

**Village of Higginsport  
Village Council Meeting  
June 9, 2025**

The Council of the Village of Higginsport met in regular session at the Village Municipal Building on Monday, June 9, 2025 at 6:00 p.m. with all members present except Mark Fester and Drew Smith.

Also, present were: Fire Chief Rob Starrett, Police Chief Shawn Elliott, Eddie Crawford, Tricia Wood, Peggy Wood, Michelle Wilburn, Scott Wilburn, Sandy Bear, Linda Fester, Maura Miranda and Leslie Hasenstab.

Mayor Bear called the meeting to order and led everyone in the Pledge of Allegiance.

**Special Presentation**

Maura Miranda with the Brown County Chamber of Commerce introduced herself and presented information and services available to chamber members. She invited the village to become a chamber member and expressed that the annual membership fee would be pro-rated should Council decide to join.

Mrs. Linda Fester expressed her appreciation to the BCCC for the recommendation they provided to the village for their recent application for grant funding for village sidewalk improvements.

**Motion by: Mr. Null, seconded by: Mrs. Adams** to approve joining the Brown County Chamber of Commerce for the remainder of 2025 with the pro-rated membership cost to be \$60.00.  
**Motion passed unanimously.**

**Public Participation**

Mrs. Fester reported on the following:

- Presented new Ohio River Way guides. The ORW produced 80,000 copies of the new guides that will be included at tri-state (OH, KY & IN) welcome centers and state parks.
- Bad Omelet Screen Printing & Promotions donated volunteer t-shirts, notepads, and chap sticks to the village.
- The ARC Capacity grant of \$50,000.00 was awarded to the Village on June 5, 2025. The grant funding will be used to purchase video/audio system, microphone system, monitor, laptop, and a new village website.
- The Ohio Riverway Paddlers stopped at the Ohio River House on May 8, 2025.

Ms. Tricia Wood reported that the final year for preparations for the America 250 celebration is in process. She requested assistance with historical information on the village.

Mrs. Michelle Wilburn inquired about a previous discussion regarding charging a vendor booth fee for village events. Mrs. Dufau confirmed that the information regarding the village not be permitted to do so had been provided to the mayor, Council and Mr. Miracle.

Mr. Scott Wilburn expressed that he had been having an issue with a neighbor's dog barking at night and inquired if something could be done regarding the matter. Chief Elliott expressed

that a civil suit for nuisance could be filed however the dogs in question were in a fenced area and were licensed so there was minimal that could be done. He stated that companionship animals are not part of the noise ordinance.

Mr. Dean Miracle expressed his appreciation to Council for having the municipal building painted. He also requested a volunteer work day be scheduled to trim trees in the village.

#### **Police Department Report**

Chief Elliott presented a proposed ordinance for Council's review. The proposed ordinance being for regulating the use of golf carts in the village. Mayor Bear recommended the street committee meet to review the proposed ordinance.

#### **Fire Department Report**

Chief Starrett presented a second estimate for repair the floor in the fire department/municipal building. The second estimate being \$350.00 more than the previous estimate received from Tyler Fischer. Chief Starrett requested Council approve Mr. Fischer's estimate and the floor repairs.

**Motion by: Ms. Wills, seconded by: Mr. Adams** to approve the floor repairs in the fire department/municipal building to be completed by Tyler Fischer at a cost of \$3,100.00.

**Motion passed unanimously.**

Chief Starrett presented an estimate for exterior painting of the fire department/municipal building. The estimate being \$5,500.00.

Chief Starrett reported on the following:

- The demolition of the house at 606 Columbia Street is complete with tree stumps still needing removal. He expressed his appreciation to Chief Elliott for permitting the contractor to park their equipment at RV's r Us.
- New radios will be ordered with the remaining grant monies.
- Grant applications have been submitted for the State Farm Good Neighbor grant and the Bureau of Worker's Compensation grant.
- Fire engine has been repaired.
- Fire department is planning on power washing the basketball court at the park during their next training drill.

Chief Starrett requested Council consider dedicating the basketball court to Alex King who played basketball at the village's basketball court every day while growing up in the village. He expressed possibly a dedication plaque in Mr. King's memory at the basketball court.

#### **Old/New Business**

Mr. Null reported the lift has been fixed and is running however it still needed additional repairs. He inquired if Council would like to continue with repairing it. Ms. Wills inquired where it will be stored with Mr. Null confirmation it would be kept at the village municipal building. Ms. Wills suggested keeping it at the sewer plant. She also inquired what would be the additional cost of the needed repairs. Mr. Null recommended Council set an amount of \$500.00 for the additional repairs. After a brief discussion Council agreed with Mr. Null's recommendation.

Mr. Null expressed that he would like to sit down with Mr. Greg Wilson to discuss what would be required to set-up a dump tap at the sewer pump station.

Ms. Wills inquired if Mr. Null had spoken to McKenna Smith regarding the sewer billing. Mr. Null confirmed that he had not.

Ms. Wills expressed that Council had voted to rent the community building but if they were no longer going to pursue doing so, she recommended they sell it.

Ms. Wills inquired if Mayor Bear had spoken to Nick Ring, mayor's court magistrate regarding reducing his monthly rate. Mayor Bear expressed that he had not. A brief discussion ensued regarding the matter resulting in Council requesting that Chief Elliott speak to Mr. Ring regarding the matter.

Ms. Wills inquired if Council still wanted to find a village solicitor. There was no response to Ms. Wills question.

Mrs. Adams inquired what Council wanted to do regarding the ongoing matter with Olive Street. Mrs. Adams recommended the rope be removed and a guardrail be installed at the end of the street as well as "No Outlet" signs being installed. Mr. Null inquired why would they want to block the river access. Mrs. Adams responded that supposedly the rope had been put in place for safety reasons. Chief Elliott expressed that he had contacted the sheriff's office, ODOT and the Corp of Army Engineers with all saying that it was a civil matter. Mrs. Adams recommended the street be surveyed. Mr. Miracle expressed that if only one street was surveyed and limited an individual's access the village could be sued for discrimination. Mayor Bear recommended a street committee meeting be scheduled to discuss the matter further.

Mayor Bear reported Roger Lung had requested permission to put a parking area in front of his property at his own costs. Council had no objections.

Mayor Bear expressed the village would no longer be allowing residents to put yard waste and limbs on the ballfield.

Chief Starrett reported he had contacted the village's insurance company regarding the roof leak on the fire department/municipal building. He was in the process of obtaining an estimate for the needed repairs.

#### **Fiscal Officer's Report**

Mrs. Dufau presented the second reading of proposed Ordinance# 2025-03.

#### **Second Reading of Ordinance# 2025-03**

#### **AN ORDINANCE AUTHORIZING THE ADOPTION OF A VILLAGE PETTY CASH POLICY**

**WHEREAS**, Higginsport Village Council desires to adopt a Petty Cash Policy for operations of the Village.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HIGGINSPOINT, THAT:**

**Section 1.** Higginsport Village Council shall adopt a Petty Cash Policy as defined below and shall add a Petty Cash Policy to the operations of the Village as follows:

**Petty Cash Policy**

- This policy establishes procedures and guidelines for petty cash reimbursement as well as the use of petty cash and change accounts.
- Cash control is necessary and must ensure that the Village of Higginsport is fulfilling its fiduciary responsibility.
- The use of cash rather than other means of payment does not change whether an expenditure is acceptable, or not.

**A. Definitions**

1. **Petty cash account:** A set amount of money (\$100.00) held by the village mayor and used to make small, incidental purchases (for emergencies and purchases requiring cash) of not more than twenty-five dollars (\$25.00) from a local vendor where the normal route of payment is not cost effective or appropriate.
2. **Fiduciary:** The Village Fiscal Officer is the fiduciary for the petty cash account. The fiduciary (Fiscal Officer) shall periodically audit the petty cash. The fiduciary (Fiscal Officer) is, in addition to the custodian, responsible for insuring that the account is physically secure, may conduct periodic unannounced cash counts, and ultimately has the oversight responsibility for the account and will oversee resolution of any unexplained discrepancies.
3. **Custodian:** The village mayor is appointed to operate and maintain the petty cash account, is responsible for the day-to-day operation and maintenance of the account, ensures deposits or replenishments are prepared timely, and should report any unusual activity to the Fiscal Officer.

**B. General guidelines**

1. It is the responsibility of all authorized purchasers for the village to inform vendors of the Village's sales tax-exempt status. An "Ohio Sales Tax Blanket Exemption Certificate" may be used for this purpose. Any purchases made with petty cash funds that include sales tax paid will result in the purchaser being required to reimburse the village for the sales tax paid on the transaction.
2. Purchasing through established vendor accounts is the preferred alternative to utilizing petty cash for purchases.

**C. Operation of petty cash account**

1. The petty cash account may be used to make small incidental purchases (for emergencies and purchases requiring cash) of not more than twenty-five dollars (\$25.00) from a local vendor where the normal route of payment is not cost effective or appropriate.
2. The total of cash and original itemized receipts for purchases paid from the petty cash fund should always remain at the established amount (\$100.00).
3. The account should be balanced at least monthly, and records kept.  
Balancing the petty cash account shall include:
  - Count the cash

- Calculate total amount of vendor receipts that have been reimbursed and/or vendor receipts that have been reimbursed.
  - The total of the cash, vendor receipts that have been reimbursed and/or vendor receipts that have been reimbursed should equal the total fund balance (\$100.00).
4. Petty cash account should only be used for making purchases. It should never be used to collect money or making change for sales, paying for services, cashing checks, giving loans or for travel advances.
  5. Petty cash account can be replenished by submitting the original itemized receipts to the Fiscal Officer. The Fiscal Officer will issue a check to replenish the petty cash fund.

**Section 2:** The above policy replaces any previous version of this policy and supersedes any current policy which may conflict with this policy.

**Section 3:** This ordinance shall be in full force and effect at the earliest date provided by law.

Mrs. Dufau presented a budgetary resolution for Council's approval.

**Resolution 25-14**

**Motion by: Mr. Null**

**Seconded by: Ms. Wills**

**WHEREAS**, the Village of Higginsport has been awarded several grants from various state funding sources, and

**WHEREAS**, the Village has received an amended revenue certificate from the Brown County Auditor's office reflecting the award of these grant funds,

**THEREFORE, BE FURTHER RESOLVED**, that the following revenue budget and appropriation budget amendments be approved:

**General Fund (1000)**

**Revenue:**

1000-424-0000	Pass through Grants	\$50,000.00
---------------	---------------------	-------------

**Appropriation:**

1000-790-690	Other	\$50,000.00
--------------	-------	-------------

**Fire Fund (2903)**

**Revenue:**

2903-424-0000	Pass through Grant	\$17,882.00
---------------	--------------------	-------------

**Expenditure:**

2903-120-432	EQ Repairs/Maintenance	\$ 2,882.00
2903-800-540	Equipment/Machinery	\$15,000.00

**Sewer Fund (5201)**

**Revenue:**

5201-424-0000	Pass through Grant	\$50,000.00
---------------	--------------------	-------------

**Expenditure**

5201-800-540

Equipment/Machinery

\$50,000.00

**Vote:** Mrs. Adams, Yes; Mr. Adams, Yes; Mr. Fester, Absent; Mr. Null, Yes;  
Mr. Smith, Absent; Ms. Wills, Yes

**Motion by:** Ms. Wills, seconded by: Mr. Adams to approve and pay the bills. **Motion passed unanimously**

**Motion by:** Ms. Wills, seconded by: Mrs. Adams to approve the regular meeting minutes from May 12, 2025. **Motion passed unanimously**

**Motion by:** Mr. Adams, seconded by: Ms. Wills to adjourn the meeting. **Motion passed unanimously.**

---

Lester Beair, Mayor

---

Sheila G. Dufau, Fiscal Officer

---

Kathy Adams, Council Member

---

Matt Adams, Council Member

---

Linda Wills, Council Member

---

Scott Null, Council Member

---

Mark Fester, Council Member

---

Drew Smith, Council Member