

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, February 2, 2016

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with four council members present: Tom Herkenhoff, Curt Albers, 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), Brian Smith (Community Post), Dale Dues (Fire Chief), and David Friend (Police Chief). Also present was Brad Eshleman, Joan Homan and Boy Scouts Alex Heuker, Craig Monnin, and Isaac Heuker earning the merit badge Citizenship in the Community.

**Approval of Minutes:** R. Schwartz and T. Herkenhoff motioned to approve the minutes from the regular meeting of January 19, 2016. Motion passed on four aye votes.

R. Schwartz and C. Albers motioned to excuse Craig Oldiges and Nicole Clune from the meeting. Motion passed on four aye votes.

**Fire Department:** Dale Dues reported there were 75 to 80 runs for the department during 2015, with 1 major fire in town and 1 major fire in the township. He also reported 2 individuals are completing their level 1 training of 180 hours. The department stands at 31 members and is actively seeking new members. Finally, Dale plans to retire at the end of the year after 40 years of service in the Fire Department.

**ORDINANCES & RESOLUTIONS:**

**Sale of Land:** H.A. Dorsten would like to purchase 2.574 acres of ground in the Industrial Park for industrial use. They would like to erect a building and have two potential companies wishing to locate there. T. Herkenhoff and P. Enneking motioned for the 3<sup>rd</sup> reading to pass and adopt **Ordinance 16-01-01** designating public lands eligible for sale and authorizing the Community Improvement Corporation to sell the property. Motion passed on four aye votes.

**Minster Area Life Squad:** Last year the Life Squad, Jackson Township Trustees, and the Village of Minster revised the emergency services contract to entice current members and attract new members. The biggest need was to cover day shifts during the week. Mid-year the Life Squad decided they needed to hire a paid position to cover the weekday hours during the day. This paid position is not one individual but is made up of multiple people filling the position. The Safety Committee and Township Trustees agreed to pay 60% of the paid position while the Life Squad would pay 40%. Of that 60%, the Village would pay 75% representing the number of runs in the Village as opposed to the Township. The contract is to be reviewed annually. The Safety Committee raised the amount paid to an active member to \$1,500.00 per year for "active" members as well as to continue to pay for the portion of the paid position. The 2016 contract amount would be \$40,000.00 as opposed to \$35,000.00. P. Enneking and C. Albers motioned for the 2<sup>nd</sup> reading of **Ordinance 16-01-02** amending Ordinance 15-02-02 authorizing a contract for emergency services with the Minster Area Life Squad for a contract price of \$40,000.00. Motion passed on four aye votes.

**2016 Appropriations Budget:** Annually Council approves the appropriations budget for the current year. Fiscal Officer, John Stechschulte, presented the major budget items for 2016. The total appropriations for 2016 are set at \$28,294,962.36. Without taking into account inter-fund transfers, total appropriations are estimated at \$22,045,822.02. Total general fund disbursements are estimated to be \$4,026,155.00. T. Herkenhoff and R. Schwartz motioned for the 1<sup>st</sup> reading for the 2016 appropriations budget, **Ordinance 16-02-01**. Motion passed on four aye votes.

**Establish a New Fund:** There is a need to establish a new fund for the development of the northeast portion of the original plat. Currently Fifth Street from Garfield Street to Hamilton Street is being developed. There will also be future plans to develop additional streets in the future. P. Enneking and C. Albers motioned for the 1<sup>st</sup> reading of **Resolution 16-02-01** establishing Fund 410, Northeast Development. Motion passed on four aye votes.

**Establish Electric Service Rates:** In reviewing the electric rates the Interruptible Rate Schedule needs revised. In the Interruptible Power Rate Schedule the rate charged for energy reads “all energy supplied to the customer used to supply the customer’s interruptible load will be billed at a base rate of \$0.067/kWh. This rate will be adjusted annually on March 1<sup>st</sup> and will be based on the energy rate specified in Schedule P-P plus the average power cost adjustment over the prior three months rounded to three digits”. What the section should read is “all energy supplied to the customer used to supply the customer’s interruptible load will be billed at a base rate of \$0.067/kWh, plus the Power Cost Adjustment set forth in Section VI of these Electric Service Rates. The need for the change is that when we adjusted the rates in 2015, we rolled in part of the power cost identified in Schedule P-P into this \$0.067 rate; therefore we do not need to adjust the rate each March 1<sup>st</sup>. R. Schwartz and C. Albers motioned for the 1<sup>st</sup> reading of **Ordinance 16-02-02** establishing electric rates. Motion passed on four aye votes.

**Resolution of Necessity for Sidewalks on State Route 119:** An initial step in the process to install sidewalks on SR 119 from SR 66 to the canal is to pass a Resolution of Necessity to enable the assessment process to proceed for the project where property owners would be required to pay for installation. Harrod reported Choice One Engineering still has concerns with water ponding in certain areas even with the installation of a four inch tile, but are in the process of revising the plans to removal 1 drainage tiles except the four inch tile. He also reported he spoke with John Bergman and the county will work with the village on the unincorporated property. Herkenhoff asked if there were any other properties that have sidewalks with no curb and storm sewer and asked how many were incorporated into the Village. The area mentioned was SR 66 from Seventh Street to Rosebud does not have curb. In addition there were 5 properties not incorporated, 3 on the south side and 2 on the north. Schwartz asked about the Thobe property and didn’t see how a sidewalk would be possible. Harrod said a 5 to 6 foot retaining wall would need to be constructed in this area. This and the four inch tile represent a major portion of the cost to of the project which the Village would be responsible. Enneking suggested he would like the project to be completed as a street project. Others were in favor of widening the State Route in 2017. No consensus was reached and **Resolution 16-02-02** failed for lack of a motion.

**Non-Pool Power Sales Schedule with AMP:** We entered into an agreement with AMP that allowed AMP to purchase blocks of power for the Village. The agreement allowed AMP to buy non-pool power up to 3 megawatts for the village without going through a three reading ordinance passed by council but rather with approval from the Village Administrator. The last block was purchased from TEA at \$38 a megawatt and has expired at the end of 2015. Don approved AMP to

purchase an additional 3 megawatts for 2016 and 2017 at \$33 a megawatt. AMP, Don, and John Courtney believe it is a good opportunity to purchase another block at \$33 or lower for a longer length of time up to 2020. T. Herkenhoff and C. Albers motioned for the 1<sup>st</sup> reading of **Ordinance 16-02-03** authorizing the execution of the first amendment for to the 2012 – 2017 non-pool power sales schedule with AMP to allow purchased through 2020. Motion passed on four 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. C. Albers and P. Enneking motioned to approve the invoices over \$3,000. Motion passed on four aye votes.

**ADMINISTRATOR REPORT:**

- The new membranes for the reverse osmosis system at the Water Treatment Plant have been installed. The changeover occurred the 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> of January. Dan Haehn has reported that the softness of the water is back down to about 6.1 grains of hardness.
- Peterson Construction continues to work at the waste water treatment plant. Peterson is expected to complete the pouring of all of the concrete structures sometime this week. We have scheduled a Construction Meeting for this coming Thursday, February 4<sup>th</sup> at 10:00 am.
- S & C continues to make progress on the construction of the energy storage system. Additional battery storage and control units were delivered last week.
- Well 9, one of the new wells at the Luedeke Farm has been repaired, tested and placed back into service.
- Public Works Crews with the assistance of Paulus Excavating are extending a sanitary line in the alley behind Calvary Chapel. This sanitary line will serve the new homes that are being built on east Fifth Street and should be able to accommodate future growth to the north of that area.
- I attended the ditch petition project meeting that was held in Shelby County concerning the tile that the village's Schmitmeyer Farm drains into. It appears that everyone that was at the meeting was in favor of moving forward with the project. We were given revised assessment amounts at the meeting. Our cost of the work will be approximately \$18,427.39.
- Bid documents for the turnout gear for the Fire Department have been sent to prospective bidders. Bids are due back into the village on February 12<sup>th</sup>. It is our goal to have a recommendation back to the council at the second meeting in February.
- Closeout documents have been sent to the EPA regarding the Minster Oil site clean-up grant. We are still waiting to hear back from BUSTR whether or not they will give the site a clean bill of health or if we need to take other action at the site.

**Invoices:** T. Herkenhoff and P. Enneking motioned to approve the invoices totaling \$867,537.81. Motion passed on three aye votes and one abstention by Curt Albers.

**COMMENTS & CORRESPONDENCE:** None.

R. Schwartz and C. Albers motioned to adjourn at 7:36 p.m. Motion passed on four aye votes.

---

Dennis Kitzmiller, Mayor

---

John Stechschulte, Clerk

Recorded & typed by John Stechschulte