



Motion Language for Seasonal Lights Invoice

December 16, 2025

Background:

An invoice in the amount of \$8,900 for the installation of seasonal lights on the Main Street medians was received prior to a Purchase Order being created for the grant-funded portion of this invoice totaling \$5,000. This error occurred because this year two seasonal light grants were received: one for the Christmas tree at Drexel Circle and the other for the median lights. An internal miscommunication resulted in only one purchase order being opened, not realizing there were two separate lights grants. Ohio law requires council to, by voice vote, approve the payment of any invoices in excess of \$3,000 that are received prior to the creation of the purchase order through which they're being paid. In this instance, the appropriate purchase order for the grant funded portion of the invoice is now open and the invoice can be paid in full.

Motion Language:

Motion to approve the payment of the invoice to Klamfoth in the amount of \$8,900 .

Passed _____, 2025

Monique Lampke, President of Council

Attest: _____, 2025

Matt McPeak, Clerk of Council