

AGENDA - Village of Kirkersville

June 3, 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 May 6, 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
Third Reading- Ordinance 02-2026 – An Ordinance amending the Village of Kirkersville Zoning Fee Schedule.

First Reading Ordinance 03-2026 – An Ordinance creating, establishing, and adopting the Village of Kirkersville Cybersecurity Policy and declaring an emergency.

7. Bills - \$13,903.43
8. Old Business
9. New Business
10. Public Poll – 3 minutes
11. Council Poll
12. Adjournment

Village of Kirkersville Council Meeting Minutes

May 6, 2026

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

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

Also present: Fiscal Officer Shirley Roskoski and Solicitor Brian Zets.

Agenda

It was moved by Coe, seconded by Kincaid to amend the agenda by adding Ordinance 02-2026 to the agenda. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

It was moved by Kincaid, seconded by Coe to adopt the agenda as amended. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

Minutes

It was moved by Engel, seconded by Kincaid to approve the minutes of April 1, 2026> Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

Mayor

Mayor Ashcraft said that we need to find someone to haul gravel as Dave VanDyke retired. He suggested Martin Trucking. Council member Spaulding said he has worked with Thomas Excavating.

It was moved by Coe, seconded by Engel to use Martin Trucking. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

BPA

Mayor Ashcraft said that Cummins completed their repairs of the generator.

Streets

Mayor Ashcraft said the two handicap ramps on the sidewalk near Judy Casto's place need to be repaired. The cost estimate from Jeffrey Bing is \$3,400.00. It was moved by Engel, seconded by Coe to approve the cost of the handicap ramp repairs in the amount of \$3,400.00. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

Mayor Ashcraft said we need new flags. The ones from Lowes don't last. He said CarrotTop has 30 flags for a cost of \$1,635.00. It was moved by Kincaid, seconded by Davis to purchase the flags from CarrotTop for \$1,635.00. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

Fire Board

Council member Kincaid said the EMS Coordinator has retired. They are interviewing people for this position.

Planning and Zoning

Council member Engel said Planning and Zoning met and we discussed the fee schedule. I will save my comments for the legislation reading.

Solicitor

Brian said that the Civil Complaint against the village has been dismissed.

I had a Teams meeting with Bucknell Development. They were persistent with myself and Terry to set up a meeting so I took a call with them. It wasn't a whole lot. They were about that property and development. I told them I did not have advice about what they did with their property. It seemed to me, when I sat at the meeting is that Council was not interested in having a million square foot building sitting on that property.

Brian said I made the changes that were discussed at the last meeting so I typed up a new amended Ordinance 02-2026 and put that up there for everyone. My recommendation is to amend by substitution. I also removed the emergency language.

Finance

Council member Davis read the following treasurer's report:

General	276,309.32	Indigent Drivers	400.00
Street	72,257.85	Enfct & Education	80.00
State Hwy.	39,554.63	Computer Fund	16.00
Cont. Profess. Training	720.00	Sewer Operating	284,871.40
Drug Law Enfct.	3,964.11		

Total \$678,871.40

Legislative Actions

Ordinance 02-2026 – It was moved by Kincaid, seconded by Coe to remove Ordinance 02-2026 from the table. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

It was moved by Kincaid, seconded by Coe to amend Ordinance 02-2026 by substitution. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

Second Reading – Ordinance 02-2026 - An Ordinance amending the Village of Kirkersville Zoning Fee Schedule.

Council member Engel aid to turn the Exhibit A, where it says Certificate of Zoning/Zoning Compliance. For residential we changed it to \$250.00. For residential multi-family it is \$1.25 per square foot. For non-residential It is \$1.50 for 100 square feet. This would involve a small manufacturing company or something similar. This would be for those not wanting to rezone to a PUD. On the next page, at the bottom, rezoning application/zoning amendment, a zoning application for a non-PUD is \$500.00. For a PUD we went from \$400.00 to \$20,000.00 up front. Final development for a PUD went from \$400.00 to \$10,000.00. Any PUD modifications went from \$200.00 to \$500.00. If you flip the page again you will see A, B, C, D and E. A and B would no be part of the zoning anymore because they will be replaced by the flat fee of \$20,000.00 for the PUD preliminary development plans. Those were fees to cover engineering fees, solicitor fees, advertising fees, all those types of things.

Brian said so you want to remove A and B now. Obviously, we will have to amend this again. Council member Spaulding said there are a few items I have questions on. I feel like we are nickel and diming our residents. If they want to put a shed, a swimming pool or a fence on their property they should be able to do it without having to pay a fee. A larger building, I understand.

Council member Engel said those fees are to cover the zoning inspector's time to make sure it is installed properly and it's the zoning code.

It was moved by Engel, seconded by Kincaid to remove Section A and B from the attachment. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

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

It was moved by Engel, seconded by Davis to suspend with the rules. Following vote on the motion is recorded: yea, 5; Davis, Engel, Kincaid, Slone and Spaulding. Nay, none. Recuse, one, Coe.

It was moved by Kincaid, seconded by Davis to adopt Resolution 04-2026 as an emergency. Following vote on the motion is recorded: yea, 5; Davis, Engel, Kincaid, Slone and Spaulding. Nay, none. Recuse, one; Coe

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

It was moved by Kincaid, seconded by Engel to suspend with the rules. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

It was moved by Kincaid, seconded by Davis to adopt Resolution 05-2026 as an emergency. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

First Reading – Resolution 06-2026 – A Resolution to increase the rate of pay for Kirkersville's Zoning Officer Jack Christy and declaring an emergency. It was moved by Kincaid, seconded by Coe to suspend with the rules. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none. It was moved by Kincaid, seconded by Davis to adopt Resolution 06-20206 as an emergency. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

Bills

It was moved by Kincaid, seconded by Coe to pay the bills in the amount of \$18,374.79. Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none.

Old Business

Council member Spaulding said he may have someone for a Police Chief. I don't know what pay he will want. I just gave you his number.

New Business

Mayor Ashcraft said Shirley will be retiring next March. It's going to be hard to find someone.

Council member Spaulding asked when the post office parking lot is going to be repaired. The roof needs to be replaced also.

Public Poll

Vicki Coe said I wanted to revisit the zoning questions that were brought up. You just approved a pay raise for Jack. For example, if someone wants to put in a pool. His responsibility would be to make sure that, not that it is just done right and on property lines but there are State safety regulations, for example, a fence needs to be around a pool. All of that has to be verified by somebody. It may take Jack an hour to go through the plans, talk to the applicant or whatever

else comes up. The fee is \$45.00 and that's not even half of what is being paid to the village employees.

Dave, if I may, items A and B that you took out, although the changes to the PUD will cover it, may I remind you that we did discuss there are other things on this fee schedule that occasionally Randy or Brian will have to jump in and do an hour or two of work. By removing A and B you eliminated our ability to bill the applicant for that time. For example, a variance application. If we need Randy to weigh in on something, we need the ability to bill the applicant, which was under Section A.

Council member Engel asked Brian if there would be a way to address that? I know we talked about this.

Brian said I can make it say whatever you want it to say.

Council member Engel said we are back to Randy weighs in on the application, He sends an invoice to the village, then Shirley has to bill the applicant. The problem is there's a breakdown in that cycle. We were trying to eliminate that.

Viki said we covered that. We did take care of the PUD. I would hate for us to cut off our ability in these small incidental situations to bill for that.

Adjournment

There being no further business, it was moved by Kincaid, seconded by Coe to adjourn.

Following vote on the motion is recorded: yea, 6; Coe, Davis, Engel, Kincaid, Slone and Spaulding. Nay, none. Meeting adjourned at 7:55 p.m.

ORDINANCE NO. 03-2026

ADOPTED: _____

AN ORDINANCE CREATING, ESTABLISHING, AND ADOPTING THE VILLAGE OF KIRKERSVILLE CYBERSECURITY POLICY AND DECLARING AN EMERGENCY

WHEREAS, HB 96, signed by Governor DeWine in June 2025, created Ohio's new cybersecurity law for political subdivisions under R.C. 9.64 (eff. September 30, 2025); and

WHEREAS, pursuant to R.C. 9.64, all political subdivisions must begin reporting cybersecurity incidents to the Ohio Department of Public Safety and Auditor of State; and

WHEREAS, R.C. 9.64 also requires political subdivisions to adopt a cybersecurity program to protect against potential cybersecurity threats; and

WHEREAS, the deadline for political subdivisions (other than cities and counties) to adopt a cybersecurity program is July 1, 2026; and

WHEREAS, Council for the Village of Kirkersville now wants to create, establish, and adopt a cybersecurity policy to protect the Village's confidential data and to comply with R.C. 9.64.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF KIRKERSVILLE, LICKING COUNTY, OHIO THAT:

SECTION 1: Council for the Village of Kirkersville hereby creates, establishes, and adopts its Cybersecurity Policy. A copy of the Policy will be kept on file with the Village. The Policy may be amended, from time to time, to conform with evolving state cybersecurity laws and technological advancements.

SECTION 2: Pursuant to R.C. 9.64(E), the Village of Kirkersville Cybersecurity Policy shall not be considered a public record under R.C. 149.43 to ensure the safety of the Village's digital infrastructure. Any public record requests for the Cybersecurity Policy shall be denied accordingly.

SECTION 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

SECTION 4: All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

SECTION 5: Council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, and safety of this municipality and the

further reason that the Village must adopt a cybersecurity program by July 1, 2026. Wherefore, provided this Ordinance receives the required affirmative votes of Council, this Ordinance shall take effect and be in force immediately upon passage by Council.

Passed in Council this ____ day of _____ 2026.

Terry Ashcraft, Mayor

ATTEST: _____
Shirley Roskoski, Clerk of Council

APPROVED:

Approved as to form this 12th day of May 2026:



Brian M. Zets
Village Solicitor

Payment Listing

UAN v2026.2

5/6/2026 to 6/30/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
150-2026	05/09/2026	05/09/2026	EW	US Treasury	\$245.63	C
151-2026	05/09/2026	05/09/2026	EW	OHIO DEPARTMENT OF TAXATION	\$206.41	C
152-2026	05/09/2026	05/09/2026	EW	OHIO SCHOOL DISTRICT INCOME TAX	\$17.46	C
154-2026	05/09/2026	05/09/2026	EW	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$719.78	C
157-2026	05/19/2026	05/19/2026	CH	Isaac Wiles	\$892.50	C
158-2026	05/19/2026	05/19/2026	CH	Isaac Wiles	\$1,300.50	C
159-2026	05/19/2026	05/19/2026	CH	Ohio Treasurer	\$1,303.77	C
160-2026	05/19/2026	05/19/2026	CH	Park National Bank	\$58.80	C
161-2026	05/19/2026	05/19/2026	CH	American Electric Power	\$59.75	C
162-2026	05/19/2026	05/19/2026	CH	American Electric Power	\$145.73	C
163-2026	05/19/2026	05/19/2026	CH	American Electric Power	\$3,118.74	C
164-2026	05/25/2026	05/25/2026	CH	American Electric Power	\$789.61	C
166-2026	05/27/2026	06/01/2026	CH	Charter Communications	\$196.68	C
167-2026	05/27/2026	06/01/2026	CH	Charter Communications	\$285.98	C
170-2026	06/01/2026	06/01/2026	CH	American Electric Power	\$58.42	O
171-2026	06/01/2026	06/01/2026	CH	American Electric Power	\$49.58	O
172-2026	06/01/2026	06/01/2026	CH	U. S. Bank Equipment Finance	\$140.94	O
174-2026	06/01/2026	06/01/2026	CH	Treasurer State of Ohio	\$762.00	O
175-2026	06/01/2026	06/01/2026	CH	American Electric Power	\$116.35	O
14909	05/06/2026	05/06/2026	PR	Jack V Christy	\$258.83	C
14912	05/06/2026	05/06/2026	PR	Victoria H Coe	\$99.14	C
14913	05/13/2026	05/06/2026	AW	Rinehart-Walters-Danner	\$100.00	C
14915	05/06/2026	05/06/2026	AW	Silco Fire and Security	\$524.21	C
14916	05/06/2026	05/06/2026	AW	B & C Communications	\$195.00	C
14917	05/06/2026	05/06/2026	AW	Terry Ashcraft	\$28.00	C
14918	05/12/2026	05/12/2026	PR	Shirley A Roskoski	\$524.81	C
14919	05/19/2026	05/19/2026	AW	Slone Tree Service	\$950.00	C
14920	05/19/2026	05/19/2026	AW	Tom Lott Roofing & Remodeling	\$230.00	C
14926	05/25/2026	05/25/2026	PR	Shirley A Roskoski	\$524.81	C
Total Payments:					\$13,903.43	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$13,903.43	

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.

Fund Status

UAN v2026.2

As Of 6/1/2026

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	41.164%	\$285,587.48	\$0.00	\$285,587.48
2011	Street Construction Maint. & Repair	10.492%	\$72,791.05	\$0.00	\$72,791.05
2021	State Highway	5.759%	\$39,951.46	\$0.00	\$39,951.46
2061	State Grant	0.000%	\$0.00	\$0.00	\$0.00
2062	Continuing Professional Training	0.104%	\$720.00	\$0.00	\$720.00
2081	Drug Law Enforcement	0.571%	\$3,964.11	\$0.00	\$3,964.11
2082	Indigent Drivers Interlock & Alcohol Mon	0.058%	\$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	41.838%	\$290,261.99	\$0.00	\$290,261.99
9901	Other Agency	0.000%	\$0.00	\$0.00	\$0.00
All Funds Total			\$693,772.09	\$0.00	\$693,772.09
Pooled Investments					\$0.00
Secondary Checking Accounts					\$0.00
Available Primary Checking Balance					\$693,772.09

Last reconciled to bank: 05/31/2026 – Total other adjusting factors: \$0.00