

**RECORD OF PROCEEDINGS
VILLAGE OF DEGRAFF COUNCIL
REGULAR SESSION**

The Legislative body of the Village of DeGraff convened in regular session on February 3rd, 2026, from 6:59p.m. to 8:24p.m. at 107 S. Main St., DeGraff, OH 43318.

Mayor Stephanie Orsborne called the meeting to order at 6:59p.m. with the following Council Members and staff Present:

Mayor Stephanie Orsborne – Present
Gabe Kean, President Pro Tempore – Present
Nancy Hall, Council Member – Present
Heidi Duckro, Council Member – Present

Staff Present:

Ken McAlexander – Village Administrator
Stephanie Knight – Fiscal Officer
Carol Stewart – Utility Clerk

Ms. Hall made the motion to suspend the reading and accept the January 20th, 2026 minutes as presented, seconded by Ms. Duckro. Roll Call – All ayes.

MOTION

Visitors –

Pauline Westlake – Requesting to have late fee from January utility payment removed. She never received her January bill, but received the notice for late fee, January payment, February payment, and advise of when shut offs are scheduled. Mr. McAlexander thanked her for her usually promptness. Explained the fee system. Ms. Westlake stated she did not care about any of that, she never received a bill, and therefore should not be charged a late fee. She stated she does not track her bills, just pays them as they are received. Lisa Westlake asked if they would consider a one-time waiver. Mr. Kean advised if waived, all fees would have to be waived for everyone. Mr. Wagner advised it is up to the Administrator to decide as he has the authority. If decide to waive, it would be a credit to the next months bill and that the Finance Committee should discuss. Mr. Kean advised that Ms. Westlake should call if a future bill is missing and the clerks can assist her.

Lisa Westlake – Attending in support of her mother, Pauline Westlake.

Sarah Warren – Logan County Magistrate, running as Republican candidate for Logan County Common Pleas Family Court Judge; replacing Kim Kellogg-Martin who is not seeking reelection this coming fall. She advised she has lived in Logan County since 2005, raising her children in Bellefontaine. Gave her background and partnership. Mr. Wagner asked her a few questions regarding interests, background, and family.

Jenny Purtee – seeking Council seat. Mayor advised of responsibilities and general requirements.

Amber Armbruster – seeking Council seat. Mayor advised of responsibilities and general requirements.

- Mayor Orsborne swore in Jenny Purtee and Amber Armbruster as newly appointed Council members. Ms. Purtee and Ms. Armbruster took places at the Council Table.

Zoning – None at this time.

Solicitor – None at this time.

Village Administrator – Mr. McAlexander provided updates on the following items:

- East High Service pump has bad bearings. Moving forward with new as a rebuild is more expensive than new. Estimated at \$1400. PO is moving forward.
- Working on updating contingency plan.
- Working through updating Asset Management Plan.
- Community Condition Report is in process.
- Discussed the missing utility bills. Will discuss further with Finance Committee.
- Sanitary Sewer, no updates at this time.
- Streets – Big snow has kept staff busy. No news on the 3 light poles to be replaced by Miami Valley Lighting.
- New Fire House – ongoing meetings regarding floor plans and financing. Current estimate is at \$1.6-1.3 million. The Village is working with Ohio Finance bond attorneys to help get the best cost and make sure the Village is doing everything possible to keep things on track. Mayor Orsborne advised looking at bay layout and we also have \$30K in fire contracts that is not included in our financing. Looking at a 15-year loan as opposed to 20-year loan to help save money. Mr. McAlexander advised they levy was brought on after the community realized the structure built in 1856 was being held up by steel cables and was in desperate need of repair/replacement. Mayor advised construction bids can be sought once financing is in place. Working through soil boring first. General discussion of number and length of bays in the proposed new layout. Careful to not max out building but should bid both and go from there. Mayor advised there are still grants the Fire Department can seek without a Village match.
- Street lights – Ms. Duckro advised of pole number of that which is out near the school, impacting school aged walkers in the early morning.
- Gator donation – Mr. McAlexander stated that item #3 should be looked at as it becomes Village property and does not belong to the Association or the Volunteer Fire Department.
- Solid Waste District has a new container available for composting, to be included at the Village Recycling Centers. Discussion regarding nuisance with wildlife, bugs, and ability to remain clean. Mayor Orsborne requested to motion to accept, no motion was given. Mr. McAlexander will let the Solid Waste Distract know that the Village will not be participating in the composting program at this time.
- Library roof is leaking again. Making calls to see about repairs.
- Insurance renewal is due in March. Mayor Orsborne will check into any changes that need to be made.

Safety Committee – No updates at this time.

Finance – Ordinances to be discussed later. No other updates at this time.

Park Committee –

- Ms. Duckro asked if any information had come in regarding the Squirrel Linet annual monies. Ms. Knight advised nothing has been received but she will email Comer Insurance to inquire. have not been discussed yet.
- Discussed responsibilities involved with parks (who unlocks things, maintenance guys can assist). Location of dumpster key. Ms. Stewart advised of reservation system.

Cemetery – Nothing new but new Council members to go on to committee.

Joint Sewer Board – Meeting was rescheduled due to water main break in Quincy. To be held on Monday February 9th, at 1:00p.m., at the Quincy Community Building.

Ordinances & Resolutions:

Ordinance 2026-04 AN ORDINANCE MAKING TEMPORARY 2026 APPROPRIATIONS FOR THE CURRENT AND ORDINARY EXPENDITURES OF THE VILLAGE OF DEGRAFF, OHIO, PENDING RECEIPT OF THE AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES DURING PART OF THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY
 Mr. Kean made the motion to suspend the 3 readings of Ordinance 2026-04, seconded by Ms. Hall. Roll Call – All Ayes.

Approved

Ms. Duckro made the motion to approve Ordinance 2026-04, seconded by Ms. Hall. Roll Call – All Ayes.

Approved

Mr. Kean made the motion to adopt Ordinance 2026-04, seconded by Ms. Duckro. Roll Call – All Ayes.

Approved

Old Business: None at this time.

New Business:

- Mayor Orsborne asked for a new Council member to take over Village representation on the Joint Sewer Board. Ms. Purtee volunteered. Meetings are currently the first Monday of every month at 1:00p.m., held at the Quincy Community Center.
- Mayor Orsborne asked for a new Council member to take over the Village representation on the Cemetery Board. Ms. Armbruster volunteered, as well as Ms. Duckro. Meetings are currently the second Monday every month at 7:30p.m., held at the Pleasant Township building.
- Ms. Stewart asked if the Council would be able to make a decision regarding the removal of January late fees on Utility bills. Mayor Orsborne read a letter from citizens Marshall and Pam Trapp requesting late fees on Utility bill to be removed. Mayor Orsborne advised she does not agree with the fee removal but believes we can remove them from January and not again; also posting signs and placing in the Utility bills that this is a one-time occurrence and that it is the responsibility of the customers to track and pay their own bills. Mr. Wagner advised the Village Administrator has the final decision. Mr. McAlexander agreed with removing the January late fees (becoming a credit for the next month for those who have already paid them), and including a letter in the next billing cycle to advise of this one-time courtesy for residents.

Ms. Hall made the motion waive the January late fees as a one-time courtesy, seconded by Ms. Duckro. Roll Call – All Ayes

MOTION

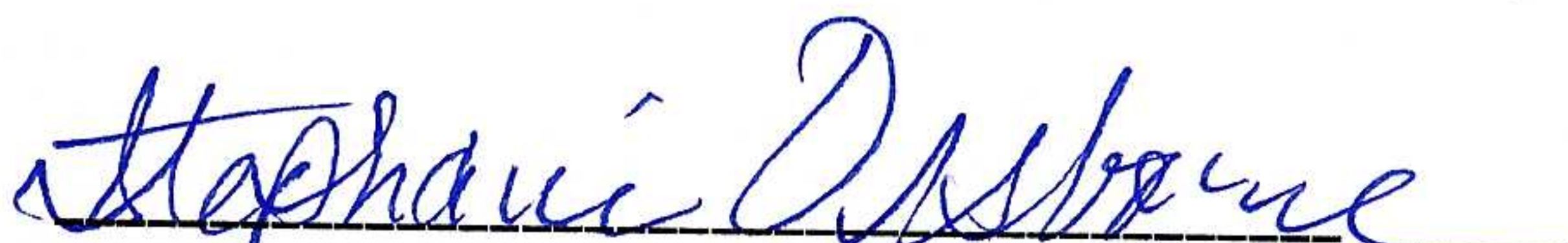
Ms. Duckro made the motion to pay the bills, seconded by Mr. Kean. Roll Call – All Ayes

MOTION

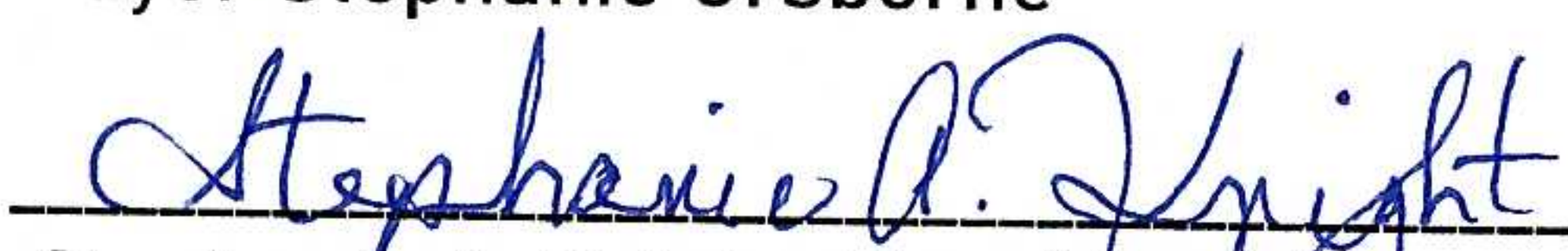
Ms. Hall made the motion to adjourn at 8:24p.m., seconded by Ms. Duckro. Roll Call – All Ayes

MOTION

Next regularly scheduled Council meeting is February 17th, at 7:00p.m., at the Village Hall.


 Mayor Stephanie Orsborne


 Gabe Kean, Council Pro Tempore


 Stephanie A. Knight, Fiscal Officer

All formal actions of the VILLAGE OF DEGRAFF COUNCIL concerning and relating to the adoption of Ordinances, Resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including section 121.22 of the Ohio Revised Code.

1. The first part of the document is a letter from the President of the United States to the Congress.

2. The second part of the document is a report from the Secretary of the Department of the Interior.

3. The third part of the document is a report from the Secretary of the Department of the Treasury.

4. The fourth part of the document is a report from the Secretary of the Department of the Navy.

5. The fifth part of the document is a report from the Secretary of the Department of the Army.

6. The sixth part of the document is a report from the Secretary of the Department of the Air Force.

7. The seventh part of the document is a report from the Secretary of the Department of the Coast Guard.

8. The eighth part of the document is a report from the Secretary of the Department of the Marine Corps.

9. The ninth part of the document is a report from the Secretary of the Department of the Space Force.

10. The tenth part of the document is a report from the Secretary of the Department of the Cyber Force.

11. The eleventh part of the document is a report from the Secretary of the Department of the Information Force.

12. The twelfth part of the document is a report from the Secretary of the Department of the Intelligence Force.

13. The thirteenth part of the document is a report from the Secretary of the Department of the Security Force.

14. The fourteenth part of the document is a report from the Secretary of the Department of the Defense Force.

15. The fifteenth part of the document is a report from the Secretary of the Department of the Homeland Security Force.