

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, October 07, 2014

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, 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). Also present were Andy Schmitmeyer, Alex Monnier, Kim Schwieterman, and Randy Houseworth (Police Chief).

R. Schwartz and C. Oldiges motioned to excuse Steve Kitzmiller from the meeting. Motion passed on five aye votes.

Approval of Minutes: T. Herkenhoff and N. Clune motioned to approve the minutes from the September 16, 2014 regular meetings. Motion passed on five aye votes.

VISITOR COMMENTS: None.

ORDINANCES & RESOLUTIONS:

Webster Street Project: Five bids have been received for the Webster Street Project. The lowest bid received was from Tom's Construction of St. Henry, Oh for \$172,133.00. The Choice One Engineering estimate for the project was \$215,886.00. T. Herkenhoff and C. Oldiges motioned to accept the bids. Motion passed on five aye votes. N. Clune and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and P. Enneking motioned to pass and adopt **Ordinance 14-10-01** awarding a contract and issuing a purchase order to Tom's Construction. Motion passed on five aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

Electrical Capacitor Equipment: There is a need to install capacitors at the substations as a way to bring the village's power factor to an acceptable level now that the DP&L contract is about to expire at the end of the year. MK Power Solutions has determined that a 3,000 kVar medium voltage three phase capacitor bank is required at the golf course substation. MK Solutions estimate for the equipment is \$86,000. T. Herkenhoff and P. Enneking motioned to seek bids for the equipment. 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. C. Oldiges and N. Clune motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

Income Tax: Council reviewed the August 2014 monthly income tax report of \$261,978.31 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 P. Enneking motioned to approve the monthly income tax report. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- The Veterans memorial at the Minster Machine Centennial Park is now complete. Forty-Nine Degrees completed the installation of the plaques on the monument and the installation of the flame sculpture. We have also received generous donations by both the American Legion and VFW posts to help offset the cost of these improvements. We will be planning a re-dedication ceremony sometime around Veterans Day.
- Layne is to begin installation of the pit-less adapters and the well equipment at the Luedeke Farm the week of October 13th. In addition, CDM-Smith is reviewing the cut-sheets and plans for the building and electrical panels.
- Water Department personnel continue to go throughout the village replacing water meters for the new meter reading system. As of the first of the month, there are only 289 more residential meters to change out, seven commercial meters and a couple of industrial meters.
- Electrical crews continue to work at the Golf Course Substation. Crews have completed the installation of the new switch house and have re-built one of the riser poles for the village feed. Crews have also built a temporary line between the transformer and the new switch house which will allow them to remove the old switch house. It is our plan to offer the old switch house for sale to another utility or to dismantle it over the winter and sell it for scrap.
- Efficiency Smart and the Village partnered to give away free light bulbs to residents who stopped into the village administration building last Wednesday and Thursday.
- Leaf pick-up in the village begins this week. Village crews will go out daily until the first week of December to pick-up leaves. During this time, brush pick-up will continue on Monday and Thursday's weather permitting.
- The Electrical Department will be celebrating Public Power Week the week of October 6th thru the 12th. In recognition of Public Power Week, the electrical department will be doing an electrical safety demonstration for the 4th grade class at Minster Schools.
- The week of October 6th is also Fire Prevention Week.

COMMENTS & CORRESPONDENCE: None.

T. Herkenhoff and N. Clune motioned to enter into executive session at 6:45 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 five aye votes. T. Herkenhoff and N. Clune motioned to return to regular session at 8:20 p.m. Motion passed on five aye votes.

P. Enneking and C. Oldiges motioned to adjourn at 8:21 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte