

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, June 16, 2015

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Nicole Clune, Curt Albers, and Paul Enneking. Also present were Dennis Kitzmiller (Mayor), Jim Hearn (Solicitor), and Don Harrod (Administrator). Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

**Attendance:** Eric Adams (Evening Leader), Brian Smith (Community Post), Royce Goubeaux, Jeff Roetgerman, David Friend (Police Chief).

**Approval of Minutes:** T. Herkenhoff and C. Albers motioned to approve the minutes from the June 2, 2015 regular meeting. Motion passed on five aye votes.

P. Enneking and N. Clune motioned to excuse Rick Schwartz from the meeting. Motion passed on five aye votes.

**VISITOR COMMENTS:**

**Minster Alumni Softball Tournament:** Jeff Roetgerman is asking Council for permission to hold the annual Alumni Tournament August 14<sup>th</sup> to 16<sup>th</sup>. He is requesting the park stay open until midnight and permission to sell beer during the event. In addition he is asking permission to hold the annual Thursday Night tournament August 7<sup>th</sup> and 8<sup>th</sup> and to sell beer during the event. T. Herkenhoff and C. Albers motioned to allow the use of the Four Seasons Park for the Alumni Tournament. Motion passed on five aye votes. The respective tournament committees will need to file the proper paperwork with the state for a temporary beer permit.

**Paris Street Park:** Royce Goubeaux is asking permission to allow the park to remain open until midnight on July 18, 2015. C. Oldiges and T. Herkenhoff motioned to allow the extension of hours. Motion passed on five aye votes.

**ORDINANCES & RESOLUTIONS:**

**Resolution of Necessity:** The Minster Subdivision Regulations require sidewalks to be installed once 75% of the lots have been developed. Two lots in the RoseBud Subdivision fall into this category and will require sidewalks be installed. This resolution is the first step in the assessment process to have sidewalks installed. As in the past we will give the property owners the choice to install the sidewalks themselves or have the village contract to install. C. Oldiges and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. T. Herkenhoff and N. Clune motioned to pass and adopt **Resolution 15-06-01** declaring it necessary to improve certain streets within RoseBud Subdivision. Motion passed on five aye votes.

**Electric Rates:** John Courtney of Courtney & Associates presented his report on the Electric rate study at the November 4, 2014 Council meeting. Council passed Ordinance 15-03-01 increasing the electric rates to meet future expenditures. The electric bills for July were reviewed and the percentage increase for small industrial customers were up 15% to 18%. This resolution would phase in the increase. The energy rate Courtney and Associates set at \$0.08 will be lowered to \$0.0725 per KWh. The increase in the bill would be closer to 10% now and the remainder will be

applied in January 2016. N. Clune and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. P. Enneking and C. Oldiges motioned to pass and adopt **Ordinance 15-06-01** to revise the electric rates. Motion passed on five aye votes.

**COMMITTEE REPORTS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Income Tax:** Council reviewed the April and May 2015 monthly income tax reports of \$400,672.44 and \$375,085.11 respectively 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. T. Herkenhoff and C. Oldiges motioned to approve the monthly income tax reports. Motion passed on five aye votes.

**Summer Part-Time Pool Help:** Two additional lifeguards have completed their lifeguard certification. N. Clune and C. Albers motioned to accept the mayor recommendation to hire the seasonal employees. 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 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. Albers and P. Enneking motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

**ADMINISTRATOR REPORT:**

- Public Works Crews continue to work on Boulder Lane. They have replaced all of the concrete on the east side of the road and now have started on the curbing of the west side.
- On Sunday evening, June 7<sup>th</sup>, someone broke into the concession stand buildings at the Four Seasons Park. Four individuals attempted to get into the concession stand building at the little league complex by trying to break the locks and prying open the doors. They did manage to get into the concession stand building at the large complex by breaking a window. It doesn't appear that anything was stolen.
- Electrical crews have set the large steel pole to the west of Globus Printing on First Street. The pole is a corner pole for the transmission line and crews will begin to transfer over the wires shortly.
- The Village's annual three phase meter testing is currently being undertaken. The testing is being done by HD supply and should take a couple of weeks to complete.
- Street lights have been installed along south Webster Street. Electrical crews completed the work last week. The street lights that were installed are LED Lights.
- It appears that work should be completed at the Luedeke Well Field by the end of the month. The week of the 22<sup>nd</sup> of June, is scheduled for testing of the pumps and disinfection of the wells and raw water line

**Receipts:** Council reviewed the monthly cash receipt ledger of \$1,614,536.56. N. Clune and C. Oldiges motioned to approve the report. Motion passed on five aye votes.

**Invoices:** T. Herkenhoff and P. Enneking motioned to approve the invoices totaling \$247,184.20. Motion passed on four aye votes and one abstention by C. Albers.

**COMMENTS & CORRESPONDENCE:**

C. Oldiges and P. Enneking motioned to adjourn at 6:54 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