

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, November 4, 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), Jared Mauch (Daily Standard). Also present were John Courtney and Scott Weiging (Courtney & Associates), and Dave Dwyer (American Renewable Energy and Power).

Approval of Minutes: P. Enneking and N. Clune motioned to approve the minutes from the October 7, 2014 regular meetings. Motion passed on five aye votes and one abstention by S. Kitzmiller.

VISITOR COMMENTS: None.

ORDINANCES & RESOLUTIONS:

Revise Appropriations and Estimated Resources: Various funds require adjustment of appropriations to cover under appropriations in the beginning of the year. The revised appropriations are as follows:

204 Parks Fund \$258,100.00 increase of \$30,000.00
409 Webster Street \$175,000.00 increase \$175,000.00
501 Water \$669,200 increase of \$50,000.00
502 WWTP \$1,300,875.01 increase of \$100,000.00

In addition, various funds require adjustments to the estimated resources. The revised estimated resources are as follows:

204 Parks Fund \$258,573.04 increase of \$30,000.00
409 Webster Street \$176,752.09 increase \$125,000.00
502 WWTP \$1,313,736.13 increase of \$100,000.00

T. Herkenhoff and S. Kitzmiller motioned to suspend the rule of three readings. Motion passed on six aye votes. C. Oldiges and S. Kitzmiller motioned to pass and adopt the **Resolution 14-11-01** authorizing the changes in appropriations and resources. Motion passed on six aye votes.

Transfer of Funds: Two funds require transfers of money to fund expenditures from the funds. The transfers are as follows:

\$30,000.00 from 101 General Fund to 204 Parks
\$175,000.00 from 401 Capital Improvement Fund to 409 Webster Street Project

N. Clune and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on six aye votes. P. Enneking and S. Kitzmiller motioned to pass and adopt the **Resolution 14-11-02** authorizing the transfer of funds. Motion passed on six aye votes.

Mutual Aid Agreement: Annually Council authorizes a fire protection mutual aid agreement between the Loramie Fire District and the Minster-Jackson Township Fire Department. The agreement is to provide service to properties located within McLean Township North of the North shore of Lake Loramie (Hegemann's Landing area) for a fee of \$13,477.50 as compared to the same amount for 2014, \$13,477.50. T. Herkenhoff and C. Oldiges motioned for the 1st reading of **Ordinance 14-11-01** entering into a mutual aid agreement with the Loramie Fire District. Motion passed on six aye votes.

COMMITTEE REPORTS: Steve Kitzmiller reported the Finance Committee met to discuss the income tax contract with the City of St. Marys expires at the end of the year. The proposed new contract is considerably more. The options are to agree to the new contract, use a different service such as R.I.T.A., contract with a CPA firm, or hire an individual.

OLD BUSINESS:

Cost of Service for Electric Rates: John Courtney of Courtney & Associates presented his report on the 2014 Electric rate study. He reviewed billing statistics and financial data for the Electric Department, projected revenues requirements, reviewed the design, and projected expenditures. The revenues at the current rates are not sufficient to meet projected revenue requirements. He is suggesting an approximate 6% increase in order to meet the projected 2017 revenue requirements and restore the electric fund balance. The Utility Committee will review the proposal and have a recommendation for Council to consider.

Part Time Police Officer: Randy Houseworth would like to be hired as a part time police officer in order to retain his commission as a peace officer. He is not anticipating working any hours but would be hired at \$10.66 per hour. C. Oldiges and T. Herkenhoff motioned to approve the recommendation by Mayor Kitzmiller to hire Randy as a part time officer. Motion passed on six aye votes.

NEW BUSINESS:

\$5.00 Permissive License Fee: Annually the Deputy Clerk, Kyle Gushing, submits a letter along with paid street resurfacing invoices to the County Engineer to request the balance of the \$5.00 Permissive License fee from the County. The money must be used for street resurfacing projects within the Village. S. Kitzmiller and N. Clune motioned to authorize the request from the County Engineer. Motion passed on six 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 six aye votes.

Concrete Grinding: Fryman Kuck General Contractors has submitted two invoices, \$21,000 and \$16,330, for the labor and equipment to crush the concrete at the compost facility. P. Enneking and R. Schwartz motioned to approve the two invoices and create a purchase order. Motion passed on six aye votes.

Purchase of the Generator for the Luedeke Farm Water Wells: Buschur Electric has submitted a proposal of \$45,100.00 to furnish a back-up generator for the well field. The generator is a diesel

powered 60 Hz Kohler unit. T. Herkenhoff and C. Oldiges motioned to purchase the generator and create a purchase order. Motion passed on six aye votes.

Installation of the Generator for the Luedeke Farm Water Wells: Buschur Electric has submitted a proposal of \$31,000.00 for the installation of the back-up generator at the Luedeke Farm well field. N. Clune and P. Enneking motioned to purchase the generator and create a purchase order. Motion passed on six aye votes.

Amendment to the Zoning Map: The Village Planning Commission considered a request submitted by Cottage Cafe to rezone the property at 278 S. Main Street from residential to commercial zone. The Planning Commission denied the request and submitted this recommendation to Council for their review. R. Schwartz and C. Oldiges motioned to set a public hearing to consider this request for January 6, 2015. Motion passed on six aye votes.

ADMINISTRATOR REPORT:

- Tom's Construction continues to make great strides on the installation of Webster Street. They have completed all of the underground work and have installed the curb and gutter and graded the street for asphalt. Once weather cooperates, they will place the asphalt on the street.
- The Public Works Department along with employees of the Waste Water Department are removing the old sludge digesters at the Waste Water Treatment Plant. Their removal is necessary to make room for tanks that would be associated with the new sludge treatment process.
- As part of the Safe Routes to School program the State of Ohio has installed the school warning zone flashers along Main Street in the vicinity of the school campus.
- The Parks Department along with the Electrical Department's digger truck removed the steps that attach to the high dive at the pool for repainting. The steps were beginning to show a considerable amount of rust and will be powder coated.
- Prior to installing the Christmas lights on the trees along 4th street, we will be trimming and reshaping these trees to remove any unwanted or low hanging braches. Once this is complete, crews will begin to install the Christmas lights on the trees.
- AMP has recommended the village purchase 2 MW of 5 x 16 electric for the first six months of the upcoming year. The price of this would be \$46.75 a MW. We have advised AMP to proceed with this purchase. AMP is also looking at the purchase 2 MW of 7 x 24 power in 2015 as well.
- Vectren should be installing the gas service into the west Business Park. They have invoiced the village \$20,819.79 for this work. The Village will be able to re-coup some of this money when additional businesses tie into the line.
- Leaf pick-up continues to occur on a daily basis within the village through the first week of December.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,546,281.84. N. Clune and S. Kitzmiller motioned to approve the report. Motion passed on six aye votes.

Invoices: T. Herkenhoff and C. Oldiges motioned to approve the invoices totaling \$1,193,744.11. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE:

Solar Energy Project: David Dwyer of American Renewable Energy and Power attended the meeting to discuss the solar array project at the Luedeke Farm. He reported the number of possible investors has been reduced from five to two. The final decision on the investment group will be made soon. Construction of the solar array should begin after the investor selection. Dave will attend an upcoming council meeting to discuss the schedule fr to committee review.

P. Enneking and N. Clune motioned to enter into executive session at 8:00 p.m. to discuss the hiring of personnel with no action anticipated. Motion passed on six aye votes. C. Oldiges and S. Kitzmiller motioned to return to regular session at 8:35 p.m. Motion passed on six aye votes.

P. Enneking and C. Oldiges motioned to adjourn at 8:36 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte