

AGENDA - Village of Kirkersville

May 6, 2026

Opening: Pledge of Allegiance

Roll Call:	Darren Coe	Mark Davis	Dave Engel
	Jim Kincaid	Carrie Slone	James Spaulding

1. Approval of Agenda
2. Approval of Minutes April 1, 2026
3. Public Poll
5. Village Official Report

- Mayor
- BPA
- Police Department
- Street Commissioner
- Fire Board
- Engineer
- Planning and Zoning
- Solicitor
- Finance Committee
- Fiscal Officer

6. Legislative Actions

First Reading – Resolution 04-2026 – A Resolution to increase the rate of pay for Kirkersville’s Mayors Court Clerk and BPA Clerk Vicki Coe and declaring an emergency.

First Reading – Resolution 05-2026 - A Resolution to increase the rate of pay for Kirkersville’s Fiscal Officer Shirley Roskoski and declaring an emergency.

First Reading – Resolution 6-2026 - A Resolution to increase the rate of pay for Kirkersville’s Zoning Officer Jack Christy and declaring an emergency.

7. Bills - \$18,374.79
8. Old Business
9. New Business
10. Public Poll – 3 minutes
11. Council Poll
12. Adjournment

Village of Kirkersville Council Meeting Minutes

April 1, 2026

Mayor Ashcraft called the meeting to order at 7:00 p.m.

Council in attendance: Darren Coe, Mark Davis, Dave Engel, Jim Kincaid and James Spaulding

Absent Carrie Slone

Also present: Fiscal Officer Shirley Roskoski and Solicitor Brin Zets

Agenda

It was moved by Kincaid, seconded by Coe to approve the agenda. Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

Minutes

It was moved by Kincaid, seconded by Engel to approve the minutes of March 4, 2026. Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

Mayor

Mayor Ashcraft said we scored high on our application for Issue II funds. This is for Palmer Road to the west.

BPA

Randy Stoll called me this week and we had discussed purchasing a new trash gate for the sewer plant a while back. The EPA has 3.0% interest rates and the trash gate will cost \$300,000.00.

Shirley asked how long is the loan for?

Council member Engel said it makes sense to explore it more.

A tree fell down by the lift station and Slone gave us a price of \$525.00 to remove the tree. It was moved by Kincaid, seconded by Coe to approve of \$525.00 to remove the tree.

Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

We also received a quote from Cummins to make some repairs to the generator in the amount of \$2,136.00. It was moved by Coe, seconded by Spaulding to approve the cost of \$2,136.00 to repair the generator. Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

Police

Mayor Ashcraft said he has had no luck on finding a Police Chief.

Council member Engel asked what does it cost for the Sheriff Department to patrol the village?

Council member Spaulding asked can you raise the rate of pay for the Chief.

Mayor Ashcraft said that is up to Council.

Council member Kincaid said some of the stipulations we put on them is they have to be here Friday and Saturday nights. Other than that, it is just some hours.

Council member Engel said we do not have the funds to support a higher salary to attract a Chief. We would have to put a levy on to support a police chief. The problem is we don't have the property tax to support this.

Streets

Council member Kincaid said Gro-Green will charge the same rates as last year for mowing. It was moved by Coe, seconded by Spaulding to use Gro-Green for mowing this year.

Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

Fire Board

Council member Kincaid said our promotion list has expired and they interviewed candidates so now they have a new list. One Captain has retired and another one is retiring by the end of the year.

Planning and Zoning

Council member Engel said we had lengthy discussion about zoning fees. We looked at zoning fees from other municipalities.

Council member Coe suggested that the zoning fee be higher up front.

Council member Engel said our code says any legal, engineering, zoning inspector fees will have to be billed to the applicant by the Fiscal Officer.

Shirley said there is no guarantee that the applicant will pay the fees. It is better to do a larger fee up front. If you know that legal notices and letters have to go out and that the solicitor will have to prepare legislation, those fees should be part of the up-front application fees.

Solicitor

Brian said he and Terry met with the Water District today. About 75-80 people have been connected already. The JEDD is not up and running yet. Speedway and Dollar General are in the JEDD now. Regarding the David Coe request to be placed in the JEDD. Since there is no business there now, we will hold off on legislation until a business is ready to be developed.

Brian said there was a civil complaint filed by a gentleman called Michael Cauley. He was arrested in February at the Flying J by the Licking County Sheriff's Office. He was eventually arrested and taken to Licking County jail and at that point in time he showed up to jail with drugs on him so he gets charged with a felony and spends a month in jail. The truck he supposedly bought but could not prove it ends being impounded. He filed a civil lawsuit against the village and the Licking County Sheriff's Office. We did not have to turn this into our insurance company. I spent an hour answering the complaint and went to a pre-trial with Judge Branstool this week and I think our involvement will be done after I was there in Court because I told the Judge we could not have had any involvement because Licking County has all the paperwork and that we did not have a police department.

Brian said he prepared a different Resolution 3-2026 in regards to a First Amendment to the contract with Richard Fitch and Logan Drake instead of a new contract.

Finance

Council member Davis read the following fund balances:

General	253,132.91	Indigent Drivers	400.00
Street	69,126.86	Enfct. And Edu.	80.00
State Hwy.	39,046.58	Computer Fund	16.00
Cont. Prof. Train.	720.00	Sewer Operating	284,668.18
Drug Law Enfct.	3,964.11		

For a total of \$651,154.64

Legislative Actions

Third Reading – Ordinance 01-2026 – An Ordinance amending the Village of Kirkersville Planning and Zoning Code to designate Data Centers as a Conditional Use within the Manufacturing District.

It was moved by Engel, seconded by Coe to adopt Ordinance 01-2026. Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

Third Reading – Resolution 02-2026 – A Resolution appointing Board Member No. 1 and Board Member No. 3 to the Kirkersville JEDD District No. 1 Board of Directors.

It was moved by Engel, seconded by Coe to appoint Jim Kincaid as Board member No. 1 to the Kirkersville JEDD District No. 1 Board. Following vote on the motion is recorded: yea, 4; Coe, Davis, Engel and Spaulding. Nay, none. Abstain 1; Kincaid

It was moved by Coe, seconded by Engel to appoint James Spaulding as Board member No. 3 to the Kirkersville JEDD District No. 1 Board. Following vote on the motion is recorded: yea, 4; Coe, Davis, Engel and Kincaid. Nay, none. Abstain 1; Spaulding.

It was moved by Engel, seconded by Coe to adopt Resolution 02-2026 as amended, Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

First Reading – Resolution 03-2026 – A Resolution approving a first amendment to the agreement with Richard Fitch and Logan Drake to provide Wastewater Operation Services to the Village of and authorizing and directing the Mayor and Fiscal Officer to execute the same.

It was moved by Kincaid, seconded by Coe to suspend with the rules and declare Resolution 03-2026 an emergency. Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

It was moved by Kincaid, seconded by Engel to adopt Resolution 03-2026 as an emergency. Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

Bills

It was moved by Engel, seconded by Davis to pay the bills in the amount of \$11,427.62.

Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding. Nay, none.

Old Business

Council member Engel asked if there was any information on the old car lot.
Mayor Ashcraft said they put a window in.

Council member Coe said there are guys selling cars in their back lot.

New Business

Mayor Ashcraft said the tornado siren needs a new speaker. The cost is \$3,500.00.
It was moved by Kincaid, seconded by Coe to approve the cost of \$3,500.00 for a new speaker.
Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding.
Nay, none.

Adjournment

There being no further business, it was moved by Kincaid, seconded by Engel to adjourn.
Following vote on the motion is recorded: yea, 5; Coe, Davis, Engel, Kincaid and Spaulding.
Nay, none. Meeting adjourned at 8:05 p.m.

Fiscal Officer

Mayor

RESOLUTION 04-2026

ADOPTED: _____

A RESOLUTION TO INCREASE THE RATE OF PAY FOR VILLAGE OF KIRKERSVILLE'S MAYORS COURT CLERK AND BPA CLERK VICKI COE AND DECLARING AN EMERGENCY

WHEREAS, Vicki Coe's last pay increase was May 7, 2025, and

WHEREAS, Council has the funds to grant a pay increase and wishes to do so.

NOW, **THEREFORE, BE IT RESOLVED** by the Council of the Village of Kirkersville, a majority of all members elected thereto concurring:

SECTION 1: The rate of pay for Vicki Coe shall be as follows:

- a. Effective May 1, 2026, she shall be paid an annual salary of \$14,507.90 to be paid monthly. This will be divided evenly between her positions of Mayor's Court Clerk and BPA Clerk.

SECTION 2: It is hereby found and determined 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 and any of the decision making bodies of the Village of Kirkersville which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 3 All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereto.

SECTION 4: Council declares this to be emergency measures immediately necessary for the preservation of the public peace, health, and safety of this municipality. Wherefore, provided this Resolution receives the required affirmative votes of Council, this Resolution shall take effect and be in force immediately upon passage by Council.

Adopted in Council this _____ day of May 2026.

Attest: _____
Fiscal Officer

Mayor

RESOLUTION 05-2026

ADOPTED: _____

A RESOLUTION TO INCREASE THE RATE OF PAY FOR VILLAGE OF KIRKERSVILLES FISCAL OFFICER SHIRLEY ROSKOSKI AND DECLARING AN EMERGENCY

WHEREAS, Shirley Roskoski's last pay increase was May 7, 2025, and

WHEREAS, Council has the funds to grant a pay increase and wishes to do so.

NOW, **THEREFORE, BE IT RESOLVED** by the Council of the Village of Kirkersville, a majority of all members elected thereto concurring:

SECTION 1: The rate of pay for Shirley Roskoski shall be as follows:

- a. Effective May 1, 2026, she shall be paid an annual salary of \$17,303.00 to be paid bi-weekly.

SECTION 2: It is hereby found and determined 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 and any of the decision making bodies of the Village of Kirkersville which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 3 All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereto.

SECTION 4: Council declares this to be emergency measures immediately necessary for the preservation of the public peace, health, and safety of this municipality. Wherefore, provided this Resolution receives the required affirmative votes of Council, this Resolution shall take effect and be in force immediately upon passage by Council.

Adopted in Council this _____ day of May 2026.

Attest: _____

Fiscal Officer

Mayor

RESOLUTION 06-2026

ADOPTED: _____

A RESOLUTION TO INCREASE THE RATE OF PAY FOR VILLAGE OF KIRKERSVILLES ZONING OFFICER JACK CHRISTY AND DECLARING AN EMERGENCY

WHEREAS, Jack Christy has not had a pay increase since he was hired in August 2022, and

WHEREAS, Council has the funds to grant a pay increase and wishes to do so.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Kirkersville, a majority of all members elected thereto concurring:

SECTION 1: The rate of pay for Jack Christy shall be as follows:

- a. Effective May 1, 2026, As Zoning Inspector, Jack Christy shall be paid \$81.00/hr. for time spent working during hours 1 – 4 each month, but shall be paid only \$54/hr. for time spent working beyond hour 4 each month.

SECTION 2: It is hereby found and determined 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 and any of the decision making bodies of the Village of Kirkersville which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 3 All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereto.

SECTION 4: Council declares this to be emergency measures immediately necessary for the preservation of the public peace, health, and safety of this municipality. Wherefore, provided this Resolution receives the required affirmative votes of Council, this Resolution shall take effect and be in force immediately upon passage by Council.

Adopted in Council this _____ day of May 2026.

Attest: _____
Fiscal Officer

Mayor

Fund Status

As Of 5/3/2026

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	40.743%	\$276,309.32	\$0.00	\$276,309.32
2011	Street Construction Maint. & Repair	10.655%	\$72,257.85	\$0.00	\$72,257.85
2021	State Highway	5.833%	\$39,554.63	\$0.00	\$39,554.63
2061	State Grant	0.000%	\$0.00	\$0.00	\$0.00
2062	Continuing Professional Training	0.106%	\$720.00	\$0.00	\$720.00
2081	Drug Law Enforcement	0.585%	\$3,964.11	\$0.00	\$3,964.11
2082	Indigent Drivers Interlock & Alcohol Mon	0.059%	\$400.00	\$0.00	\$400.00
2151	Coronavirus Relief Fund	0.000%	\$0.00	\$0.00	\$0.00
2152	American Rescue Plan	0.000%	\$0.00	\$0.00	\$0.00
2271	Enforcement and Education	0.012%	\$80.00	\$0.00	\$80.00
2901	Mayor's Court Computer Fund	0.002%	\$16.00	\$0.00	\$16.00
2902	Other Special Revenue	0.000%	\$0.00	\$0.00	\$0.00
4901	Other Capital Projects	0.000%	\$0.00	\$0.00	\$0.00
5201	Sewer Operating	42.005%	\$284,871.40	\$0.00	\$284,871.40
9901	Other Agency	0.000%	\$0.00	\$0.00	\$0.00
All Funds Total			\$678,173.31	\$0.00	\$678,173.31
Pooled Investments					\$0.00
Secondary Checking Accounts					\$0.00
Available Primary Checking Balance					\$678,173.31

Last reconciled to bank: 04/30/2026 – Total other adjusting factors: \$0.00

Payment Listing

4/1/2026 to 5/31/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
106-2026	04/06/2026	04/06/2026	CH	Columbia Gas of Ohio	\$58.63	C
107-2026	04/06/2026	04/06/2026	CH	Columbia Gas of Ohio	\$199.74	C
108-2026	04/06/2026	04/06/2026	CH	Columbia Gas of Ohio	\$111.99	C
109-2026	04/06/2026	04/06/2026	CH	Treasurer State of Ohio	\$762.00	C
113-2026	04/11/2026	04/11/2026	CH	U. S. Bank Equipment Finance	\$138.37	C
114-2026	04/11/2026	04/11/2026	CH	American Electric Power	\$45.74	C
115-2026	04/11/2026	04/11/2026	CH	American Electric Power	\$36.93	C
116-2026	04/11/2026	04/11/2026	CH	Verizon Wireless	\$120.35	C
117-2026	04/11/2026	04/11/2026	CH	South Central Power	\$16.00	C
119-2026	04/11/2026	04/11/2026	CH	American Electric Power	\$119.51	C
121-2026	04/11/2026	04/11/2026	CH	Park National Bank	\$305.17	C
122-2026	04/11/2026	04/11/2026	EW	US Treasury	\$461.20	C
123-2026	04/11/2026	04/11/2026	EW	OHIO DEPARTMENT OF TAXATION	\$229.56	C
124-2026	04/11/2026	04/11/2026	EW	OHIO SCHOOL DISTRICT INCOME TAX	\$23.40	C
125-2026	04/11/2026	04/11/2026	EW	Regional Income Tax Agency	\$182.30	C
126-2026	04/11/2026	04/11/2026	EW	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$819.38	C
128-2026	04/18/2026	04/18/2026	CH	Isaac Wiles	\$2,233.25	C
129-2026	04/18/2026	04/18/2026	CH	Isaac Wiles	\$2,539.00	C
130-2026	04/18/2026	04/18/2026	CH	Frey Municipal Software	\$755.03	C
131-2026	04/26/2026	04/26/2026	CH	American Electric Power	\$865.28	C
132-2026	04/26/2026	04/26/2026	CH	Charter Communications	\$196.68	C
133-2026	04/26/2026	04/26/2026	CH	Charter Communications	\$285.98	C
135-2026	04/14/2026	05/03/2026	CH	American Electric Power	\$118.97	C
137-2026	05/03/2026	05/03/2026	CH	American Electric Power	\$49.43	O
138-2026	05/03/2026	05/03/2026	CH	U. S. Bank Equipment Finance	\$138.37	O
139-2026	05/03/2026	05/03/2026	CH	Park National Bank	\$227.38	O
140-2026	05/03/2026	05/03/2026	CH	American Electric Power	\$135.41	O
141-2026	05/03/2026	05/03/2026	CH	Verizon Wireless	\$120.33	O
143-2026	05/03/2026	05/03/2026	CH	Columbia Gas of Ohio	\$116.50	O
144-2026	05/03/2026	05/03/2026	CH	Columbia Gas of Ohio	\$79.39	O
145-2026	05/03/2026	05/03/2026	CH	South Central Power	\$16.00	O
14874	04/01/2026	04/01/2026	AW	Victoria Coe	\$3.00	C
14877	04/01/2026	04/01/2026	AW	Kevin C. Shannon, Esq.	\$300.00	C
14878	04/01/2026	04/01/2026	PR	TERRY W. ASHCRAFT	\$365.10	C
14879	04/01/2026	04/01/2026	PR	Victoria H Coe	\$1,127.46	C
14883	04/01/2026	04/01/2026	AW	Gary's Place	\$80.00	C
14885	04/01/2026	04/01/2026	AW	Sedgwick	\$150.00	C
14886	04/01/2026	04/01/2026	AW	Rinehart-Walters-Danner	\$132.00	C
14889	04/06/2026	04/06/2026	AW	Licking Regional Water District	\$59.55	C
14890	04/06/2026	04/06/2026	AW	Shelly Materials, Inc.	\$719.94	C
14891	04/06/2026	04/06/2026	AW	Arcadis Engineering Services Inc.	\$900.00	C
14892	04/06/2026	04/06/2026	AW	AutoZone, Inc.	\$36.25	C
14893	04/06/2026	04/06/2026	AW	Freedom and Glory	\$267.47	C
14894	04/11/2026	04/11/2026	PR	Jack V Christy	\$343.60	C
14895	04/11/2026	04/11/2026	PR	Shirley A Roskoski	\$475.50	C
14898	04/22/2026	04/22/2026	AW	Freedom and Glory	\$113.98	C

Payment Listing

4/1/2026 to 5/31/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14901	04/26/2026	04/26/2026	PR	Shirley A Roskoski	\$479.73	C
14905	05/03/2026	05/03/2026	AW	Licking Regional Water District	\$59.55	O
14907	05/03/2026	05/03/2026	PR	TERRY W. ASHCRAFT	\$365.10	O
14908	05/03/2026	05/03/2026	PR	Victoria H Coe	\$889.29	O
Total Payments:					\$18,374.79	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$18,374.79	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.