

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, September 20, 2016

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Rick Schwartz, Tom Herkenhoff, Curt Albers, Nicole Clune, and Paul Enneking. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechsulte (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 Smith (Community Post), and David Friend (Police Chief).

Approval of Minutes: C. Albers and P. Enneking motioned to approve the minutes from the regular meeting of September 6, 2016. Motion passed on five aye votes.

T. Herkenhoff and N. Clune motioned to excuse Craig Oldiges from the meeting. Motion passed on five aye votes.

ORDINANCES & RESOLUTIONS:

Utility Deposit: In an effort to reduce unpaid utilities, the Utilities committee is recommending charging a deposit for commercial or industrial operations that rent a building in the village. The deposit would be as follows:

- 1) Residential utility service \$300.00
- 2) Commercial / Industrial utility service \$500.00

R. Schwartz and T. Herkenhoff motioned for the 3rd reading to pass and adopt **Ordinance 16-08-01** establishing deposit requirements for consumers of the village's utilities. Motion passed on five aye votes.

Mayor's Court Magistrate: Mr. Robert Kehoe will no longer be the Mayor's Court Magistrate due to retirement. The current Magistrate from Coldwater and New Bremen is Mr. Thomas Guillozet. He is interested in serving in that position for the Village of Minster for the remainder of 2016. His fees are \$175.00 retainer and \$175.00 per hour. Both Don and Dennis recommend Mr. Guillozet for the position. P. Enneking and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. N. Clune and C. Albers motioned to pass and adopt **Resolution 16-09-01** entering into a contract with Mr. Thomas Guillozet to act as Mayor's Court Magistrate. Motion passed on five aye votes.

COMMITTEE REPORTS: The Parks Committee met at the Four Seasons Park to view the improvements to diamond #5 which is being converted into a softball field. They discussed the location of bleachers, the need to have concrete rather than pea gravel, and the issue of storm water.

OLD BUSINESS: None.

NEW BUSINESS:

Trick or Treat Night: Halloween Trick or Treat night is scheduled for Thursday, October 27th from 6:30 p.m. to 8:00 p.m.

Income Tax: Council reviewed the August 2016 monthly income tax reports of \$211,488.78 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 T. Herkenhoff motioned to approve the monthly income tax reports. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- Last week the grant application for the Local Government Innovation Fund Grant was completed and submitted. This is the grant for the consolidation study for the emergency medical services in the area. The deadline for the submittal of the grant was September 15th and award notices are supposed to occur on November 15th.
- At the end of the year, the Electrical Department's APPA RP3 status expires. A new renewal application has been submitted for the designation. It will be towards the end of the year, before we know if we receive the designation for another three year term.
- Grass has been planted on diamond #5 at the Four Seasons Park. This is the diamond that will be used by the High School Girls' Softball Team. Most of the responsibilities that were allocated to the village for this project have been completed.
- Girl Scout Sarah Bertke is set to finish the nature area at the Four Seasons Park this fall. This is the final phase of her project. The existing natural area will be expanded towards the rail road tracks as part of this phase of the project. She expects to begin work sometime in October.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,591,419.25. R. Schwartz and C. Albers motioned to approve the report. Motion passed on five aye votes.

Invoices: T. Herkenhoff and P. Enneking motioned to approve the invoices totaling \$264,122.22. Motion passed on four aye votes and one abstention by Curt Albers.

COMMENTS & CORRESPONDENCE: None.

C. Albers and P. Enneking motioned to adjourn at 6:48 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte