

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, April 5, 2016

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, 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), Brian Smith (Community Post), and David Friend (Police Chief). Also present were Kurt Baumer, Todd Weigandt, Jim Fullenkamp, and Ruth Fullenkamp.

**Approval of Minutes:** T. Herkenhoff and N. Clune motioned to approve the minutes from the regular meeting of March 15, 2016. Motion passed on three aye votes and two abstentions by Curt Albers and Rick Schwartz.

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

**ORDINANCES & RESOLUTIONS:**

**Transfer of Funds:** Various funds require transfers of money to allow expenditures from the funds. The transfers are as follows:

- \$480,000.00 from General Fund to Public Works Department
- \$140,000.00 from General Fund to Pool
- \$1,156,000.00 from General Fund to Capital Improvements
- \$25,000.00 from Capital Improvements to Sanitary Sewer Replacement
- \$31,303.34 from Brownfield Grant to Capital Improvements
- \$507,837.00 from Water Plant Expansion to Water Fund
- \$1,550,000.00 from Capital Improvements to Northeast Development
- \$350,000.00 from WWTP Fund to Debt Service for WWTP Renovation
- \$200,000.00 from WWTP to WWTP Renovation
- \$1,100,000.00 from Electric Fund to Electric System Upgrade
- \$3,212.32 from Bullet Proof Vests Grant to General Fund

T. Herkenhoff and C. Albers motioned to suspend the 2<sup>nd</sup> reading. Motion passed on five aye votes. R. Schwartz and P. Enneking motioned to pass and adopt **Resolution 16-03-01** authorizing the transfer of funds. Motion passed on five aye votes.

**Revise Appropriations and Estimated Resources:** Various funds require adjustment of appropriations. The revised appropriations are as follows:

- 101 General \$4,332,255.00 increases \$296,100.00
- 204 Parks \$0.00 decreases \$296,100.00

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

- 101 General \$4,650,341.71 increase \$1,700.00

204 Parks \$0.00 decreases \$297,145.53

R. Schwartz and N. Clune motioned to suspend the 2<sup>nd</sup> reading. Motion passed on five aye votes. P. Enneking and C. Albers motioned to pass and adopt **Resolution 16-03-02** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

#### **COMMITTEE REPORTS:**

**Safety:** Nicole reported the Minster Area Life Squad had 52 runs during the 1<sup>st</sup> quarter of 2016. Forty six runs were in Minster and six were in the townships.

**Parks:** Rick reported the three canopies at the ball fields at Four Seasons Park have been installed.

**Streets:** Curt reported the Argus Group has withdrawn the request to relocate Webster Street. They will submit plans to re-plate the Northeast Development. The Street Committee is recommending the Village be responsible for the installation of the perimeter streets of Fifth, Paris, Seventh and Hamilton. Todd Weigandt asked if this applies to all the original platted streets. Yes the village is responsible for installation of streets on the original plat. This led to a general discussion concerning streets and costs. R. Schwartz and T. Herkenhoff motioned to accept the street committee recommendation to agree for the village to install the perimeter streets of Fifth, Paris, Seventh and Hamilton on a schedule that the Village sets. Motion passed on five aye votes.

**OLD BUSINESS:** None.

#### **NEW BUSINESS:**

**Ohio Division of Liquor Control:** The Village has received notice from the State of Ohio that all permits to sell alcoholic beverages are set to expire on June 1, 2016. The Liquor Control Board is asking the Village if it objects to any renewals and would like a public hearing. Chief Friend indicated he has no concerns and Council has no objections and no hearings are being requested

**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. T. Herkenhoff and N. Clune motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

**New Part time Employee:** Ralph Westerheide would like to work for the town as a member of the summer part time employee. T. Herkenhoff and R. Schwartz motioned to accept Mayor Kitzmiller recommendation to hire Ralph at \$8.25 per hour. Motion passed on five aye votes.

#### **ADMINISTRATOR REPORT:**

- The remaining equipment continues to be delivered at the Waste Water Treatment Plant, Peterson Construction anticipates that the last piece of equipment should be delivered the week of the 18<sup>th</sup> of April. This has pushed the startup date back a little. Peterson now anticipates the startup to occur the week of May 2<sup>nd</sup>. Another construction meeting is scheduled for April 8<sup>th</sup> at 9:30 am at the Waste Water Treatment Plant.
- Crews have completed two of the three canopies at the little league diamond complex. The other canopy that will serve Diamond 3 has had the supports erected but the canopy itself will not be put on until after the girls high school softball season is completed.

- Two weeks ago, County Engineer Doug Reinhart, Gary Meyer, Nicole Clune and Don Harrod walked the two storm tiles located along the south side of State Route 119 and discussed the possibility of utilizing a ditch petition to improve the storm drainage in the area. Mr. Reinhart was going to take some elevations shots, camera some of the tile and put together a preliminary cost estimate.
- Choice One Engineering is in the process of putting together engineering recommendations on the installation of sidewalks along State Route 119. A couple of weeks ago, officials walked the area and discussed potential drainage issues that may be encountered with the installation of sidewalks and how these issues could be addressed. In addition, officials discussed potential location of a sidewalk and any landscaping issues that would have to be resolved if sidewalks were installed. Choice One is in the process of taking the information from this walk thru and putting together engineering recommendation which is expected to be completed shortly.
- Work on the floor of the bath house has been completed. This new floor will help improve the flow of water on the floor, make it easier to walk on when the floor is wet and will also allow us to eliminate the rubber mats that we have used in the past. Crews will also be cleaning the walls inside the bath house as well as doing some minor painting in the near future.
- The Village has received word from Efficiency Smart that their Appliance Recycling Program which was suspended in late November of 2015 has been terminated. Efficiency Smart has contacted the village and has advised us that due to the bankruptcy of the previous recycler and the inability to find a new appliance recycler that it was not feasible to reestablish the appliance recycling program.
- Electrical Crews and No-Ditch Boring have completed pulling in new pipe at the Four Seasons Park and at the Compost Facility so fiber can be run to the location of the security cameras. It is our desire to replace the security cameras with better quality cameras to make it easier to identify potential vandalism. The decision to bore in new pipe was made so that we could get below all existing utilities as well as to minimize the damage to the landscaping at the park.
- Public Works Crews will begin installing the rest of the concrete sidewalk along the east side of the Oktoberfest Park, shortly. A portion of the sidewalks were omitted last fall to allow for work that had to be done by the electrical department. In addition to this section of sidewalk, sidewalks will also be placed leading up to the concrete pad that is located to the south of the park.
- Crews are to be in this week to start the cleaning of Well #6 at the Four Seasons Park. This well has been out of service since a portion of the certa-loc pipe came apart. Since we have to pull the motor, along with the pipe and wiring it was the opportune time to also clean the well.
- We have begun ordering the parts and material to replace the old water line that lies in West Seventh Street. In this year's appropriations, we budgeted funds to replace the water line from Hanover Street to Cleveland Street. This is an old line that we have had multiple leaks in over the years and needs to be replaced. Village crews will be doing a majority of the work on the project. Once the water line is replaced, we can then grind the entire section of the road and include this in our annual minor street resurfacing project. We anticipate the project starting sometime after this year's school year ends.
- Half Moon Ventures is planning a public "flip of the switch" ceremony on May 7<sup>th</sup> for the energy storage system. The public is invited to view the system.

**Invoices:** T. Herkenhoff and N. Clune motioned to approve the invoices totaling \$808,221.35. Motion passed on four aye votes and one abstention by Curt Albers.

**COMMENTS & CORRESPONDENCE:** None.

R. Schwartz and C. Albers motioned to enter into executive session at 7:24 p.m. to discuss personnel with action anticipated. Motion passed on five aye votes. R. Schwartz and T. Herkenhoff motioned to return to regular session at 7:33 p.m. Motion passed on five aye votes

**Brian Drexler Promotion to Police Sergeant:** Chief Friend is highly recommending Brian be promoted to the Police Sergeant's position. Brian has performed many duties beyond that of a police officer. He supervises the staff in Chief Friend absence, trains new staff and approves various reports. T. Herkenhoff and N. Clune motioned to accept Mayor Kitzmiller's recommendation to promote Brian Drexler to Police Sergeant at a pay rate of \$24.50 per hour. Motion passed on five aye votes.

T. Herkenhoff and P. Enneking motioned to adjourn at 7:35 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