

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday April 1, 2014

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with four council members present: Tom Herkenhoff, Craig Oldiges, Steve Kitzmiller, and Paul Enneking. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Clerk/Fiscal Officer). Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

Attendance: Janice Barniak (Evening Leader), Margie Wuebker (Daily Standard), Dean Eversole (Community Post), Cindy Cummins, Alan Heitbrink (Choice One Engineering), Mary Lou Slonkosky, and Randy Houseworth (Police Chief).

APPROVAL OF MINUTES: T. Herkenhoff and S. Kitzmiller motioned to approve the minutes from March 24, 2014 regular meeting. Motion passed on four aye votes.

C. Oldiges and S. Kitzmiller motioned to excuse Nicole Clune and Rick Schwartz from the meeting. Motion passed on four aye votes.

VISITOR COMMENTS:

Youth Triathlon: Mary Lou Slonkosky would like to hold the 4th annual Youth Triathlon on Sunday, July 13, 2014. Registration begins at 7:30 am and the event will conclude at approximately noon. She is asking for certain streets to be closed during the run and bike portion of the event. The race proceeds will benefit 1 Heart, 2 Souls organization. C. Oldiges and P. Enneking motioned to allow the event and have the police close the streets. Motion passed on four aye votes.

ORDINANCES & RESOLUTIONS:

Water Rates: John Courtney of Courtney Associates shared the results of the cost of service study conducted on both the water and waste water rates. No increase is necessary for the waste water rates at this time, however the report showed the projected revenues based on current rates is not sufficient to meet the near term revenue of the water system. The proposed rate increase is a three phase approach. The first phase is a \$.50 cent increase to a customer charge of \$5.00 per month and \$.05 increase per 1,000 gallons per month to \$1.90 per 1000 gallons. The second and third phase would increase additional \$.05 cents per 1000 gallons or \$1.95 per 1000 gallons in 2015 and \$2.00 per 1000 in 2016. P. Enneking and S. Kitzmiller motioned for the 2nd reading of **Ordinance 14-03-02** establishing new water rates. Motion passed on four aye votes.

Construction Standards and Design Criteria: Alan Heitbrink of Choice One Engineering presented proposed changes to the design criteria. The majority of the changes are to include plastic piping as an acceptable material for water mains and water service laterals. Other revisions include sprinkler systems and the requirement to use a tracer wire if installing plastic water lines. T. Herkenhoff and S. Kitzmiller motioned for the 1st reading of **Ordinance 14-03-03** revising sections of the Village of Minster's Construction and Design Criteria. Motion passed on four aye votes.

COMMITTEE REPORTS:

Street Committee: Paul Enneking reported the committee met to discuss the Boulder Lane project, the stop light project at the intersection of Seventh and Main Streets, and the St. Rt. 119 sidewalk project from St. Rt. 66 to the canal.

OLD BUSINESS:

Bobcat 3650: The Parks Department has budgeted for a utility vehicle. At the last meeting Council discussed requested additional quotes from other dealers. It was discovered the quoted price was the state purchasing price. Ryan is recommending a Bobcat 3650 as a good general all purpose vehicle for maintaining the parks. C. Oldiges and T. Herkenhoff motioned to allow the purchase and create a purchase order. Motion passed on four aye votes.

NEW BUSINESS:

Bricker and Eckler: Bricker and Eckler have provided attorney services associated with personnel issues. P. Enneking and T. Herkenhoff motioned to approve an invoice \$32,640.50 and issue a purchase order. Motion passed on four aye votes.

Ohio Division of Liquor Control: The Village has received notice from the State of Ohio that all permits to sell alcoholic beverages are set to expire on June 1, 2014. The Liquor Control Board is asking the Village if it objects to any renewals and would like a public hearing. There have been no concerns or complaints and Council has no objections and no hearings are being requested.

Electric Department Cost of Service Study: John Courtney of Courtney and Associates has prepared a proposal for a cost of service study for the Electric Department. Dannon has contacted us about going to coincidental metering. While combining meters can be done easily it could have a negative impact on revenues, estimated at \$50,000. Another need for a cost of service study is to consider the possibility of residents installing small solar generation units. T. Herkenhoff and S. Kitzmiller motioned to approve the proposal by John Courtney for the cost of service study for the Electric Department. Motion passed on four aye votes.

Hogekamp Funeral Home Plat and Survey: Hogekamp Funeral Home purchased an eight foot section of land south of the Water Plant to be used as a parking lot. The name on the deed read Hogekamp Enterprises Inc. and should have read Hogekamp Enterprises, an Ohio General Partnership. P. Enneking and C. Oldiges motioned to allow the deed to be revised. Motion passed on four aye votes.

Remove from Introductory Status: Angela Bruns has completed the standard six month introductory period as a new hire as Administrative Assistant. Don Harrod believes she has met or exceeded the job requirements and should be appointed to full time status. In addition, she will be receiving the same raise awarded to the other employees in February, a 75 cent raise to \$15.75 per hour. S. Kitzmiller and T. Herkenhoff motioned to accept Mayor Kitzmiller recommendation to remove Angela from introductory status and moved to full time permanent. Motion passed on four aye votes.

Purchases over \$3,000 Dollars: Council reviewed a list of invoices which were over \$3,000. Council has authorized the Administrator to purchase items under \$25,000, however, per the State

Auditor; the purchases over \$3,000 and under \$25,000 require Council approval. C. Oldiges and S. Kitzmiller motioned to approve the invoices over \$3,000.00. Motion passed on four aye votes.

ADMINISTRATOR REPORT:

- The electric department has completed the installation of the underground conduit in the south portion of Centennial Park and has begun to pull wire for the street lights and electrical outlets as well.
- Woehrmyer Concrete has poured the footer and walls for the transformer pad at the Golf Course Substation. The electrical transformer built by Delta Star for the substation is ready for delivery once the transformer pad is complete, which should be in a couple of weeks.
- Last Friday afternoon, the village experienced its second water line break of the year on Webster Street and was repaired by the water department the same day.
- Tree Masters of Darke County started to take down trees infested with the Emerald Ash Borer last week. There are several more trees that need to be removed. Work should wrap up this week or early next week at the latest. Once all of the trees have been removed and we receive the final invoice, we will apply for reimbursement through the grant.

Invoices: S. Kitzmiller and C. Oldiges motioned to approve the invoices totaling \$40,065.00. Motion passed on four aye votes.

COMMENTS & CORRESPONDENCE:

Unlimited Garbage Pick-up and Theft of Service: Tom Herkenhoff received a comment suggesting “Out of Town” people are bringing trash into town for pick-up due to the Village’s unlimited trash service. This is theft of service and should be reported. He is asking anyone who witnesses such activity to report it to the police for prosecution.

P. Enneking and C. Oldiges motioned to adjourn at 7:02 p.m. Motion passed on four aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte