

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, July 19, 2016

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, Rick Schwartz, and Paul Enneking. 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:** Eric Adams (Evening Leader), Jared Mauch (Daily Standard), Brian Adams (Community Post), Joe Prenger, and David Friend (Police Chief)

**Approval of Minutes:** T. Herkenhoff and R. Schwartz motioned to approve the minutes from the regular meeting of July 5, 2016. Motion passed on five aye votes and one abstention by Curt Albers.

**Minster Alumni Softball Tournament:** Joe Prenger is asking Council for permission to hold the annual Alumni Tournament August 12, 13 and 14. He is requesting the park stay open until 12:3 am and permission to sell beer during the event. R. Schwartz and P. Enneking motioned to allow the use of the Four Seasons Park for the Alumni Tournament. Motion passed on five aye votes. The respective tournament committee will need to file the proper paperwork with the state for a temporary beer permit.

**ORDINANCES & RESOLUTIONS:**

**Rosebud Subdivision Sidewalks:** There were two properties in Rosebud Subdivision that require sidewalks to be installed prior to May 31, 2016. One of the property owners has not installed sidewalks so it is necessary to pass this Resolution of Necessity in order for the village to install the walks and assess the property owner. Harrod advised council the new property owner has been given a deadline of September 1, 2016 to install sidewalks. R. Schwartz and T. Herkenhoff motioned for the 3<sup>rd</sup> reading to pass and adopt **Resolution 16-06-01** declaring it necessary to improve Rosebud Subdivision with sidewalks. Motion passed on five aye votes.

**Revise Appropriations and Estimated Resources:** As discussed in the previous meeting, it was suggested to utilize the State Highway fund to partially pay for the 2016 Minor Street resurfacing project. This year we are resurfacing State Route 362 or First Street east of St Rt 66. This would require an adjustment of appropriations. The revised appropriation is as follows:

202 State Highway \$60,000.00 increases of \$60,000.00

C. Oldiges and C. Albers motioned to suspend the rule of three reading. Motion passed on five aye votes. T. Herkenhoff and R. Schwartz motioned to pass and adopt **Resolution 16-07-02** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

**GovDeals.com On-Line Auction:** We have previously utilized the on-line auction GovDeals.com to sell various pieces of equipment, including the Hahn fire truck, Roper Pump, Somatt Dewatering Unit, and an old transformer. This year we have a 2005 International bucket truck, 1997 International dump truck, an old truck bed, and a 1993 pickup truck. There is no fee to list the equipment however there is a 7.5% client fee and the winning bidder pays a 5% buyer's premium.

In order to utilize the service council need to pass a resolution authorizing the intent to sell excess personal property by internet auction. C. Albers and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and R. Schwartz motioned to allow the use of the on-line auction to sell property no longer needed by the village. Motion passed on five aye votes.

**Sale / Exchange of Land:** The village passed Ordinance 16-06-02 at the June 28, 2016 meeting authorizing the exchange of land for industrial growth. The exchange is 81.7 acres on Sextro Road (Schmitmeyer Farm) and 33.127 acres in Cynthian Township for approximately 32.66 acres owned by Knostman Farms located on State Route 66 south of the existing Machine Concepts property. This ordinance amends the previous ordinance to clarify some points of the exchange to include a title search and addition items. R. Schwarz and C. Oldiges motioned to suspend the rule of three readings. Motion passed on five aye votes. P. Enneking and C. Oldiges motioned to pass and adopt **Ordinance 16-07-01** amending Ordinance 16-06-02 clarifying the exchange of land and designating lands under ORC 1724.10 as not needed for municipal purposes and authorize the Community Improvement Corporation to exchange the property. Motion passed on five aye votes.

#### **COMMITTEE REPORTS:**

Utilities Committee: Craig reported a meeting with Choice One Engineering to discuss the plans to help the storm water issues for residents on south Lincoln and Hanover.

Parks Committee: Rick reported favorable remarks concerning the annual Minster Classic weekend baseball/softball tournament. Thank you to all the employees who contributed to an event.

**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. C. Albers and C. Oldiges motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

**Oktoberfest:** Annually the Oktoberfest Committee asks Council permission to hold the Oktoberfest in the Oktoberfest Park and the Minster Machine Centennial Park. They are asking permission to serve alcohol and for the park to stay open beyond the normal closing time. Council also prohibits animals, with the exclusion of service animals, from the area. T. Herkenhoff and R. Schwartz motioned to approve the use of the park for the 2016 Oktoberfest. Motion passed on five aye votes.

**Income Tax:** Council reviewed the June monthly income tax reports of \$527,452.28 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 R. Schwartz motioned to approve the monthly income tax reports. Motion passed on five aye votes.

#### **ADMINISTRATOR REPORT:**

- The Parks Department had a wonderful turn out for last weeks' entertainment in the park. Approximately 275 to 300 people were in attendance. The next event is scheduled for Sunday night July 31st.
- The Public Works Department has begun the process of grinding the brush, grass and leaves that we have collected over the past year. The grinding company started last week turning this material into mulch.
- The Parks Department has finished up all of the edging and mulching of the various village owned properties.
- The Electric Department with the assistance of Vaughn Electric has changed out a portion of the wire that makes up part of our 69,000 KVA transmission line. Crews have removed the old wire and replaced it with a larger size conductor that can handle more load. The wire from the golf course substation to the steel pole at Globus has been changed.
- Within the next week or so, the Electric Department will begin setting poles along Minster Egypt Road. Once these poles are set the village will string wire on them. These poles will tie into the line that serves the solar and well fields and allow us to create a loop.
- Crews from the Public Works Department continue to repair curb and gutter on First Street and Paris Street in preparation of the resurfacing project that will take place on both of these streets.
- The Village has received a draft copy of the new NPDES permit for the waste water treatment plant. We are reviewing the document to see what type of impact the new permit will have on our operations.
- The annual renewal for the employee healthcare insurance shows 8.9% increase similar to next year. The policy will be renewed for one year. Next year we will need to adjust the policy to account for the Affordable Care Act.

**Invoices:** T. Herkenhoff and C. Oldiges motioned to approve the invoices totaling \$511,595.33. Motion passed on four aye votes and one abstention by Curt Albers.

#### **COMMENTS & CORRESPONDENCE:**

P. Enneking and C. Albers motioned to excuse Nicole Clune from the meeting. Motion passed on five aye votes.

R, Schwartz and P. Enneking motioned to adjourn at 6:55 p.m. Motion passed on five aye votes.

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Dennis Kitzmiller, Mayor

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John Stechschulte, Clerk

Recorded & typed by John Stechschulte