

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, March 4, 2014

**Record's Commission Meeting:** The Records Commission met prior to the Council Meeting with Jim Hearn, Dennis Kitzmiller, and John Stechschulte. No records were considered for retention and no action taken.

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Steve Kitzmiller, Nicole Clune, Paul Enneking, 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), Margie Wuebker (Daily Standard), Kirby Cummins, Cindy Cummins, Dale Dues (Fire Chief), and Randy Houseworth (Police Chief).

**APPROVAL OF MINUTES:** S. Kitzmiller and N. Clune motioned to approve the minutes from February 18, 2014 regular meeting. Motion passed on five aye votes.

S. Kitzmiller and N. Clune motioned to excuse Craig Oldiges from the meeting. Motion passed on five aye votes.

**VISITOR COMMENTS:**

**Fire Department:** Two members have moved from the area and left the department. Dale Dues and the other Fire Department Officers have interviewed and recommend Matt Albers and Kyle Wuebker for the open positions bringing the department up to 32 members. P. Enneking and R. Schwartz motioned to accept Mayor Dennis Kitzmiller's appointment to hire Matt and Kyle. Motion passed on five aye votes.

**ORDINANCES & RESOLUTIONS:**

**Garbage Contract:** The current contract with Rumpke expires March 31, 2014. The terms of the contract provide for additional option periods upon mutual agreement of both parties. Rumpke has submitted a proposal to provide service to residential customers for 3 years at a price of \$13.76 per month. This would extend the contract to March 31, 2017. S. Kitzmiller and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. T. Herkenhoff and R. Schwartz motioned to pass and adopt **Ordinance 14-03-01** setting the monthly garbage collection fee to \$13.76 per household per month or a 5.8% increase over 3 years. Motion passed on five aye votes. The previous monthly charge was \$13.00 per month. The new contract is identical to the previous contract with unlimited pickup.

**COMMITTEE REPORTS:**

**Safety Committee:** Nicole Clune reported the new President of the Minster Area Life Squad is Mr. Travis Sudhoff and the new Vice President is Mr. Kevin Meyer. She also reported they will be attending a future meeting to keep Council informed of training and memberships.

**Parks Committee:** Rick Schwartz has been asked for Council to review the possibility of purchasing netting for the small diamond complex at Four Seasons Park. This netting would be to protect fans from being struck by foul balls. St Mary's has a net and Council will look at the effectiveness, aesthetics and cost before making a decision.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Bricker and Eckler:** Bricker and Eckler have provided attorney services associated with personnel issues. S. Kitzmiller and T. Herkenhoff motioned to approve an invoice \$37,235.22 and issue a purchase order. Motion passed on five aye votes.

**Raw Water Line Change Order:** The raw water line was extended to the Luedeke Farm. While excavating on west Fourth Street it was discovered there was no base material under half of the street. In addition the pipe size was changed from 12 inch pipe to 16 inch pipe. This resulted in a substantial change order of \$184,418.82. T. Herkenhoff and R. Schwarz motioned to approve a change order of \$184,418.82. Motion passed on five aye votes.

**Purchases over \$3,000 Dollars:** Council reviewed a list of invoices which were over \$3,000. Council has authorized the Village Administrator to purchase items under \$25,000, however, per the State Auditor; the purchases over \$3,000 and under \$25,000 require Council approval. N. Clune and P. Enneking motioned to approve the invoices over \$3,000.00. Motion passed on five aye votes.

**ADMINISTRATOR REPORT:**

- Last meeting, I mentioned that Well #6 developed a problem and shut down production. It was discovered that the pump on well #6 failed which resulted in the shutdown of the well. Crews were able to replace the pump and the well was tested and put back on line.
- On Monday, February 24<sup>th</sup>, the village experienced its first water line break of the year. An eight inch line on Fifth Street near the corner of Fifth and Hanover cracked and began leaking. Crews were able to repair the line without causing a disruption to water service. It is our thought that the break can be contributed to the cold weather that we have been experiencing.
- On Tuesday, February 25<sup>th</sup>, the portion of the village experienced a power outage. Most customers south of Fourth Street were affected by the outage. The cause of the outage was the result of a car hitting pole on East 2<sup>nd</sup> Street. Power was interrupted approximately a half an hour until crews were able to clear the line and restore power.
- As most of you know the village has placed flow meters in the sanitary lines on the east side of town to try to locate inflow and infiltration sources. We have received our first feedback from the meters located in the sanitary sewer just off of Third Street and between Jefferson and Hamilton Street and it shows that when the village has a large amount of rain there is an increase in the flows of this sewer. As a result we are going to camera the line again to try to determine a source of the inflow. We will also be moving the meter up to Fourth Street to see if we can pinpoint more accurately where the inflow is coming from.
- Just a reminder, the filing for the Minster Municipal Income Tax is due on April 15<sup>th</sup>. Individuals needing income tax forms for 2013 can either download the form at [www.minsteroh.com/municipal/taxes](http://www.minsteroh.com/municipal/taxes) or forms are available at the village offices.

- On Thursday, February 27<sup>th</sup>, the village and Garmann and Miller conducted a pre-construction meeting for the work that will be completed at the Nidec Minster Machine Centennial Park. It appears weather permitting that Dorsten will begin work on the park sometime in the first of April to mid-April. Work should wrap up by the 3<sup>rd</sup> of July.

**Invoices:** T. Herkenhoff and S. Kitzmiller motioned to approve the invoices totaling \$926,648.04. Motion passed on five aye votes.

**COMMENTS & CORRESPONDENCE:**

**Tornado Week:** Paul Enneking suggested posting tornado week on Facebook and explaining the intentions of the warning sirens are not necessarily to be heard indoors.

S. Kitzmiller and R. Schwartz motioned to adjourn at 6:51 p.m. Motion passed on five aye votes.

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Dennis Kitzmiller, Mayor

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John Stechschulte, Clerk

Recorded & typed by John Stechschulte