

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday July 15, 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 Paul Enneking. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechsulte (Fiscal Officer). Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

**Attendance:** Janice Barniak (Evening Leader), Margie Wuebker (Daily Standard), Terry Heitkamp and Randy Houseworth (Police Chief).

**Moment of Silence:** Mayor Kitzmiller asked for a moment of silence to honor former Councilman Marv Monnin, who passed away recently.

**Approval of Minutes:** T. Herkenhoff and C. Oldiges motioned to approve the minutes from the July 1, 2014 regular meetings. Motion passed on five aye votes.

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

**VISITOR COMMENTS:**

**Men's Softball Tournament:** Terry Heitkamp is asking Council for permission to hold the annual Men's Softball Tournament August 25<sup>th</sup> to August 27<sup>th</sup>. He is requesting the use of the park and permission to sell beer during the event. P. Enneking and S. Kitzmiller motioned to allow the use of the Four Seasons Park for the Men's Softball Tournament. Motion passed on five aye votes. The tournament committee will need to file the proper paperwork with the state for a temporary beer permit.

**ORDINANCES & RESOLUTIONS:**

**Facility Use Agreement with Minster Board of Education:** The Minster Board of Education has requested that Section 4.2 of the agreement allowing the use of the Minster Seventh Street Community Park for use of the practice football field be amended from requiring the school to postdate changes in the newspaper on two separate occasions to posting schedule changes in the school's newsletter and also via a letter written to each resident whose property is adjacent to the designated football practice field. N. Clune and T. Herkenhoff motioned for the 2<sup>nd</sup> reading of **Ordinance 14-07-01** amending a facility use agreement with the Minster Board of Education. Motion passed on five aye votes.

**Sale of Land:** Two parcels of land in the Industrial Park are to be sold for industrial use. The first is a 1.68 acre parcel which would be purchased by Weigandt Land Company, LTD and the next is a 2.805 acre parcel to be purchased by Baumer Construction Inc. S. Kitzmiller and C. Oldiges motioned to suspend the rule of three readings. Motion passed on five aye votes. T. Herkenhoff and S. Kitzmiller motioned to pass and adopt **Ordinance 14-07-02** designating public lands eligible for sale and authorizing the Community Improvement Corporation to sell the property. Motion passed on five aye votes.

**Revise Appropriations and Estimated Resources:** Various funds require adjustment of appropriations to adjust for actual amounts. The revised appropriations are as follows:

- 413 Fourth Street Project \$220,243.12 increase of \$10,000.00
- 507 WWTP \$1,209,875.01 increase of \$50,000.00
- 507 Electric System Upgrade \$1,200,000.00 increase \$200,000.00

In addition, the following fund requires adjustment to the estimated resources. The revised estimated resources are as follows:

- 101 General \$220,243.12 increase of \$10,000.00

C. Oldiges and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. T. Herkenhoff and C. Oldiges motioned to pass and adopt the **Resolution 14-07-01** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

**Webster Street Project:** Webster Street from Park Place Drive to First Street is being bid as a street improvement. As with any other street project, property owners are assessed a certain portion of the project. S. Kitzmiller and N. Clune motioned for the 1<sup>st</sup> reading of **Resolution 14-07-02** declaring it a necessity to improve Webster Street. Motion passed on five aye votes. A public hearing will be held to discuss the plans and assessments with the property owners.

**COMMITTEE REPORTS:** Paul Enneking reported the Street Committee discussed the Boulder Lane project and determined the street will be repaired and not rebuilt at this time. At some point the street will be dedicated to the village.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**2014 Annual Street Resurfacing Project:** The street committee has determined the following areas be considered for resurfacing with an engineering estimate of \$157,060.50 and the alternate items \$69,133.00.

- South Lincoln Drive from Fourth Street to Lincoln Street
- South Lincoln Street from Fourth Street to Lincoln Drive
- Third Street from Hanover Street to Cleveland Street
- Cleveland Street from Fifth Street to Sixth Street

Alternate bid

- South Lincoln Street from Lincoln Drive to Third Street
- Cleveland Street from Sixth to Seventh Streets

T. Herkenhoff and C. Oldiges motioned to seek bids for the project. Motion passed on five aye votes.

**Income Tax:** Council reviewed the June 2014 monthly income tax report of \$227,868.69 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. P. Enneking and N. Clune motioned to approve the monthly income tax report. Motion passed on five aye votes.

## **ADMINISTRATOR REPORT:**

- HA Dorsten crews have nearly completed work at the Minster Machine Centennial Park. Work that remains to be completed include the brick work around the monument, installation of the sandstone panels into the brick columns and a few minor punch list items. Gehret Nursery has been contacted regarding the installation of the landscaping throughout the park. Garmann Miller is in the process of designing the replacement plaques that go on the monument and 49 Degrees will install some of the panels and stars on the monument. The sculpture in front of the monument is expected sometime in August.
- The electric department is once again conducting their annual meter testing of all three phase and single phase commercial and industrial meters in the Village. This process should take a couple of weeks and ensures that all meters are operating properly.
- Work on well #5 was completed last week when the new pump and motor was installed in the well. The water department is in the processing of disinfecting the well and will be doing the required testing in order to put it back into service by the end of the week.
- Electric Department crews continue to work at the Golf Course Substation. Testing of the relays, breakers and transformers is being conducted by Power Services. Our crews are working on the ground grid and setting the steel that will hold the wire from the transformers.
- Public Works crews have completed the installation of the sidewalk along Seventh Street at the Four Seasons Park. We have elected to hold off on installing sidewalks west of the west drive of the park until the corner lot in Diamond Estates is developed.

**Receipts:** Council reviewed the monthly cash receipt ledger of \$1,296,661.74. T. Herkenhoff and S. Kitzmiller motioned to approve the report. Motion passed on five aye votes.

**Invoices:** C. Oldiges and N. Clune motioned to approve the invoices totaling \$360,652.09. Motion passed on five aye votes.

## **COMMENTS & CORRESPONDENCE:**

S. Kitzmiller and P. Enneking motioned to enter into executive session at 6:50 p.m. to discuss the sale of land and pending litigation with no action anticipated. Motion passed on five aye votes. P. Enneking and S. Kitzmiller motioned to return to regular session at 7:24 p.m. Motion passed on five aye votes.

C. Oldiges and S. Kitzmiller motioned to adjourn at 7:26 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