in its death, harassing a police dog or horse is a felony and shall be prosecuted under appropriate State law. If the violation results in physical harm to the police dog or horse but does not result in its death or in serious physical harm to it, harassing a police dog or horse is a misdemeanor of the first degree.
- (3) Whoever violates subsection (c) hereof is guilty of assaulting an assistance dog. If the violation results in physical harm to the dog other than death or serious physical harm, assaulting an assistance dog is a misdemeanor of the first degree. If the violation does not result in death, serious physical harm, or physical harm to the dog, assaulting an assistance dog is a misdemeanor of the second degree. If the violation results in death or serious physical harm to the dog, such violation is a felony and shall be prosecuted under appropriate State law.
- (4) Whoever violates subsection (d) of this section is guilty of harassing an assistance dog. Except as otherwise provided in this subsection, harassing an assistance dog is a misdemeanor of the second degree. If the violation results in the death of or serious physical harm to the assistance dog but does not result in its death, harassing an assistance dog is a felony and shall be prosecuted under appropriate State law. If the violation results in physical harm to the assistance dog but does not result in its death or in

serious physical harm to it, harassing an assistance dog is a misdemeanor of the first degree.

- (5) In addition to any other sanction or penalty imposed for the offense under this section, whoever violates subsection (a), (b), (c) or (d) of this section is responsible for the payment of all of the following:
- A. Any veterinary bill or bill for medication incurred as a result of the violation by the Police Department regarding a violation of subsection (a) or (b) of this section or by the person who is blind, deaf or hearing impaired, or the person with a mobility impairment assisted or served by the assistance dog regarding a violation of subsection (c) or (d) of this section;
  - B. The cost of any damaged equipment that results from the violation;
  - C. If the violation did not result in the death of the police dog or horse or the assistance dog that was the subject of the violation and if, as a result of that dog or horse being the subject of the violation, the dog or horse needs further training or retraining to be able to continue in the capacity of a police dog or horse or an assistance dog, the cost of any further training or retraining of that dog or horse by a law enforcement officer or by the person who is blind, deaf or hearing impaired, or the person with a mobility impairment assisted or served by the assistance dog;
  - D. If the violation resulted in the death of the assistance dog that was the subject of the violation or resulted in serious physical harm to the police dog or horse or the assistance dog or horse that was the subject of the violation to the extent that the dog or horse needs to be replaced on either a temporary or a permanent basis, the cost of replacing that dog or horse and of any further training of a new police dog or horse or a new assistance dog by a law enforcement officer or by the person who is blind, deaf or hearing impaired, or the person with a mobility impairment assisted or served by the assistance dog, which replacement or training is required because of the death of or the serious physical harm to the dog or horse that was the subject of the violation.
- (f) This section does not apply to a licensed veterinarian whose conduct is in accordance with Ohio R.C. Chapter 4741.
- (g) This section only applies to an offender who knows or should know at the time of the violation that the police dog or horse or assistance dog that is the subject of a violation under this section is a police dog or horse or assistance dog.
- (h) As used in this section:
- (1) "Assistance dog", "blind", and "person with a mobility impairment" have the same meanings as in Ohio R.C. 955.011.
  - (2) "Physical harm" means any injury, illness, or other physiological impairment, regardless of its gravity or duration.

(3) "Police dog or horse" means a dog or horse that has been trained, and may be used, to assist law enforcement officers in the performance of their official duties.

(4) "Serious physical harm" means any of the following:

- A. Any physical harm that carries a substantial risk of death;
- B. Any physical harm that causes permanent maiming or that involves some temporary, substantial maiming;
- C. Any physical harm that causes acute pain of a duration that results in substantial suffering.

(ORC 2921.321)

#### **525.16 FALSE ALLEGATION OF PEACE OFFICER MISCONDUCT.**

- (a) As used in this section, "peace officer" has the same meaning as in Ohio R.C. 2935.01.
- (b) No person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officer's duties if the person knows that the allegation is false.
- (c) Whoever violates this section is guilty of making a false allegation of peace officer misconduct, a misdemeanor of the first degree.

(ORC 2921.15)

#### **525.17 REFUSAL TO DISCLOSE PERSONAL INFORMATION IN PUBLIC PLACE.**

- (a) No person who is in a public place shall refuse to disclose the person's name, address, or date of birth, when requested by a law enforcement officer who reasonably suspects either of the following:
  - (1) The person is committing, has committed, or is about to commit a criminal offense.
  - (2) The person witnessed any of the following:
    - A. An offense of violence that would constitute a felony under the laws of this State;
    - B. A felony offense that causes or results in, or creates a substantial risk of, serious physical harm to another person or to property;
    - C. Any attempt or conspiracy to commit, or complicity in committing, any offense identified in subsection (a)(2)A. or B. of this section;
    - D. Any conduct reasonably indicating that any offense identified in subsection (a)(2)A. or B. of this section or any attempt, conspiracy, or complicity described in subsection (a)(2)C. of this section has been, is being, or is about to be committed.
- (b) Whoever violates this section is guilty of failure to disclose one's personal information, a misdemeanor of the fourth degree.
- (c) Nothing in this section requires a person to answer any questions beyond that person's name, address, or date of birth. Nothing in this section authorizes a law enforcement officer to arrest a person for not providing any information beyond that person's name, address, or date of birth or for refusing to describe the offense observed.

- (d) It is not a violation of this section to refuse to answer a question that would reveal a person's age or date of birth if age is an element of the crime that the person is suspected of committing. (ORC 2921.29)

**525.18 SMOKING PROHIBITED IN MUNICIPALLY OWNED AND OPERATED BUILDINGS, PLAYGROUNDS, AND PARKS.**

(a) For the purposes of this section, the following definitions apply:

- (1) "Electronic smoking device" means the same as defined in O.R.C. Section 2927.02(A)(5).
- (2) "Smoking" means the same as defined in O.R.C. Section 3794.01(A).
- (3) "Smoke Free Premises" means all land located within a public park that is leased or owned by the municipality, including, but not limited to, playgrounds, restrooms, shelter houses, pavilions, outdoor pools, athletic fields, pedestrian and bike paths, all wooded areas, parking lots, entertainment areas, bleachers, and sitting/standing areas. Smoke Free Premises also includes the premises of all municipally-owned buildings.
- (4) "Tobacco Product" means the same as defined in O.R.C. Section 2927.02(A)(7).
- (5) "Vapor product" means the same as defined in O.R.C. Section 2927.02(A)(8).

(b) It is prohibited to smoke or use tobacco products and electronic cigarettes on Smoke Free Premises, unless excepted as provided below:

- (1) Smoking, or the use of tobacco products and/or electronic cigarettes by an individual inside the confines of an enclosed motor vehicle where that individual has taken all reasonable steps to prevent smoke or vapors from escaping the motor vehicle (all doors are closed, the windows are rolled up, the sunroof is closed, the convertible top is up and closed) is not prohibited under this chapter.

**525.99 PENALTY.**

(EDITOR'S NOTE: See Section 501.99 for penalties applicable to any misdemeanor classification.)



## MEMORANDUM

**To:** Members of the Village of Plain City Council  
**From:** Haley Lupton, Village Administrator  
**Date:** January 15, 2025  
**RE:** Resolution 07-2025: Authorizing the Village Administrator to Award the Contract for the Plain City Dog Park Project to Vititoe Construction Inc

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### Background:

The Village of Plain City has duly advertised the Plain City Dog Park Project, which seeks to construct a public dog park located on Jackson Street. The project scope includes the installation of fencing, a shelter house, vehicular parking area, sidewalks, and industry-standard improvements for a dog park. The Village Plain City received fourteen bids in response to the project advertisement. Upon the Engineer's review and recommendation, the bid from Vititoe Construction Inc. in the amount of \$363,323.36 was deemed to be the best and most reasonable bid. If approved, Resolution 07-2024 permits the Village Administrator to enter into and execute an agreement with Vititoe Construction Inc. to complete the Plain City Dog Park Project.

### Objective:

To authorize the Village Administrator to enter into and execute an agreement with Vititoe Construction Inc. to complete the Plain City Dog Park Project.

### Recommendation:

Staff supports and recommends the passage of Resolution 07-2024 at the second reading on February 10, 2025. The Village has been awarded grant funding through the Ohio Department of Natural Resources, in conjunction with the National Park Service, that will partially cover the proposed expenditures. The completion of this project is in accordance with the Council goal and objective of creating and improving public gathering spaces and community areas.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO AWARD  
THE CONTRACT FOR THE PLAIN CITY DOG PARK PROJECT TO VITITOE  
CONSTRUCTION INC**

**WHEREAS**, the Village of Plain City has advertised the bid for the Plain City Dog Park Project, and, in accordance with R.C. 735.05, the Village advertised the project for not less than two nor more than four consecutive weeks on its website in electronic format and in a newspaper of general circulation within the Village; and

**WHEREAS**, having reviewed each bid, the Engineer has identified the bid from Vititoe Construction Inc. as the best, lowest, and responsible bid and recommends it be accepted; and

**WHEREAS**, the Village Administrator concurs with the Engineer's assessment and now seeks authority of the Village Council to award the bid to Vititoe Construction Inc. in an amount not to exceed \$363,323.36; and

**WHEREAS**, the Village Administrator requests authority, consistent with industry standards, of the Village Council to approve, without the necessity of further Council action, change orders on the project not to exceed 10% of the bid.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** The Village Administrator is hereby authorized and directed to accept the bid of and execute an agreement with Vititoe Construction Inc. for the Plain City Dog Park Project in an amount not to exceed \$363,323.36.

**Section 2.** The Village Administrator is hereby authorized to approve requested change orders on this project not to exceed 10% of the total bid without the need of further approval of Council.

**Section 3.** The Village Director of Finance is authorized and directed to take all action necessary to appropriate and disburse funds in accordance with the contract.

**Section 4.** It is found that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 5.** This Resolution shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council                      Mayor

First reading: \_\_\_\_\_, 2025                      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025                      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; being in the Village of Plain City, Ohio, and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council



January 14, 2025  
Haley Lupton  
Village Administrator  
Village of Plain City  
800 Village Blvd  
Plain City, OH 43064

Re: Plain City Dog Park, Bid Opening

Dear Haley,

The OHM opinion of probable cost (OPC) for the Base bid is \$580,000.  
On 1/10/2025, fourteen bids for the project were opened.

<b>Business</b>	<b>Bid Total</b>
Vititoe Construction Inc	363,323.36\$
Brennstuhl Construction, Inc.	423,573.03\$
Anro Builders	486,145.00\$
BUCKEYE FENCE BUILDERS	500,000.00\$
Oheil Site Solutions	507,000.00\$
J & J Schlaegel, Inc.	517,525.12\$
Roberts Paving Inc.	532,200.00\$
Concrete One Construction, LLC	539,400.00\$
Strawser Paving Company	541,470.00\$
Layton Services	561,000.00\$
Custom Landscape Contractors	564,000.00\$
Bahan farms excavating LLC	568,140.00\$
Ferguson Construction	587,596.00\$
Forged Construction inc	625,450.00\$

Vititoe Construction Inc is the lowest bidder and submitted a bid 37% under the project estimate. Vititoe Construction appears to be capable of constructing the project. Project references were also contacted and there were favorable responses to workmanship and overall quality when working with Vititoe Construction Inc.

It is OHM's recommendation to award the Dog Park project to Vititoe Construction Inc.

Please contact me directly at (614) 474-1128 with any questions or for additional information.

Mark Bockrath, PLA, ASLA



## MEMORANDUM

**To:** Members of the Village of Plain City Council

**From:** Haley Lupton, Village Administrator

**Date:** January 31, 2025

**RE:** Ordinance 05-2025: Amending the Codified Ordinances, Chapter 724, Cultivation, Processing or Dispensing of Medical Marijuana, of Part Seven of the Business Regulation Code to Prohibit the Cultivation, Processing, and Retail Sale of Recreational Marijuana Within the Village of Plain City

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### Background:

Through discussion with Council and completed research of surrounding communities, and at the direction of Council, staff has drafted amendments for Chapter 724 of the Codified Ordinances, titled "Cultivation, Processing or Dispensing of Medical Marijuana". Chapter 724 sets forth the prohibition of cultivating, processing, or dispensing of medical marijuana within the Village. The proposed amendment includes a prohibition against the cultivation, processing, dispensing, or retail sale of recreational marijuana (adult use cannabis) within the Village. The proposed amendment is reflective of the discussion and direction from Council that took place during the January 27, 2025 Council meeting.

### Objective:

To approve amendments to Chapter 724 of the Village of Plain City Codified Ordinances.

### Recommendation:

Staff supports and recommends the passage of Ordinance 05-2025 at the second reading on February 24, 2025. The amendments to Chapter 724 are reflective of discussion and research amongst Council and staff to implement a prohibition of the cultivation, processing, and retail sale of adult use recreational marijuana to protect the health, safety, and welfare of the residents of Plain City.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CODIFIED ORDINANCES, CHAPTER 724, CULTIVATION, PROCESSING OR DISPENSING OF MEDICAL MARIJUANA, OF PART SEVEN OF THE BUSINESS REGULATION CODE TO PROHIBIT THE CULTIVATION, PROCESSING, AND RETAIL SALE OF RECREATIONAL MARIJUANA WITHIN THE VILLAGE OF PLAIN CITY**

**WHEREAS**, the Village of Plain City Codified Ordinances Chapter 724 sets forth the definitions and prohibitions regarding the cultivation, processing, or dispensing of medical marijuana within the Village of Plain City; and

**WHEREAS**, on November 7, 2023, Ohioans voted to approve Issue 2, the Marijuana Legalization Initiative, which made adult recreational marijuana cultivation, processing, sale, and use legal effective December 7, 2023; and

**WHEREAS**, Chapter 3780 of the Ohio Revised Code establishes a Division of Cannabis Control within the Department of Commerce, which shall provide for the licensure of “adult use” cannabis cultivators and processors, cannabis testing laboratories, and adult use dispensaries; and

**WHEREAS**, for the purposes of this Ordinance, the definitions of “cultivators”, “processors”, and “adult use dispensaries” shall be accorded the same definitions as those found in Ohio Revised Code Chapter 3780; and

**WHEREAS**, pursuant to Section 3780.25 of the Ohio Revised Code, the legislative authority of a municipal corporation may adopt legislation, by majority vote, to prohibit or limit the number of adult use cannabis operators within the municipal corporation; and

**WHEREAS**, the Village Council previously approved a one-year moratorium extension on the cultivation, processing, dispensing, and retail sale of adult use cannabis within the Village of Plain City through the passage of Ordinance 03-2025 on February 10, 2025; and

**WHEREAS**, the Village Council has determined that it is in the best interests of the community’s health, safety, and welfare to impose a prohibition on any and all cannabis operations, including cultivation, processing, dispensing, and retail sale of adult-use recreational marijuana, within the Village of Plain City; and

**WHEREAS**, the Village Council has determined the need to amend Chapter 724, in accordance with Exhibit A, which is attached hereto and incorporated.

**NOW THEREFORE BE IT ORDAINED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:



### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; all being in the Village of Plain City, Ohio and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council

# ORDINANCE 05-2025 EXHIBIT A

## CHAPTER 724

### Cultivation, Processing or Dispensing of Medical Marijuana

#### **724.01 Definitions.**

#### **724.02 Cultivating, processing or dispensing medical marijuana prohibited.**

#### **724.03 Cultivating, processing or dispensing recreational marijuana prohibited.**

#### **724.99 Penalty.**

### **CROSS REFERENCES**

Drug abuse control – see GEN. OFF. Ch. 513

#### **724.01 DEFINITIONS.**

As used in this chapter:

- (a) "Marijuana" means marijuana as defined in Section 3719.01 of the Ohio Revised Code.
- (b) "Medical marijuana" means marijuana that is cultivated, processed, dispensed, tested, possessed or used for a medical purpose.
- (c) "Recreational marijuana" means marijuana that is cultivated, processed, dispensed, tested, possessed, or used for a recreational purpose.

#### **724.02 CULTIVATING, PROCESSING OR DISPENSING MEDICAL MARIJUANA PROHIBITED.**

No person shall cultivate, process, dispense or sell medical marijuana.

#### **724.03 CULTIVATING, PROCESSING OR DISPENSING RECREATIONAL MARIJUANA PROHIBITED.**

No person shall cultivate, process, dispense or sell adult-use recreational marijuana.

#### **724.99 PENALTY.**

Whoever violates any section of this chapter is guilty of a misdemeanor of the first degree. Each day that any person continues to violate this chapter shall constitute a separate and complete offense.



## MEMORANDUM

**To:** Members of the Village of Plain City Council  
**From:** Haley Lupton, Village Administrator  
**Date:** January 30, 2025  
**RE:** Resolution 10-2025: Authorizing the Sale of Village Property

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### Background:

The Village of Plain City is authorized pursuant O.R.C. Section 721.15(B) to sell equipment deemed to be obsolete, unneeded, or unfit for public use. Annually, the Village Council authorizes the use of an online auctioneer to sell equipment that fits the above criteria. The Village's contracted auctioneer is GovDeals, Inc. The Public Works Department has determined that several items are unneeded and recommends that all items be sold at public auction through GovDeals, Inc. The items are listed in Exhibit A as attached to Resolution 10-2025. If approved, Resolution 10-2025 permits the Village Administrator to list the aforementioned property on the GovDeals, Inc online auction website.

### Objective:

To approve the sale of unneeded property on GovDeals, Inc.

### Recommendation:

Staff supports and recommends the passage of Resolution 10-2025 at the second reading on February 24, 2025. The sale of unnecessary equipment is within the parameters and policies of the Village administration and operational procedure. The use of the Village's contracted online auctioneer of GovDeals, Inc. was approved through the passage of Resolution 03-2025.

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION AUTHORIZING THE SALE OF VILLAGE PROPERTY

**WHEREAS**, the Village of Plain City wishes to sell or dispose of unneeded and obsolete equipment; and

**WHEREAS**, Ohio Revised Code Section 721.15(B) authorizes the Village to sell vehicles, equipment, or machinery which is determined to be obsolete, not needed, or unfit for public use; and

**WHEREAS**, the Village Administrator has identified certain Village property, detailed in Exhibit A attached hereto and incorporated herein, as property that meets the requirements of Ohio Revised Code Section 721.15(B) and seeks the sale of the same by public auction; and

**WHEREAS**, the Village Council has previously approved the sale of property by public auction through the Village's contracted auctioneer GovDeals, Inc.; and

**WHEREAS**, the Village Administrator requests approval to dispose of all items that do not successfully sell during online auction, resulting in Village Council to determine that said property has no value.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** The Village Council hereby authorizes and directs the Village Administrator to sell, at public auction through GovDeals, Inc., the real property detailed in Exhibit A attached hereto and incorporated herein.

**Section 2.** The Village Administrator is hereby authorized to establish a minimum price to be accepted by the Village for the surplus property and any other terms and conditions related to the sale of the vehicle, equipment, or machinery based on his/her professional judgment in accordance with Ohio Revised Code Section 721.15(B).

**Section 3.** The Finance Director is hereby directed to publish notice of the Village's intent to sell unneeded, obsolete, or unfit municipal personal property by internet auction in accordance with Ohio Revised Code Section 721.15(D).

**Section 4.** The Village Administrator shall dispose all personal property outlined in Exhibit A if bidding for such items is unsuccessful pursuant to Ohio Revised Code 721.15(C).

**Section 5.** Upon final disposal of said personal property, the Finance Director shall record said disposal as it relates to the Village's schedule of assets.



**Section 6.** It is found that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 7.** This Resolution shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

First reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025      Vote: \_\_\_yea \_\_\_nay \_\_\_abstain

### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; being in the Village of Plain City, Ohio, and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council

## RESOLUTION 10-2025 EXHIBIT A

**Unneeded, Obsolete, or Unfit for Public Use Equipment to be Sold on GovDeals, Inc.**

<b>Equipment</b>	<b>Quantity</b>
Wood Door	1
Wood-Framed Windows	11
Light Poles	2



## MEMORANDUM

**To:** Members of the Village of Plain City Council  
**From:** Haley Lupton, Village Administrator  
**Date:** February 3, 2025  
**RE:** Resolution 11-2025: Establishing the Communications Manager Position

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### Background:

At the direction of Council, staff has conducted research regarding the establishment of a position focused on communication and marketing services for the Village of Plain City. Through the completed research, staff has drafted the Position Description for the Communications Manager position. This position, if established, will serve as the Village's Public Information Officer and serve a vital role in increasing communication from the local government structure to residents and visitors. Additionally, the position will be tasked with creating and managing strategic communication and marketing policies to address future needs as the Village continues to grow. The Position Description, attached to Resolution 11-2025 in the form of Exhibit A, more specifically details the various duties and responsibilities of the Communications Manager.

### Objective:

To establish the Position Description of the Communications Manager.

### Recommendation:

Staff supports and recommends the passage of Resolution 11-2025 at the second reading on February 24, 2025. The establishment of the Communications Manager position is reflective of the direction of the Village Council, as well as to increase the overall communication and transparency of Village operations.

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION ESTABLISHING THE COMMUNICATIONS MANAGER POSITION

**WHEREAS**, the Village of Plain City has experienced increased growth and development within and around the Village that has created additional needs and expectations for exceptional communication and marketing services; and

**WHEREAS**, the Village Council has determined that it is necessary and appropriate to establish the position of Communications Manager; and

**WHEREAS**, the Village Council has determined that the duties and responsibilities of the Communications Manager position shall include the development and management of communication strategies and to serve as the Village's Public Information Officer, and more specifically as identified in the Position Description as identified in Exhibit A attached hereto and incorporated herein; and

**WHEREAS**, the Village Council has determined that the Communications Manager position shall directly report to, and be supervised by, the Village Administrator.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** The Village Council hereby establishes the Communications Manager position and the duties and responsibilities of the Communications Manager position shall be those set forth in the Position Description as detailed in Exhibit A attached hereto and incorporated herein.

**Section 2.** The Village Administrator and Finance Director are hereby directed to take all legal action necessary to implement this Resolution.

**Section 3.** It is found that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 4.** This Resolution shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council Mayor

First reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

### **Certificate of Publication**

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Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 1 of 3

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Communications Manager
<b>Department:</b> Administration	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Village Administrator	<b>FLSA Status/Pay:</b> Non-exempt
<b>Normal Hours:</b> 8:00 a.m. – 4:00 p.m.	<b>EEO Status:</b> 06 – Administrative Support

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### GENERAL DESCRIPTION:

Under the direction of the Village Administrator, the Communications Manager serves as the Public Information Officer (PIO) and is responsible for developing and managing communication strategies to engage the community, support economic development initiatives, and enhance public awareness of Village programs, services, and events.

### QUALIFICATIONS: An example of acceptable qualifications:

Possession of a Bachelor's degree in journalism, communications, public administration, public relations or related field, or an equivalent combination of education/experience; two or more years of progressive communications or related work experience; thorough knowledge of journalism, government communications, public relations, and promotion principles and practices; knowledge of social media strategy and use.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan. Certifications in social media strategy, crisis communications, or related fields are not required but are recommended.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, calculator, computer, camera, video recorder, computer software (Microsoft Office and other applicable computer software), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be required to lift, carry, push, or pull heavy objects; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

#### 60% Community and Media Relations

Serve as the Village's Public Information Officer to ensure consistent and accurate communication with residents, businesses, media outlets, and other stakeholders.

Maintain and update the Village website and social media platforms to provide timely and relevant information.

Develop promotional materials for Village events, programs, and initiatives.

Coordinate and manage media inquiries and public relations efforts.

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Date Adopted:  

Date Revised: \_\_\_\_\_



# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 2 of 3

## POSITION DESCRIPTION

---

**Employee Name:****Position Title:** Communications Manager

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### **20% Event and Community Engagement**

Attend and support Village events, capturing photos and videos for promotional use.

Build relationships with local businesses and community organizations to enhance communication and collaboration.

Assist in securing sponsorships for Village events and programs.

### **15% Strategic Communication Planning**

Work with senior staff to develop and implement strategic communication plans.

Monitor and analyze social media trends to refine strategies and increase engagement.

Participate in 24/7 social media monitoring and coordinate the Village's public response to emergencies.

### **5% Administrative and Other Duties**

Write and produce a quarterly Village newsletter in both print and digital formats.

Attend meetings, training sessions, and seminars as required.

Perform other duties as required.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** Public relations and media principles, social media trends and best practices, local, state, and federal government structures, regulations, laws, and processes; office practices and procedures; computer software; \*community resources and services; records management; geographic layout of jurisdiction and area; English grammar and spelling; \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations.

**Skill in:** Content creation, editing, and publication. Use of digital tools for social media management and analytics. Interpersonal communication and relationship building. Familiarity with photo and video editing software, word processing, computer operation, and use of modern office equipment.

**Ability to:** Interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; gather, collate, and classify information; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; compile and prepare reports; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; travel to and gain access to work site.

### **POSITIONS DIRECTLY SUPERVISED:**

None.

---

Date Adopted:

Date Revised: \_\_\_\_\_

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 3 of 3

## POSITION DESCRIPTION

---

**Employee Name:****Position Title:** Communications Manager

---

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

---

(Signature of Appointing Authority/Designee)

---

(Date)

---

(Signature of Employee)

---

(Date)

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Date Adopted:Date Revised: 

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## MEMORANDUM

**To:** Members of the Village of Plain City Council  
**From:** Haley Lupton, Village Administrator  
**Date:** February 3, 2025  
**RE:** Resolution 12-2025: Amending the Accounting Clerk Position Description

---

### Background:

The continued growth and development of the Village of Plain City has placed additional responsibilities and expectations on the Finance Department. Through careful research and deliberation, staff recommends that the Position Description for the Accounting Clerk position be amended. Included in the proposed amendment is the update of the position title from "Accounting Clerk" to "Finance Assistant". The amendment of the Position Description also includes clarifications of expected duties and responsibilities. The amendment of the Position Description, and planned hiring of the position, has been a recognized need in recently completed organizational assessments. More specifically, the employment of a position that would provide direct support and back-up services to the Finance Director has been identified as one of the highest priority employment positions in the Village of Plain City, as shown in the completed 2023 organizational assessment.

### Objective:

To approve and implement amendments, including title change, to the Position Description of the Accounting Clerk.

### Recommendation:

Staff supports and recommends the passage of Resolution 12-2025 at the second reading on February 24, 2025. The Position Description amendment, and title change, is necessary to address the ongoing growth and operational needs of the Village of Plain City and Finance Department.

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION AMENDING THE ACCOUNTING CLERK POSITION DESCRIPTION

**WHEREAS**, the Village of Plain City has experienced increased growth and development within and around the Village that has created additional responsibilities and duties for the administrative staff and Finance Department; and

**WHEREAS**, the Village Council previously established the Accounting Clerk position, tasked with providing support services to the Finance Director and assisting in routine fiscal operations of the Village; and

**WHEREAS**, the Village Council has determined that the duties and responsibilities, including the title, of the Accounting Clerk position shall be amended to be reflective of existing needs and expectations of the position; and

**WHEREAS**, the Village Council has determined that the Position Description of the Accounting Clerk shall be amended, and that the title of the Accounting Clerk position shall be amended to Finance Assistant, and more specifically as identified in the Position Description as identified in Exhibit A attached hereto and incorporated herein.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** The Village Council hereby approves and authorizes the amendment of the Accounting Clerk position description, including the amendment of the title of the Accounting Clerk to Finance Assistant, and including the duties and responsibilities of the position as detailed in the Position Description as identified in Exhibit A attached hereto and incorporated herein.

**Section 2.** The Village Administrator and Finance Director are hereby directed to take all legal action necessary to implement this Resolution.

**Section 3.** It is found that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 4.** This Resolution shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council Mayor

First reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; being in the Village of Plain City, Ohio, and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 1 of 3

## POSITION DESCRIPTION

<b>Employee Name:</b>	<b>Position Title:</b> Finance Assistant
<b>Department:</b> Finance	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Finance Director	<b>FLSA Status/Pay:</b> Non-exempt
<b>Normal Hours:</b> 8:00 a.m. – 4:00 p.m.	<b>EEO Status:</b> 06 – Administrative Support

### GENERAL DESCRIPTION:

Performs specialized and varied accounting functions within the Department of Finance and Fiscal Administration administrative function, including accounts payable, accounts receivable, cash management, investment records, travel processing, Frey system, purchasing card transactions, and related functions. Performs other financial-related duties and completes other financial-related projects. Assists Tax Administrator with duties.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Considerable experience with bookkeeping, accounting, auditing, or other relevant functions and operations (experience with governmental accounting, auditing, or other relevant functions and operations, including experience at the municipal government level, preferred), or any equivalent combination of accepted training and experience. Knowledge of general accounting/auditing principles, practices, methods, functions, operations, and procedures. Considerable knowledge of general accounting/auditing principles, practices, methods, functions, and procedures preferred. Knowledge of governmental accounting/auditing principles, practices, methods, functions, operations, including knowledge at the municipal government level, preferred. Knowledge of accounts payable, accounts receivable, budgeting, and cash management preferred.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Calculator, computer, computer software (e.g., Microsoft Office, CUSI, Frey, Vanco, USA E-pay, and other applicable computer software), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment, meter reader.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; may be required to lift, carry, push, or pull heavy objects; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

40% Receives and processes all funds received by the Village; deposits funds into appropriate accounts; prepares and reconciles reports for each account; processes accounts payable and bill payments (e.g.,

Date Adopted:  

Date Revised: \_\_\_\_\_

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 2 of 3

## POSITION DESCRIPTION

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**Employee Name:****Position Title:** Finance Assistant

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assigns purchase order numbers, gathers/enters invoices, processes, batches, prints checks, processes and files vouchers, and collects online payments); processes end of month/year balances (e.g., prints reports, double-checks balance, rolls cash and voucher months into system, etc.); informs Finance Director of any inconsistencies or errors; processes property tax exemptions; monitors filed properties for exemptions; monitors and tracks credit cards; performs other general accounting clerk functions (e.g., answers e-mail, answers phone calls, opens/sorts mail, orders supplies, etc.).

20% Respond to inquiries from taxpayers regarding village tax ordinance, return preparation, residency and withholding taxes in a professional manner. Monitor accounts for compliance with state and village tax filing requires; handle cases involving non-compliance; enforce the Village Income Tax Ordinance. Work with software provider to ensure the income tax software is being utilized effectively and efficiently.

20% Processes payroll on a bi-weekly basis. Provides payroll reporting to Finance Director as needed.

15% Serves as back-up to Finance Director and Tax Administrator as needed. Assists with various tasks and projects. Demonstrates regular and predictable attendance. Attends meetings, as directed; attends training and seminars, as directed. Maintains required licensure or certification, if any. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** basic accounting; finance; office practices and procedures; \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; computer software; community resources and services; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling.

**Skill in:** typing; data entry; computer operation; adding machine or calculator operation; use of modern office equipment; customer service; organization.

**Ability to:** carry out a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; manage stress in a fast paced environment; manage multiple tasks.

### POSITIONS DIRECTLY SUPERVISED:

None.

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Date Adopted:  

Date Revised: \_\_\_\_\_



# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 3 of 3

## POSITION DESCRIPTION

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**Employee Name:****Position Title:** Finance Assistant

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

---

(Signature of Appointing Authority/Designee)

---

(Date)

---

(Signature of Employee)

---

(Date)

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Date Adopted: 

Date Revised: \_\_\_\_\_



## MEMORANDUM

**To:** Members of the Village of Plain City Council

**From:** Haley Lupton, Village Administrator

**Date:** February 3, 2025

**RE:** Resolution 13-2025: Amending the Development Manager Position Description

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### Background:

The continued growth and development of the Village of Plain City, both within and outside of the municipal corporation limits, has placed additional responsibilities and expectations on the Development Department. Through careful research and deliberation, staff recommends that the Position Description for the Development Manager position be amended. The primary change in the proposed amendment is the update of the position title from "Development Manager" to "Development Director". The amendment of the Position Description is reflective of the ongoing organizational changes to the Village of Plain City as development continues.

### Objective:

To approve and implement amendments, including title change, to the Position Description of the Development Manager.

### Recommendation:

Staff supports and recommends the passage of Resolution 13-2025 at the second reading on February 24, 2025. The Position Description amendment, and title change, is necessary to address the ongoing growth and operational needs of the Village of Plain City and Development Department.

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION AMENDING THE DEVELOPMENT MANAGER POSITION DESCRIPTION

**WHEREAS**, the Village of Plain City has experienced increased growth and development within and around the Village that has created additional responsibilities and duties for the Development Department; and

**WHEREAS**, the Village Council previously, through the approval and passage of Resolution 21-2022, established the Development Manager position, tasked with managing matters regarding economic development, planning, and zoning; and

**WHEREAS**, the Village Council has determined that the duties and responsibilities, including the title, of the Development Manager position have evolved as growth continues in the Village; and

**WHEREAS**, the Village Council has determined that the Position Description of the Development Manager shall be amended, and that the title of the Development Manager position shall be amended to Development Director, and more specifically as identified in the Position Description as identified in Exhibit A attached hereto and incorporated herein.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** The Village Council hereby approves and authorizes the amendment of the Development Manager position description, including the amendment of the title of the Development Manager to Development Director, and including the duties and responsibilities of the position as detailed in the Position Description as identified in Exhibit A attached hereto and incorporated herein.

**Section 2.** The Village Administrator and Finance Director are hereby directed to take all legal action necessary to implement this Resolution.

**Section 3.** It is found that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 4.** This Resolution shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council Mayor

First reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; being in the Village of Plain City, Ohio, and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 1 of 3

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Development Director
<b>Department:</b> Development	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Administrator	<b>FLSA Status/Pay:</b> Exempt
<b>Normal Hours:</b> 8:00am – 4:00pm	<b>EEO Status:</b> 01 – Officials/Administrators

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### GENERAL DESCRIPTION:

Under the administrative direction of the Village Administrator, the Development Director is responsible for developing, implementing, administering, and evaluating the Village's economic development growth initiatives and opportunities. These job functions may include but are not limited to: negotiating economic development agreements, working with individuals and companies to establish, relocate, or expand their businesses within the community. The Development Director will also direct, manage, supervise and coordinate the activities and operations of the planning and code enforcement team and economic development team.

### QUALIFICATIONS: An example of acceptable qualifications:

Possession of a Bachelor's degree from an accredited college or university in city planning, business, marketing, economics, public administration, or a related field; four (4) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, calculator, computer, computer software, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

30% Establishes a network of relationships and interacts with the business community on a consistent basis through visits to express the Village's appreciation; gathers attitudes and perceptions, understands the problems they face, and serves as an advocate for their needs; represents the Village at high visibility functions and in meetings with community business leaders and corporate VP's; serves as liaison between the Village staff and local businesses, corporations, and developers.  
Acts as the Village's primary point of contact with regional economic development partners, site selectors, and development consultants. Manages the Village's economic development incentive programs and works with the Administrator and Council concerning the negotiation and implementation of economic development assistance packages.

30% Facilitates development processes for large scale projects and developments; develops and recommends various strategies, alternatives, and solutions to address problems/issues facing the business community.

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Date Adopted: \_\_\_\_\_

Date Revised: \_\_\_\_\_

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 2 of 3

## POSITION DESCRIPTION

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**Employee Name:****Position Title:** Development Director

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- 20% Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; has access to financial data used in monitoring department revenue/income, etc.
- 15% Must become familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas. Attends meetings, as directed; attends training and seminars, as directed. Maintains required licensure or certification, if any. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** Office practices and procedures; \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; computer software; community resources and services; public relations; public administration; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; business development and the community for Plain City and Union and Madison County; municipal zoning and infrastructure; planning programs and processes.

**Skill in:** Computer operation; use of modern office equipment; motor vehicle operation.

**Ability to:** Interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; prepare correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively to groups, individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; travel to and gain access to work site; write clearly and succinctly in a variety of communication settings and styles; deliver messages in order to obtain desired effect; perform effectively in a fast-paced, results-oriented organizational culture marked by high expectation levels, deadlines, time constraints, and the accompanying pressures inherent to such an environment.

### POSITIONS DIRECTLY SUPERVISED:

Village Planner

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Date Adopted: \_\_\_\_\_

Date Revised: \_\_\_\_\_

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 3 of 3

## POSITION DESCRIPTION

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**Employee Name:**

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**Position Title:** Development Director

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---

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

---

(Signature of Appointing Authority/Designee)

---

(Date)

---

(Signature of Employee)

---

(Date)

---

---

Date Adopted: \_\_\_\_\_

Date Revised: \_\_\_\_\_





## MEMORANDUM

**To:** Members of the Village of Plain City Council  
**From:** Haley Lupton, Village Administrator  
**Date:** February 3, 2025  
**RE:** Resolution 14-2025: Establishing the Facilities Technician Position

---

### Background:

Due to the continued growth of the Village of Plain City, and accompanying infrastructure construction, the Public Works Department is in need of a position whose focus is the routine cleaning and maintenance of the various municipal buildings and rentable facilities. As such, staff has drafted the Position Description for the Facilities Technician position. This position, if established, will report to the Public Works Manager and will complete cleaning and maintenance responsibilities of Village facilities, including the Municipal Building, shelter houses, rentable facilities, and others. The position will be also tasked with providing support to the Public Works Department, as needed, and at the direction of the Public Works Manager. The Position Description, attached to Resolution 14-2025 in the form of Exhibit A, more specifically details the various duties and responsibilities of the Facilities Technician.

### Objective:

To establish the Position Description of the Facilities Technician.

### Recommendation:

Staff supports and recommends the passage of Resolution 14-2025 at the second reading on February 24, 2025. The establishment of the Facilities Technician position addresses the additional responsibilities and duties of the Public Works Department.

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION ESTABLISHING THE FACILITIES TECHNICIAN POSITION

**WHEREAS**, the Village of Plain City has experienced increased growth and development within and around the Village that has created additional responsibilities and duties on the Public Works Department with respect to maintenance of Village facilities and infrastructure; and

**WHEREAS**, the Village Council has determined that it is necessary and appropriate to establish the position of Facilities Technician; and

**WHEREAS**, the Village Council has determined that the duties and responsibilities of the Facilities Maintenance position shall include routine cleaning and maintenance services in municipal facilities and assisting the Public Works Department in its duties and responsibilities as assigned, and more specifically as identified in the Position Description as identified in Exhibit A attached hereto and incorporated herein; and

**WHEREAS**, the Village Council has determined that the Facilities Maintenance position shall directly report to, and be supervised by, the Public Works Manager.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

**Section 1.** The Village Council hereby establishes the Facilities Maintenance position and the duties and responsibilities of the Facilities Maintenance position shall be those set forth in the Position Description as detailed in Exhibit A attached hereto and incorporated herein.

**Section 2.** The Village Administrator and Finance Director are hereby directed to take all legal action necessary to implement this Resolution.

**Section 3.** It is found that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 4.** This Resolution shall be effective from and after the earliest period provided by law.

Passed: \_\_\_\_\_, 2025

Attest: \_\_\_\_\_  
Clerk of Council Mayor

First reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

Second reading: \_\_\_\_\_, 2025      Vote: \_\_\_\_yea \_\_\_\_nay \_\_\_\_abstain

### **Certificate of Publication**

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2025 at the Office of the Clerk of Council located at 800 Village Boulevard; being in the Village of Plain City, Ohio, and the Village of Plain City Website at [www.plain-city.com](http://www.plain-city.com).

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk of Council

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

Page 1 of 6

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Facilities Technician
<b>Department:</b> Public Works	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Public Works Manager	<b>FLSA Status/Pay:</b> Non-exempt
<b>Normal Hours:</b> 7:00 a.m. – 3:00 p.m.	<b>EEO Status:</b> 07 – Skilled Craft

---

### GENERAL DESCRIPTION:

The purpose of this position is to perform routine cleaning and maintenance services in the Village Administration and Police building, all parks facilities, and all municipal facilities. Performs all other related work as required. Performs other public works duties including a variety of street and grounds maintenance as needed, and subject to availability (determined by Public Works Manager).

### QUALIFICATIONS: An example of acceptable qualifications:

#### Education, Training and Experience:

High School education; one year of experience in custodial and/or maintenance work; or any equivalent combination of education and experience.

#### Special Requirements:

Ability to travel on own from one building to another within Village. Must be able to pass a drug test and basic background check.

#### Knowledge, Ability and Skill:

*Knowledge:* General knowledge of cleaning materials, methods, and equipment. Knowledge of building maintenance and repair. General knowledge of the operation of heating systems. Basic knowledge of trades including plumbing, electrical, carpentry, etc. helpful. General knowledge of the operations of Village Government helpful.

*Ability:* Ability to understand and follow verbal and written instructions. Ability to follow instructions and labels on cleaning supplies and equipment. Ability to follow applicable safety precautions.

*Skill:* Basic skills in performing preventative maintenance on buildings and equipment.

*Physical Requirements:* *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Constant moderate physical effort is generally required in performing functions. The majority of the shift is spent standing and/or walking. Required to reach, bend, stoop, crawl, crouch and climb a ladder. Occasionally required to lift, move, and/or push furniture and equipment no more than 50 pounds. Accesses all areas of the buildings. Uses hands to operate hand/power tools, and cleaning equipment. Must be able to detect odors. Communicates verbally and in writing.

Commercial Driver's License preferred. Candidate must be willing to obtain CDL within six months of employment.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan. Must possess and maintain a valid Class B CDL issued by the State of Ohio with endorsements necessary to operate Village vehicles effective 6 months from hire date.

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Date Adopted:  

Date Revised: \_\_\_\_\_

# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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**Employee Name:**

**Position Title:** Facilities Technician

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**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Motor Vehicle, mobile phone, backhoe, skid steer, chipper, leaf vacuum, mower, truck, mosquito fogger, crack sealer, street sweeper, chain saw, snow plow, salt spreader, floor vacuum, power washer.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; is exposed to injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; may be required to lift, carry, push, or pull objects in excess of 100 pounds; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

### **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 40% Performs a variety of interior cleaning and maintenance tasks at the Village Administration and Police building, all parks facilities, and all municipal facilities, such as: emptying trash containers, vacuuming rugs and floors, sweeping, dusting, polishing, moving furniture, cleaning furniture and cleaning and disinfecting bathrooms. Performs preventative maintenance, works with contractors on annual contracted maintenance, and suggests future improvements.
- 20% Performs custodial and maintenance services, including: cleaning, grounds work as needed and as time permits, basic carpentry, basic plumbing, and basic mechanical work. Assembles new equipment such as computer desks, shelves, etc. as needed. Performs similar or related work as required.
- 20% Performs street maintenance and repair work (e.g., construction of curbs, sidewalks, asphalt, and concrete; construction and repair of catch basins and manholes; painting; patching; pothole repair; street sweeping, etc.)
- 15% Operates plow truck, mosquito fogger, mower, and all other equipment as needed for Village maintenance.  
Attends meetings, as directed; attends training and seminars, as directed.  
Maintains required licensure or certification, if any.

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# VILLAGE OF PLAIN CITY

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## POSITION DESCRIPTION

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**Employee Name:****Position Title:** Facilities Technician

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Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; community resources and services; local geographical area; English grammar and spelling; road construction, maintenance, and repair; utility construction, maintenance, and repair; snow and ice removal; grounds maintenance and repair; traffic control device preparation, maintenance, and repair.

**Skill in:** Motor vehicle operation; painting; use of bench and/or hand tools; snowplow operation.

**Ability to:** Carry out a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; operate all equipment.

### POSITIONS DIRECTLY SUPERVISED:

None.

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## POSITION DESCRIPTION

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**Employee Name:****Position Title:** Facilities Technician

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

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(Signature of Appointing Authority/Designee)

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(Date)

---

(Signature of Employee)

---

(Date)

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**Date Adopted:** **Date Revised:** \_\_\_\_\_



# VILLAGE OF PLAIN CITY

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## POSITION DESCRIPTION

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**Employee Name:****Position Title:** Facilities Technician

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### SAMPLE CHECKLIST

Village Hall – 800 Village Boulevard – Administration & Police

*Public Hours: Monday – Friday 8:00 a.m. to 4:00 p.m.*

#### **Cleaning (weekly)**

- ☐ Empty trash receptacles from all offices and building and remove to trash can Monday morning
- ☐ Clean and sanitize bathrooms on Thursdays
- ☐ Vacuum as needed
- ☐ Dust/wipe down surfaces in common areas and conference rooms. Includes tables and cabinet fronts.
- ☐ Mop foyer, bathrooms, and kitchen as needed
- ☐ Window cleaning as needed
- ☐ Clean gym

#### **Maintenance (as needed)**

- ☐ Change lightbulbs
- ☐ Upkeep on working doors/door knobs/door jams
- ☐ Paint/patch
- ☐ Sealing cracks
- ☐ Hanging items on walls
- ☐ Assembling basic furniture
- ☐ Cleanout/organize spaces
- ☐ Tidy up outdoor space/weed as time permits

#### **Cleaning (annual)**

- ☐ Clean tile grout
- ☐ Deep clean windows
- ☐ Clean carpets
- ☐ Deep clean and move equipment in gym (assistance will be provided)
- ☐ Assembling basic furniture
- ☐ Cleanout/organize spaces
- ☐ Tidy up outdoor space/weed as time permits

#### **Cleaning (annual)**

- ☐ Clean windows
- ☐ Clean carpets
- ☐ Clean stairwells

- Individual offices do not need cleaned or vacuumed.
- Maintenance requests will be compiled at Front Desk.
- Larger maintenance items need escalated to Public Works Manager for scheduling.

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## POSITION DESCRIPTION

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**Employee Name:****Position Title:** Facilities Technician

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### WEEKLY SCHEDULE

#### Monday

- Administration and Police Department building light clean (no bathrooms)
- Campground bathrooms (deep clean)

#### Tuesday

- Madison Meadows bathroom (deep clean)
- Shelter checks (includes parking lots)

#### Wednesday

- Loft at Church Street (includes dusting steps)
- Youth Building deep clean and window exterior cleaning once a month
- Depot building (once operable)

#### Thursday

- Administration & Police building deep clean (includes bathrooms and gym)
- Shelter checks (includes parking lots)

#### Friday

- Campground bathrooms
- Madison Meadows bathroom (light clean)

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