

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday September 16, 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), Carl Albers (Township Trustee), and Josh Billing. Also present were Minster Area Life Squad members Travis Sudoff (President), Kevin Meyer (Vice President), Dave Lamb (Board of Director), and Mrs. Sandy Walterbusch (MALS Board of Director)

**Approval of Minutes:** T. Herkenhoff and S. Kitzmiller motioned to approve the minutes from the September 2, 2014 regular meetings. Motion passed on six aye votes.

**VISITOR COMMENTS:**

**Minster Area Life Squad:** Squad and board members attended the meeting to update Council on the recent activity with the squad. Travis Sudoff reported the good news that the transition to the Greater Miami Valley EMS Council and Doctor Haussman is complete. They are very pleased with the new relationship stating it is a huge organization which offers expert staff and many training opportunities to fulfill continuing education requirements. Travis also reported 3 new members have completed their training and 2 additional new members will begin training. He also said there is no change to where patients can be transported. The squad can transport to Joint Township Memorial Hospital, Wilson, or Coldwater. And lastly the new squad vehicle will be delivered in October. Council thanked the members for their service to the community.

**ORDINANCES & RESOLUTIONS:** None.

**COMMITTEE REPORTS:** Nicole reported the Minster Area Life Squad would like to discuss revising the contract with the Village. It should be noted the Minster Area Life Squad is not a village operated service but rather contracted by the village. It was suggested to have the Township Trustees involved in the negotiation as the squad serves both Village and Township.

**OLD BUSINESS:** None.

**NEW 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. T. Herkenhoff and S. Kitzmiller motioned to approve the invoices over \$3,000. Motion passed on six aye votes.

**Income Tax:** Council reviewed the August 2014 monthly income tax report of \$243,056.03 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. N. Clune and P. Enneking motioned to approve the monthly income tax report. Motion passed on six aye votes.

**Luedeke Water Well field Equipment:** Layne have submitted a proposal for furnishing and installing well field equipment at the new Luedeke farm well site. It includes well pumps, motors and installation for well number 9, 10, and 11. The cost of the work is \$49,900.00. Don explained village crews will do some of the work to keep the overall costs down. N. Clune and P. Enneking motioned to award and contract and issue a purchase order to Layne for \$49,900.00. Motion passed on six aye votes.

**Luedeke and other Water Well field Equipment:** Rawdon Myers Inc. have has submitted a proposal for telemetry equipment for the well field upgrades. The proposal includes a RTU panel for the Luedeke Farm wells 9, 10, and 11. In addition the quote is for termination enclosures, radio transmitters, and digital indicator for well levels. The proposal amount is \$45,906.00. C. Oldiges and N. Clune motioned to award and contract and issue a purchase order to Layne for \$49,900.00. Motion passed on six aye votes.

**Trick or Treat Night:** Halloween Trick or Treat night is scheduled for Thursday, October 30<sup>th</sup> from 6:30 p.m. to 8:00 p.m.

#### **ADMINISTRATOR REPORT:**

- Buehler Paving has completed the 2014 Minor Street Resurfacing Project. Work was completed the week of September 1<sup>st</sup>. We did go over quantity on the asphalt as we extended the new pavement laid on Cleveland Street about 100 feet further to the south than originally planned.
- Baumer Construction continues to work on the Scout House. The roof on the building has been replaced and siding will be installed. Crews from the Public Works Department have removed the concrete stoop in front of the building and will be replacing it shortly.
- The Parks Department has closed everything up at the Minster pool and has winterized all of the pumps and the bath house.
- John Courtney, Greg Ottinger and Jim Hearn continue to review the consent to assign documents that we have received from American Renewable Energy and Power. These documents would be used to assign the original power purchase agreement to a potential investor in the project.
- The Parks Department has removed the ash trees that were between the Diamond Estates Subdivision and the west drive of the Four Seasons Park. It is our intention to replant these trees with different varieties.
- We have received notice that the fee for the collection of the village's income tax by the City of St. Marys will be increasing next year. The proposed fee increase is to enable the City of St. Marys to upgrade technology in the income tax office as well as offer electronic filling of tax returns. We are looking at the proposed new rate to determine the impact and what our options may be.
- Forty Nine Degrees should be in the Village this week to complete the work at the Veterans Memorial in the Minster Machine Centennial Park. Some of the enhancements to the memorial have already been installed.
- Curb-side leaf collection will begin on Monday, October 6<sup>th</sup> and will continue through December 1, 2014. Brush will continue to be picked up during this time on the normal scheduled days for pick-up

**Receipts:** Council reviewed the monthly cash receipt ledger of \$1,401,871.18. R. Schwartz and P. Enneking motioned to approve the report. Motion passed on six aye votes.

**Invoices:** T. Herkenhoff and S. Kitzmiller motioned to approve the invoices totaling \$146,366.22. Motion passed on six aye votes.

**COMMENTS & CORRESPONDENCE:** None.

P. Enneking and C. Oldiges motioned to adjourn at 6:54 p.m. Motion passed on six aye votes.

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Dennis Kitzmiller, Mayor

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John Stechschulte, Clerk

Recorded & typed by John Stechschulte