VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, December 15, 2015

Record's Commission Meeting: The Records Commission met prior to the Council Meeting with Jim Hearn, Dennis Kitzmiller, and John Stechschulte. No records were considered for retention or disposal and no action taken.

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with six council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, Nicole Clune, Rick Schwartz, and Paul Enneking. Also present were Dennis Kitzmiller (Mayor), Jim Hearn (Village Solicitor), Don Harrod (Administrator), and John Stechschulte (Fiscal Officer), Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

Attendance: Eric Adams (Evening Leader), Jared Mauch (Daily Standard), Alan Heitbrink (Choice One Engineering), and David Friend (Police Chief).

Approval of Minutes: P. Enneking and T. Herkenhoff motioned to approve the minutes from the regular meeting of December 1, 2015. Motion passed on four aye votes and one abstention by Rick Schwartz.

ORDINANCES & RESOLUTIONS:

Interim Appropriations: Annually Council approves interim appropriations to cover expenditures for the first few months of the new year until the final budget is approved. The interim appropriations total is $5,736,513.69 and represent approximately one fourth of the total for the year. Those interim appropriations allow the Village to continue to operate during the time the final 2016 budget is being prepared. Permanent appropriations will be considered after the year-end accounting is complete and the 2016 budget is finalized. C. Oldiges and R. Schwartz motioned to suspend the 2nd reading. Motion passed on five aye votes. N. Clune and T. Herkenhoff motioned to pass and adopt **Ordinance 15-12-01** approving the interim appropriations. Motion passed on five aye votes.

Woehrmyer Property Annexation: Jon and Julie Woehrmyer own a house on Bensman Road and wish to be annexed into the Village. Council needs to authorize the execution of an annexation agreement between the Village and the Woehrmyer's for a parcel of land located along Bensman Road and State Route 66.

Ohio annexation laws provide for a special property annexation procedure when all parties involved consent. Under these special procedures an annexation agreement between the municipal corporation and any township involved must be approved. These annexation agreements may provide for the territory to be annexed; the provision of services and improvements to the property and who is responsible; payment of services fees; payment in lieu of taxes; and changes in township boundaries among other items. In some instances, where the township and the community do not have a good working relationship getting both parties to agree can be challenging. In our situation, where we work closely with Jackson Township, the agreement can be fairly simple. The agreement is a mirror copy of the agreements developed by Jim Hearn and approved previously. As with those agreements, this agreement simply states that both the Village and the Township consent to the annexation; that the Village will provide services to the property upon annexation; that the Village

is responsible for zoning the property; and that the Township will continue to receive the real estate tax revenue. C. Oldiges and N. Clune motioned for the 2nd reading of **Ordinance 15-12-03** approving an Annexation agreement with Jackson Township Trustees. Motion passed on five aye votes.

Revise Appropriations and Estimated Resources: Various funds require adjustment of appropriations. The revised appropriations are as follows:
201 PWD $659,800.00 increase $60,000.00
204 Park $253,500.00 increase of $30,000.00
502 WWTP $1,447,000.00 increase of $80,000.00
705 NK Telco $23,728.98 decrease of $11,271.02

In addition, various funds require adjustments to the estimated resources. The revised estimated resources are as follows:
201 PWD $660,754.53 increase of $60,000.00
204 Park $253,500.00 increase of $30,000.00
705 NK Telco $23,728.98 decrease of $11,271.02

R. Schwartz and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and R. Schwartz motioned to pass and adopt the **Resolution 15-12-01** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

Transfer of Funds: Three funds require transfers of money to account for an increase or decrease of expenditures from the funds. The transfers are as follows:
$60,000.00 from 101 General Fund to 201 Public Works Department
$2,428.82 from 101 General Fund to Bullet Proof Vest Grant
$30,000.00 from 101 General Fund to 204 Parks

R. Schwartz and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. R. Schwartz and P. Enneking motioned to pass and adopt the **Resolution 15-12-02** authorizing the transfer of funds. Motion passed on five aye votes.

Adjust the Transfer of Funds: Two funds were to receive transfers during 2015. However, the transfers were not necessary and the adjusted transfers are as follows:
No transfer of $34,040.63 from the Brownfield Grant to the Capital Improvement Fund.
No transfer of $100,000 from the Water Department to Water Plant Expansion

R. Schwartz and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. R. Schwartz and P. Enneking motioned to pass and adopt the **Resolution 15-12-03** authorizing transfer adjustments. Motion passed on five 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 2015. T. Herkenhoff and N. Clune motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and R. Schwartz motioned to pass and adopt **Ordinance 15-12-04** entering into a mutual aid agreement with the Loramie Fire District. Motion passed on five aye votes.

Craig Oldiges arrived at 6:41 pm.

Mayor's Court Magistrate: Mr. Robert Kehoe has again agreed to serve as the Mayor's Court Magistrate for 2015. He has held this position for several years. As has been the case in the past, the fee for his services will be $500 retainer for the first five hours of service and then a charge of $175 per hour for all services over five hours. N. Clune and R. Schwartz motioned to suspend the 2nd reading. Motion passed on six aye votes. T. Herkenhoff and R. Schwartz motioned to pass and adopt **Resolution 15-12-04** entering into a contract with Mr. Robert Kehoe to act as Mayor's Court Magistrate. Motion passed on six aye votes.

COMMITTEE REPORTS: None.

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. P. Enneking and C. Oldiges motioned to approve the invoices over $3,000. Motion passed on six aye votes.

Income Tax: Council reviewed the October 2015 monthly income tax reports of $284,118.91 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. T. Herkenhoff and N. Clune motioned to approve the monthly income tax reports. Motion passed on six aye votes

ADMINISTRATOR REPORT:

- Work is expected to wrap up on the solar field within the next couple of weeks. The last report was that the field should go on line prior to the end of the year. It has been energized but as of yet, is not producing electricity.
- Rumpke has announced that trash collection will be delayed one day for both Christmas and New Year's Day. Those residents who would normally have their garbage picked up on Friday the 25th will be picked up on Saturday the 26th for the Christmas holiday and on the 2nd of January for the New Year's Holiday. Those residents who normally have their garbage picked up on Thursday will follow the same schedule. Residents are urged to set their trash out the night before.
- The Village has submitted an application in to the Ohio Department of Natural Resources and the Arbor Day Foundation for consideration in becoming a Tree City USA for the twelfth year. Applications were due on December 4th. Award announcements will occur the first quarter of 2016.
- Village offices will be closed on December 24th and December 25th for the Christmas Holiday as well as on January 1st for the New Year's Holiday.

Invoices: T. Herkenhoff and R. Schwartz motioned to approve the invoices totaling $326,518.03. Motion passed on five aye votes and one abstention by Curt Albers.

Receipts: Council reviewed the monthly cash receipt ledger of $1,412,091.24. C. Oldiges and P. Enneking motioned to approve the report. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE:

R. Schwartz and N. Clune motioned to enter into executive session at 6:50 p.m. to discuss employee compensation for certain employees and the sale of land with no action anticipated. Motion passed on six aye votes. R. Schwartz and T. Herkenhoff motioned to return to regular session at 8:40 p.m. Motion passed on six aye votes.

Annual Pay Ordinance: Council discussed compensation for the employees for 2016. After some discussion, it was determined to raise the pay for full time employees 2.5% and to adjust the pay table to allow a raise for all employees. Supervisors are also given the ability to reward certain employees with additional increases based on merit. T. Herkenhoff and P. Enneking motioned to suspend the rule of three readings. Motion passed on six aye votes. C. Oldiges and P. Enneking motioned to pass and adopt **Ordinance 15-12-02** establishing the salary administration plan. Motion passed on six aye votes.

N. Clune and P. Enneking motioned to adjourn at 8:42 p.m. Motion passed on six aye votes.

_____ _____

Dennis Kitzmiller, Mayor John Stechschulte, Clerk

Recorded & typed by John Stechschulte