

# ***Record of Proceedings***

## Minutes of West Lafayette Village Council Regular Meeting

West Lafayette Village Council met in regular session on November 24, 2025 at 7:00 p.m. in the municipal building with Mayor Jessica Tubbs presiding.

### **Pledge of Allegiance**

### **Prayer**

**Roll Call:** Rich Wheeler, Christie Maurer, Tim Cheney, Adam Fisher and Jason Hursey were present. Brittany Howell was not present. Officer Hernandez, Jacob Yoho and Tyler Maple were also present.

A motion was made by Jason Hursey and seconded by Adam Fisher to excuse Council member Brittany Howell. Roll call 5 yes.

A motion was made by Jason Hursey and seconded by Christie Maurer to approve the minutes from the regular council meeting held on November 10, 2025. Roll call 5 yes.

**Mayor's Correspondence:** Mayor Tubbs reported receiving several messages complimenting the leaf pickup process.

**Citizens' comments:** None

### **Committee Reports:**

**Building and Property:** Chairman Tim Cheney reported discussing the tree on Union Ave. and hopeful that it will come down with next round of sidewalk installation.

**Community & Business Development:** No report.

**Community Relations:** Chairwoman, Brittany Howell reported that the Christmas parade will be December 6, 2025 at 12:30pm with the line-up starting at noon. Anyone wanting to be in the parade can contact Bo Fortune at 740-502-2828 or contact Alicia Hunt. Christmas in the Village craft show is also on December 6<sup>th</sup> from 9-2pm. The Roscoe Village tree lighting will be December 6<sup>th</sup>. Newcomerstown Christmas Parade is December 12<sup>th</sup> at 6pm.

**Community Revitalization:** Chairman Adam Fisher reported the search continues for new committee members.

**Finance:** Chairwoman Brittany Howell was not present and topics will be discussed during the Fiscal Officer report.

**Fire Dependency Board:** No report.

**Ordinance:** No report.

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**Park Board:** Chairwoman Christie Maurer thanked the Street Department for putting up the Christmas decorations at Burt Park. The Pepsi machine is in operation at Burt Park. Both Burt Park and Waterworks Park bathrooms are closed and winterized for the season. The village did not receive the Recreational Trails ODNR grant this year, but will reapply next year.

**Planning Commission:** No report.

**Public Safety:** Council Member Adam Fisher reported discussing the early stages of coming up with an Emergency Operations Plan for the village.

**Public Works:** Chairman Rich Wheeler reported discussing the 2026 sidewalk project and the bid opening has been moved to December 4<sup>th</sup>. Cleanouts in the force main at Pearl Valley to Fresno will be installed in the next couple of weeks.

**Records Retention:** No report.

**Rules:** No report.

## **Department Reports:**

**Fire:** None

**Fiscal Officer:** Fiscal Officer, Amy Bourne, reported Ordinance 2025-61 will receive its third and final reading to amend the Employee Handbook with changes that were not ready for the prior reading. A section was added outlining required training for Elected and Appointed Officials. Ordinance 2025-62 will receive its third and final reading to establish the 2026 Pay and Benefit for village employees and includes a 2% raise for all employees. Ordinance 2025-63 will receive its second reading to establish the 2026 permanent appropriations. Modifications were made to add \$40,000 to the General Fund for improvements to one of the Street department garages in order to house the new vac truck and \$20,000 in the Sewer fund to add French drains on the south side of the village, should it not be covered by a grant.

Councilwoman, Brittany Howell arrived. A motion was made by Jason Hursey and seconded by Adam Fisher to recognize Brittany Howell. Roll call 5 yes.

Resolution 2025-67 will receive its first reading to sign documents with Site Work Services to install 6 cleanouts in the Pearl/Fresno force main with a quote received in the amount of \$40,659.12. Resolution 2025-68 will receive its first reading authorizing the Fire Chief and Fiscal Officer to sign documents with Motorola for the purchase of portable and mobile radios in the amount of \$31,243.24. A MARCS grant was received in the amount of \$27,780.75 to purchase equipment using \$26,700.75 and the annual radio subscription fees of \$1,080.

Resolution 2025-69 will receive its first reading to add funds. The General Fund is in need of \$5,000 to cover the RITA retainer fees for the remainder of 2025. In the 210 Fire fund, \$31,500 is needed to be appropriated in order to utilize the grant funds and purchase the MARCS radios. In the 602 Sewer Fund, \$50,400 is needed to cover the installation of the force main cleanouts. Bills were passed for approval.

**Police:** No report.

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**Solicitor:** Village Solicitor, Joel Blue, had nothing to report.

**Village Administrator:** Village Administrator Tammy Hicks reported that leaf pickup will continue through the first week of December. After that time, they will continue to pick them up if they are bagged and on the curb strip. Trees and sidewalk maintenance is the responsibility of the property owners. The sidewalk projects are complete for the year and will resume in 2026.

## **Introduction to ordinances and resolutions:**

### **2025-61 AN ORDINANCE AMENDING THE EMPLOYEE HANDBOOK FOR THE VILLAGE OF WEST LAFAYETTE, OHIO AND REPEALING ORDINANCE AND RESOLUTIONS IN CONFLICT THEREWITH Third Reading**

A motion was made by Jason Hursey and seconded by Adam Fisher to adopt ordinance 2025-61. Roll call 6 yes.

### **2025-62 AN ORDINANCE ESTABLISHING 2026 PAY AND BENEFIT SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH Third Reading**

A motion was made by Christie Maurer and seconded by Jason Hursey to adopt Ordinance 2025-62. Roll call 6 yes.

### **2025-63 AN ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND EXPENDITURES OF THE VILLAGE OF WEST LAFAYETTE, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026 Second Reading/Emergency**

### **2025-67 A RESOLUTION AUTHORIZING THE FISCAL OFFICER AND/OR VILLAGE ADMINISTRATOR TO EXECUTE ALL DOCUMENTS NECESSARY WITH SITEWORK SERVICES, LC FOR THE VILLAGE OF WEST LAFAYETTE, OHIO First Reading/Emergency**

A motion was made by Christie Maurer and seconded by Tim Cheney to waive the three required readings for Resolution 2025-67. Roll call 6 yes.

A motion was made by Christie Maurer and seconded by Tim Cheney to adopt Resolution 2025-67. Roll call 6 yes.

### **2025-68 A RESOLUTION AUTHORIZING THE FISCAL OFFICER AND/OR FIRE CHIEF TO EXECUTE ALL DOCUMENTS NECESSARY WITH MOTOROLA SOLUTIONS FOR THE VILLAGE OF WEST LAFAYETTE, OHIO First Reading/Emergency**

A motion was made by Christie Maurer and seconded by Adam Fisher to waive the three required readings for Resolution 2025-68. Roll call 5 yes.

A motion was made by Christie Maurer and seconded by Jason Hursey to adopt Resolution 2025-68. Roll call 6 yes.

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### **2025-69 A RESOLUTION TO AMEND THE 2025 PERMANENT APPROPRIATIONS ORDINANCE 2024-48, ADDING FUNDS First Reading/Emergency**

A motion was made by Christie Maurer and seconded by Adam Fisher to waive the three required readings for Resolution 2025-69. Roll call 6 yes.

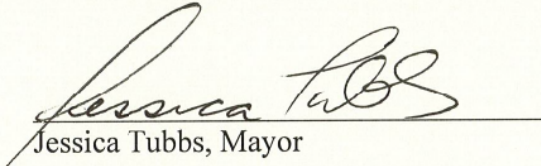
A motion was made by Christie Maurer and seconded by Jason Hursey to adopt Resolution 2025-69. Roll call 6 yes.

**Other Business:** Mayor Tubbs reported there was a request to move the date of the 2<sup>nd</sup> meeting in December. A motion was made by Jason Hursey and seconded by Christie Maurer to move the 2<sup>nd</sup> council meeting in December from December 22, 2025 to December 15, 2025 at the same time and location. Roll call 6 yes. The 2026 Village Holidays were presented.

A motion was made by Christie Maurer and seconded by Adam Fisher to pay the bills. Roll call 6 yes.

A motion was made by Jason Hursey and seconded by Tim Cheney to adjourn until the next meeting on Monday, December 8, 2025, at 7:00 p.m. Roll Call 6 yes.

A full recording of this evening's minutes can be viewed by visiting [www.westlafayettevillage.com](http://www.westlafayettevillage.com) and clicking on either the Facebook or YouTube link at the bottom of the page under CONTACTS.

  
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Jessica Tubbs, Mayor

Attest:

  
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Amy Bourne, Fiscal Officer