

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Wednesday, February 5, 2014

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Steve Kitzmiller, Nicole Clune, and Rick Schwartz. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), and John Stechschulte (Clerk/Fiscal Officer). Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

Attendance: Dean Eversole (Community Post), Janice Barniak (Evening Leader), Susan Ingraham (Registered Professional Reporter), Jim Petrie, Dwight Brannon, Kirby Cummins, and Randy Houseworth (Police Chief). Also present were various individuals to testify in Sergeant Cummins' Termination Hearing.

Hearing of Appeal – Sergeant Kirby Cummins' Termination Hearing: Council reconvened at 6:31 to hear testimony concerning the Hearing of Appeal on the termination of Kirby Cummins. The proceeding was recorded by Susan Ingraham (Professional Reporter). Refer to the transcript for details.

S. Kitzmiller and T. Herkenhoff motioned to return to regular session at 10:27. Motion passed on five aye votes.

APPROVAL OF MINUTES: S. Kitzmiller and T. Herkenhoff motioned to approve the minutes from the January 21, 2014 regular meetings. Motion passed on three aye votes and two abstentions by Rick Schwartz and Nicole Clune.

C. Oldiges and Rick Schwartz motioned to excuse Paul Enneking from the meeting. Motion passed on five aye votes.

VISITOR COMMENTS: None.

ORDINANCES & RESOLUTIONS:

2014 Appropriations Budget: Annually Council approves the appropriations budget for the current year. Fiscal Officer, John Stechschulte, presented the major budget items for 2014. The total appropriations for 2014 are set at \$24,316,792.41. Without taking into account inter-fund transfers, total appropriations are estimated at \$20,631,748.72. Total general fund disbursements are estimated to be \$3,715,198.00. R. Schwartz and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. R. Schwartz and S. Kitzmiller motioned to pass and adopt the 2014 appropriations budget, **Ordinance 14-02-01**. Motion passed on five aye votes.

Transfer from Fund to Fund: In addition to the annual appropriations, Council must pass resolutions to transfer money from one fund to another fund. In the 2014 budget, Council approved the appropriations for the various projects. Based on the auditor's recommendation, Council must also pass a resolution authorizing the transfers. R. Schwartz and N. Clune motioned to pass and adopt **Resolution 14-02-01** authorizing the transfers pertaining to the 2014 budget. Motion passed on five aye votes.

Minster Machine Centennial Park Improvements: Council has been working with Garman Miller on improvements to the north park. Three bids were received for the park improvement project. T. Herkenhoff and C. Oldiges motioned to accept the three bids. Motion passed on five aye votes. The project has two alternative bids for the masonry columns and the plantings. Council discussed both alternatives and determined the planting material alternate 2 would not be a part of the project at this time. H.A. Dorsten was the lowest bid with a general construction bid of \$149,891.00 and alternate 1 bid for masonry columns and walls of \$11,989.00. N. Clune and S. Kitzmiller motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and T. Herkenhoff motioned to pass and adopt **Ordinance 14-02-03** awarding a contract and creating a purchase order to H.A. Dorsten of Minster for \$161,970.00. Motion passed on five aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

Purchase Pickup Truck: The Water Department has budgeted and would like to purchase a Ford F-250 four wheel drive diesel pickup from state purchasing for \$31,048. R. Schwartz and S. Kitzmiller motioned to authorize the purchase and create a purchase order. Motion passed on five aye votes.

Office Copier: The copier in the Administration Office needs to be replaced. The machine was purchased in 2006. State purchasing is offering a Konica Minolta from Perry Pro-Tech for \$6,372.00 or lease for \$169.89 for 60 months. Council discussed the benefits of a purchase versus lease. R. Schwartz and T. Herkenhoff motioned to allow either the purchase or lease of a new copier and to create a purchase order. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- Proposals for the Ash Tree Removal Grant work were due on January 31st. Out of the six proposals that were sent out the village has received four back. N. Clune and S. Kitzmiller motioned to accept the proposal from Tree Masters of Darke County for \$5,370.00. Motion passed on five aye votes.
- The electrical department has starting installing the street light bases in the south side of the Minster Machine Centennial Park. They will continue to work on this project throughout the next couple of weeks.
- We have received the foundation drawings from MK Power Supply for the foundations at the Golf Course Subdivision. The electrical department is making arrangements to begin work on getting the foundations installed and some of the underground piping installed as well.

Invoices: T. Herkenhoff and S. Kitzmiller motioned to approve the invoices totaling \$725,870.65. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE:

S. Kitzmiller and C. Oldiges motioned to enter into executive session at 11:20 p.m. to discuss employee compensation for certain employees with action anticipated. Motion passed on five aye

votes. T. Herkenhoff and R. Schwartz motioned to return to regular session at 12:59 a.m. Motion passed on five aye votes.

Annual Pay Ordinance: Council discussed compensation for the employees for 2014. After some discussion, it was determined to raise the pay table of the pay ordinance by \$.75 for both the upper and lower limit of each pay grade. Individual pay increases will be determined by each supervisor. There were other changes to accommodate the new minimum wage. Supervisors are also given the ability to reward certain employees with additional increases based on merit. T. Herkenhoff and N. Clune motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and R. Schwartz motioned to pass and adopt **Ordinance 14-02-02** establishing the salary administration plan. Motion passed on five aye votes.

T. Herkenhoff and S. Kitzmiller motioned to adjourn at 1:01 a.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte