

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday April 15, 2014

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with four council members present: Tom Herkenhoff, Craig Oldiges, Steve Kitzmiller, Nicole Clune, Paul Enneking, and Rick Schwartz. 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 April 1, 2014 regular meeting. Motion passed on four aye votes and two abstentions by Rick Schwartz and Nicole Clune.

VISITOR COMMENTS: None

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 3rd reading to pass and adopt **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 2nd reading of **Ordinance 14-03-03** revising sections of the Village of Minster's Construction and Design Criteria. Motion passed on four aye votes.

Waste Water Rates:

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

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.

Income Tax: Council reviewed the March 2014 monthly income tax report of \$289,262.75 as distributed by the City of St. Marys Income Tax Department. The Village of Minster contracts with the City of St. Marys to administer the income tax collection for the Village. R. Schwartz and S. Kitzmiller motioned to approve the monthly income tax report. Motion passed on six aye votes.

Centennial Park Improvements: Garmann Miller and Associates has submitted a proposal for professional services to provide bid documents for the improvement of the south Centennial Park. The improvements would be landscape elements, site furnishings, artistic features and pavement. T. Herk and N. Clune motioned to approve the proposal. Motion passed on six aye votes.

ADMINISTRATOR REPORT:

- The electric department continues to move forward with work in the south side of Centennial Park. The department has installed and heated up all of the street lights around the park. It is anticipated that the additional wire needed for electrical hook-ups will arrive shortly and crews will begin pulling this through the conduits that have previously been installed.
- The Parks Department will host the annual Pitch, Hit and Run contest at the Four Seasons Park on April 26th. This year's event is scheduled, rain or shine, for April 26 at 9:00 am, with registration beginning at 8:15 am.
- On Friday, April 25 the village, with the help of the Fourth Grade class at Minster Schools, will celebrate Arbor Day. There will be a short presentation on the founding of Arbor Day and a planting of a tree at the Four Seasons Park. Each student in the class will also receive a seedling to take home and plant in honor of the event.
- Electrical crews are beginning to dig the foundation and footers for the switch house at the Golf Course Substation. As reported at the last meeting the footers for the transformer have already been poured and the transformer will be delivered on the 28th of this month.
- Last Thursday afternoon, we met with Matt Quinter from Baumer Construction and Leon Mertz from the Boy Scouts regarding improvements to the Youth Building. Improvements that were discussed include insulation, roofing and siding. Baumer Construction will put some options together for us to consider.
- The Tree Masters of Darke County are finishing up work for the Ash Tree Reduction Grant. Approximately 23 ash trees were removed as part of the grant. Once we receive the final paperwork from Tree Masters we will completed the necessary documentation to receive reimbursement from ODNR.
- CTL Engineering completed another round of testing at the site of the former Shell Oil Company on west Fourth Street. We are awaiting the results with will determine if another soil injection is necessary.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,361,543.23. T. Herkenhoff and N. Clune motioned to approve the report. Motion passed on six aye votes.

Invoices: S. Kitzmiller and C. Oldiges motioned to approve the invoices totaling \$244,545.42. Motion passed on four aye votes.

COMMENTS & CORRESPONDENCE:

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

Dennis Kitzmiller, Mayor

John Stechsulte, Clerk

Recorded & typed by John Stechsulte