

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday August 5, 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 Rick Schwartz. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (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), 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: N. Clune and T. Herkenhoff motioned to approve the minutes from the July 15, 2014 regular meetings. Motion passed on five aye votes.

C. Oldiges and S. Kitzmiller motioned to excuse Paul Enneking from the meeting. Motion passed on five aye votes.

VISITOR COMMENTS: None.

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 post date 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. R. Schwartz and S. Kitzmiller motioned for the 3rd reading to pass and adopt **Ordinance 14-07-01** amending a facility use agreement with the Minster Board of Education. 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. T. Herkenhoff and S. Kitzmiller motioned to suspend the 2nd reading. Motion passed on five aye votes. C. Oldiges and N. Clune motioned to pass and adopt **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.

Oktoberfest Park: The Oktoberfest Committee would like to re-name the south portion of the Fourth Street Park "Oktoberfest Park". R. Schwartz and S. Kitzmiller motioned for the 1st reading of **Resolution 14-08-01** re-naming the park. Motion passed on five aye votes.

Employee Handbook: The employee handbook is being revised to incorporate a retire/rehire policy for the Village. T. Herkenhoff and C. Oldiges motioned for the 1st reading of **Ordinance 14-**

08-01 amending Ordinance 10-02-03 approving changes to the employee handbook. 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. R. Schwartz and N. Clune motioned to suspend the rule of three readings. Motion passed on five aye votes. R. Schwartz and S. Kitzmiller motioned to pass and adopt **Ordinance 14-08-02** revising 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.

COMMITTEE REPORTS:

Safety Committee: Nicole reported the Minster Area Life Squad had been accepted by the Greater Miami Valley EMS Council and will be able to continue operations.

Parks Committee: Rick reported an individual had been hit by a foul ball at the Four Seasons and has been asked to investigate a netting system to minimize any injury from foul balls.

OLD BUSINESS:

School Bus Drop-off: Don Patch of Minster Schools has requested painting the curbs in front of Imaginative Beginnings yellow to allow a bus to pull over and pick up kids rather than remain in the lane of traffic. Council decided for the Street Committee should meet with Mr. Patch to discuss the issue.

NEW BUSINESS:

Oktoberfest: Annually the Oktoberfest Committee asks Council permission to hold the Oktoberfest in the Minster Machine Centennial Park. They are asking permission to serve alcohol and for the park to stay open beyond the normal closing time. Council also prohibits animals from the area (other than service animals). T. Herkenhoff and N. Clune motioned to approve the use of the park for the 2014 Oktoberfest. 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. S. Kitzmiller and R. Schwartz motioned to approve the invoices over \$3,000. Motion passed on five aye votes

Worker's Compensation Insurance Pool: Annually Council authorizes the participation in the Ohio Municipal League Workers Comp pool as administrated by Comp Management Inc. The enrollment fee to the Village is \$4,015.00 up from last year's fee of \$3,895.00. It is estimated that the Village sees an annual savings of over \$3,330.00 because of our participation in the pool. R. Schwartz and C. Oldiges motioned to renew our agreement to participate in the insurance pool. Motion passed on five aye votes.

Bricker and Eckler: Bricker and Eckler have provided attorney services associated with personnel issues. R. Schwartz and C. Oldiges motioned to approve an invoice \$31,045.56 and issue a purchase order. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- HA Dorsten crews have completed work at the Minster Machine Centennial Park. Garmann and Miller have completed the process of designing the replacement plaques that go on the monument. Members of the veterans association have reviewed the plaques and are waiting on production. 49 Degrees will be in within the next couple of weeks to install some of the panels and stars on the monument. The sculpture in front of the monument is expected sometime this month.
- Bids for the 2014 Minor Street Resurfacing Project are due this Friday, August 8th. Once all the bids have been submitted we will review them and have a recommendation to council at the second meeting in August.
- Electric Department crews continue to work at the Golf Course Substation. Testing of the relays, breakers and transformers has been completed by Power Services. Our crews are working on setting bases for some of the steel and pulling in control cable.
- The water department is experiencing problems with a high service pump at the water plant. The pump's impellers will not turn. The department is going to pull the pump and will need to do so through the sun-lights that we installed when the plant was constructed. Once the pump is removed, we can try to determine why it will not work.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,436,634.54. C. Oldiges and S. Kitzmiller motioned to approve the report. Motion passed on five aye votes.

Invoices: T. Herkenhoff and S. Kitzmiller motioned to approve the invoices totaling \$1,046,897.96. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE:

S. Kitzmiller and R. Schwartz motioned to adjourn at 7:04 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte