

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday August 19, 2014

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with six 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 (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), Jeff Puthoff and Allan Heitbrink (Choice ONE Engineering).

Approval of Minutes: R. Schwartz and T. Herkenhoff motioned to approve the minutes from the August 5, 2014 regular meetings. Motion passed on five aye votes.

VISITOR COMMENTS: None.

ORDINANCES & RESOLUTIONS:

Oktoberfest Park: The Oktoberfest Committee would like to re-name the south portion of the Fourth Street Park "Oktoberfest Park". C. Oldiges and P. Enneking motioned for the 2nd reading of **Resolution 14-08-01** re-naming the park. Motion passed on six aye votes.

Employee Handbook: The employee handbook is being revised to incorporate a retire/rehire policy for the Village. T. Herkenhoff and S. Kitzmiller motioned for the 2nd reading of **Ordinance 14-08-01** amending Ordinance 10-02-03 approving changes to the employee handbook. Motion passed on six aye votes.

2014 Minor Street Re-surfacing Project: Three bids were received for the 2014 Minor Street Resurfacing Project. Buehler Asphalt Paving of St. Marys was the lowest bid at \$144,001.08 for both the base bid and the alternate bid. The engineering estimate was \$228,517.50. The streets to be resurfaced are:

- Third Street (Hanover to Cleveland)
- Cleveland Street (Fifth to Seventh)
- Lincoln Street (Third to Fourth)
- South Lincoln Drive (Fourth to Lincoln)

S. Kitzmiller and T. Herkenhoff motioned to accept the three bids. Motion passed on six aye votes. N. Clune and R. Schwartz motioned to suspend the rule of three readings. Motion passed on six aye votes. P. Enneking and C. Oldiges motioned to pass and adopt **Ordinance 14-08-03** awarding a contract and authorizing a purchase order to Buehler Asphalt of St. Marys, Ohio in the amount of \$144,001.08. Motion passed on six aye votes.

Transfer from Fund to Fund: Council must pass resolutions to transfer money from one fund to another fund. T. Herkenhoff and N. Clune motioned to suspend the rule of three readings. Motion passed on six aye votes. S. Kitzmiller and C. Oldiges motioned to pass and adopt **Resolution 14-**

02-01 authorizing the transfers of \$40.72 from the Capital Improvement Fund (401) to the State Issue I Fund (402). Motion passed on six aye votes.

Revise Appropriations and Estimated Resources: The State Issue I Fund 402 requires adjustment of appropriations. The revised appropriations are as follows:

402 State Issue I \$510,640.72 increase of \$40.72

In addition this same fund requires adjustment to the estimated resources. The revised estimated resource is as follows:

402 State Issue I \$510,640.72 increase of \$40.72

S. Kitzmiller and P. Enneking motioned to suspend the rule of three readings. Motion passed on six aye votes. R. Schwartz and N. Clune motioned to pass and adopt the **Resolution 14-08-03** authorizing the changes in appropriations and resources. Motion passed on six aye votes.

Local Government Fund: Each year the village receives a plan of distribution of the Local Government Fund from the Auglaize County Budget Commission. As in previous years the village will receive 5% of the funds distributed to Auglaize County for 2015. C. Oldiges and S. Kitzmiller motioned to suspend the rule of three readings. Motion passed on six aye votes. T. Herkenhoff and N. Clune motioned to pass and adopt **Resolution 14-08-04** to accept the rates as proposed from the Auglaize County Budget Commission. Motion passed on six aye votes.

Inside the 10-mil Limit on Property Tax: Annually Council approves the County Budget Commissions estimates for inside the 10-mil limit on property tax. The County Budget Commission's estimate for 2015 is again 2.2 mills, identical to past years. N. Clune and R. Schwartz motioned to suspend the rule of three readings. Motion passed on six aye votes. P. Enneking and T. Herkenhoff motioned to pass and adopt **Resolution 14-08-05** approving the county estimate for inside the ten-mill limit tax. Motion passed on six aye votes.

COMMITTEE REPORTS: Tom Herkenhoff reported the Community Improvement Corporation (CIC) met prior the meeting and agreed to sell two parcels of land in the Industrial Park 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.

OLD BUSINESS:

School Bus Drop-off: The Street Committee met with Mr. Don Patch of Minster Schools on August 12th to discuss the drop-off and pick-up of children at the Imaginative Beginnings pre-school. On a trial basis, the school bus will stop in front of the driveway approach of the Far Motors Plaza. The bus would park in the parking lane and would not have to use the stop bar arm. The school and bus drivers will note any issues and the request can be reviewed in the future.

NEW BUSINESS:

Remove from Introductory Status: Eric Morris and Justin Wurster have completed the standard one year introductory period as a new hire for the Police Department. Eric is a full time employee and Justin is a part time auxiliary patrolman. Chief Houseworth and Mayor Kitzmiller believe both have met the job met or exceeded the job requirements and should be appointed to full time status. Eric will receive a 50 cent raise to \$16.00 per hour and Justin a 50 cent raise to \$10.95. N. Clune

and R. Schwartz motioned to accept Mayor Kitzmiller recommendation to remove Eric from introductory status, grant the raise and move to full time permanent. Motion passed on six aye votes. T. Herkenhoff and R. Schwartz motioned to accept Mayor Kitzmiller recommendation to remove Justin from introductory status, grant the raise and move to part time permanent. Motion passed on six aye votes.

Parks Director: Ryan Geise has performed his duties well for the past six years. He has taken on new duties by overseeing the pool, scheduling the summer concert series, Active Older Adult program, in addition to supervising all the summer and seasonal employees. C. Oldiges and T. Herkenhoff motioned to increase Ryan's pay \$3.10 per hour to \$23.88 per hour. Motion passed on six aye votes. This will put Ryan on par with the other department heads.

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 N. Clune motioned to approve the invoices over \$3,000. Motion passed on six aye votes.

Income Tax: Council reviewed the July 2014 monthly income tax report of \$233,431.91 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.

ADMINISTRATOR REPORT:

- With the summer coming to an end and school starting, the pool will be adjusting the hours that it is open for the next two weeks. The new pool hours beginning August 20, will be as follows:
 - Monday – Thursday: 5:00 pm to 8:00 pm
 - Friday: Closed
 - Saturday – Sunday: 1:00 pm to 7:00 pm
 - The last day in which the swimming pool will be open will be Sunday, August 31st.
- Electrical crews continue to work at the Golf Course Substation. Crews are presently pulling in all of the control wire into the switch house building.
- Now that the Alumni Tournament is completed most of the baseball and softball activities at the Four Seasons Park are finished and employees from the Parks Department will begin repairing the fields and preparing them for winter.
- Public Works crews have been grinding the accumulated brush, leaves and grass clippings into a new pile of mulch. Now that this is complete the focus will shift to the concrete pile and grinding of that will commence in the next couple of weeks.
- American Renewable Energy and Power continue to make progress on establishing a solar field at the Luedeke Farm. AREP was in town last week to review some proposed changes to the PPA. These proposed changes have been forward onto John Courtney and legal advisors for review. AREP has indicated that they would like to get started with construction of the solar field by mid-September.
- The water department, with help from the other departments, was successful in pulling the high service pump at the water department. The electrical department was able to get close enough to the building to pull the pump out of the sky-light with the digger truck. Once the pump was out, crews replaced the damaged pump and re-installed the high service pump.

Invoices: S. Kitzmiller and P. Enneking motioned to approve the invoices totaling \$223,710.19. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE:

Public Meeting on the Webster Street Project: At 7:30 pm Jeff Puthoff and Allan Heitbrink of Choice One Engineering reviewed the plans with Council and the property owners. Jeff and Allan explained to each property owner the impact the proposed project would have on individual properties. Harrod explained the assessment process and the proposed construction schedule for the project.

S. Kitzmiller and N. Clune motioned to enter into executive session at 8:19 p.m. for consideration of the dismissal of a public employee and consideration of the discipline of a public employee or official with no action anticipated. Motion passed on six aye votes. P. Enneking and S. Kitzmiller motioned to return to regular session at 9:30 p.m. Motion passed on six aye votes.

S. Kitzmiller and C. Oldiges motioned to adjourn at 9:31 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte