

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, August 4, 2015

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Nicole Clune, and Paul Enneking. 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: Eric Adams (Evening Leader), Brian Smith (Community Post), Jared Mauch (Daily Standard), and Erin Stachler, Fred Smith, and Ed St. John (CDM Smith).

Approval of Minutes: T. Herkenhoff and P. Enneking motioned to approve the minutes from the July 21, 2015 regular meeting. Motion passed on five aye votes.

C. Oldiges and N. Clune motioned to excuse Rick Schwartz from the meeting. Motion passed on five aye votes. (Rick Schwartz arrived at 7:08 pm)

VISITOR COMMENTS:

WWTP Sludge Process Update: CDM Smith presented the latest plans for the upgrade of the sludge handling process at the Waste Water Treatment Plant. Erin stated the redesign to include the centrifuge process is complete and the Permit to Install (PTI) is complete. She also stated that a centrifuge is normally a 10 month lead time item. However, another unrelated project has been cancelled and the centrifuge became available. This will reduce the time for the project to be operational by 20 weeks. T. Herkenhoff and C. Albers motioned to seek bids on the project. Motion passed on five aye votes. The sludge process could be operational by the end of 2015. Erin thanked Dan Haehn for his effort in the planning process.

Water Plant Membranes: CDM has also been working on a project to increase the capacity of the Water Plant. It was originally thought that just the portion of the plant associated with the membrane filters could be designed to increase capacity. However, the EPA states that in order to increase the capacity, the impact to the entire plant must be considered in the engineered plans. This would require a much larger scope of work. Also, it was thought that the life of all the membranes needed to be the same age. Erin reported that the membranes can be purchased at any time and have no negative impact to the filtration process. N. Clune and C. Oldiges motioned to seek bid on new membrane filters. Motion passed on five aye votes.

ORDINANCES & RESOLUTIONS:

Miami Erie Medical Center: In April 2015, Joint Township District Memorial Hospital petitioned the Auglaize County Commissioners to annex the Miami Erie Medical Center on State Route 66 into the corporation limits. The Auglaize County Commissioners approved the annexation based upon the agreement between the Village of Minster and Jackson Township which was passed under Ordinance 15-02-01. The Commissioners then forwarded the petition to the Village for approval April 30, 2015. The Ohio Revised Code requires Council to wait sixty days from the date the Commissioners sent the approved resolution before considering this request. The required waiting period has expired so the Village can move forward with an ordinance accepting the petition and

approving the annexation. T. Herkenhoff and C. Albers motioned for the 3rd reading to pass and adopt **Ordinance 15-07-01** to annex approximately 3.21 acres into the Village. Motion passed on five aye votes.

Vacate a Portion of an Alley: Weigandt Land Company Ltd. is requesting to vacate an alley which lies south of Fifth Street between Jefferson Street and Hamilton Street. The total distance is 138 feet from the south of Fifth Street. They plan to re-survey the lots and build condominiums. N. Clune and P. Enneking motioned for the 2nd reading of **Ordinance 15-07-06** vacating a portion of the alley. Motion passed on five aye votes.

Oktoberfest Park Renovations: Bids were opened for Phase I of the Oktoberfest Park renovations. One bid was submitted by Heyne Construction of Minster, Oh at \$67,700.00. This is well below the engineering estimate of \$144,615.00. T. Herkenhoff and P. Enneking motioned to accept the bids. Motion passed on five aye votes. P. Enneking and C. Albers motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and N. Clune motioned to award a contract and execute a purchase order to Heyne Construction for \$67,700.00 for Phase I of the Oktoberfest renovations. Motion passed on five aye votes.

COMMITTEE REPORTS: None.

OLD 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. P. Enneking and C. Albers motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

Remove Darrin Mumaw from Introductory Status: Darrin has completed his six month introductory period with the Public Works Department. Gary Meyer believes Darrin has met the job requirements and should be appointed a full time position. T. Herkenhoff and C. Albers motioned to accept Mayor Kitzmiller's recommendation to remove Darrin from introductory status. Motion passed on five aye votes. Darrin will receive the annual 2% pay increase with an additional \$.30 cent increase.

Resignation of Robert McConnell: Robert is a part time auxiliary patrolman with the Police Department and has submitted his letter of resignation effective August 4, 2015. T. Herkenhoff and C. Oldiges motioned to accept the resignations. Motion passed on five aye votes.

State Route 119 Speed Limit: Council has discussed putting sidewalks on SR 119 west of SR66. In conjunction with this, a speed study was performed in an attempt to reduce the speed limit. ODOT granted us permission to reduce the speed limit to 45 mph. A letter was written to reduce the speed limit to 40 mph but ODOT rejected our request. Council will consider an ordinance at the next to reduce the speed limit. Additionally, Craig Oldiges reported the sidewalks on SR 119 in Maria Stein for the most part do not have a curb and range from 12 to 15 feet from the edge of the pavement. The planned sidewalks on SR 119 will be approximately 7 to 10 feet from the pavement. Council will hold a public meeting with the residents along SR 119 to discuss sidewalk project.

NEW BUSINESS:

Purchase Pick-up Truck: The PWD has a 1995 GMC pickup truck that needs a new transmission. Tom Herkenhoff suggested he doesn't think the truck should be repaired but should be replaced. State purchasing offers a Ford F450 4 x 4 Diesel truck for \$39,000 and a utility bed for \$10,000. T. Herkenhoff and C. Oldiges motioned to purchase the Ford F450 from state purchasing for approximately \$49,862.00. Motion passed on six aye votes.

ADMINISTRATOR REPORT:

- Work at the Luedeke Farm Well Field is nearing completion. Remaining work to be completed is the testing of the main water line into town and the finalization of the SCADA system. This work should be completed within the next two weeks.
- The Public Works Department repaired two water line breaks in the last two weeks. One of these breaks was on the main line coming from the well located in the Oktoberfest Park and the other occurred last Saturday in front of the Dwenger residence on west Fourth Street.
- The traffic light at Seventh and Main Street should be operational by August 18, 2015. Electrical crews have pulled in conduit and wire and on Thursday, August 6th will put up the cross arms over 7th street and the cross arms over Main Street will be erected on Saturday, August 8th.
- The Solar Field has been surveyed and laid out. Excavation is to start shortly.
- Public Works crews have been out painting curbs yellow and also painting the markings, such as cross walks and stop bars, on the streets
- There is a concert in the part next Saturday, August 8th.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,509,219.12. N. Clune and C. Albers motioned to approve the report. Motion passed on six aye votes.

Invoices: T. Herkenhoff and R. Schwartz motioned to approve the invoices totaling \$967,282.53. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE:

R. Schwartz and C. Albers motioned to adjourn at 7:12 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte