

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, January 20, 2015

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

Attendance: Janice Barniak (Evening Leader), David Giesige (Daily Standard), Carter Pohl, Keith Pohl, John Courtney and Scott Weiging (Courtney & Associates), and David Friend (Police Chief).

Approval of Minutes: C. Oldiges and R. Schwartz motioned to approve the minutes from the January 6, 2015 regular meeting. Motion passed on four aye votes.

VISITOR COMMENTS: Carter Pohl attended the meeting as a requisite to earn Citizenship in the Community Boy Scout merit badge.

Electric Rates Study: John Courtney of Courtney & Associates reported the results of the electric rate study. He was asked to study if the rates will be sufficient to meet the projected expenses. The results suggest the residential and commercial classes are being subsidized by the industrial class. He is suggesting an increase to the customer charges and rolling a portion of the power supply cost adjustment into the base electric rates. The recommendation is that revenues need to be increased approximately 6%. Council will discuss the rate study in committee and consider any increase in a future meeting.

ORDINANCES & RESOLUTIONS:

Webster Street Assessments: With the completion of Webster Street the final piece of legislation is to assess the property owners for a portion of the project. The total assessment that the property owners will be required to pay is \$30,006.46. They will have the option to pay now or have it placed on the property tax and paid over 10 years with interest. T. Herkenhoff and C. Oldiges motioned for the 3rd reading to pass and adopt **Ordinance 14-12-04** assessing property owners a portion of the project. Motion passed on four aye votes.

Chief of Police: During the interview process, David Friend asked Council to consider allowing him to live near Lake Loramie as a part of the negotiation. Council agreed with the request and hired David as the new Chief with this understanding. C. Albers and R. Schwartz motioned for the 1st reading of **Ordinance 15-01-01** allowing the Chief of Police to establish residency outside the Village limits. Motion passed on four aye votes.

Official Zoning Map: Jay & Shirley James own the Cottage Café located at 278 S. Main Street and are requesting an amendment to the official zoning map, so that the property located on Lot 142 and the south part of Lot 141 of Block A be rezoned from single and double family residential to general commercial. The James' currently have a conditional use permit to operate a commercial establishment in a residential zoned area, similar to two other businesses on Main Street located in residential zoning. The Planning Commission previously held a similar public hearing and voted to deny the request. The Planning Commission has recommended to council that the request be denied. Adjacent property owners also are objecting, stating that any business such as fast food or

gas station could then locate at the property in the future. The Village of Minster Zoning Code states that the Village Council shall favorably consider an application for an amendment to the Zoning Map, only if the request for a change meets the following conditions:

- (1) A manifest error in the original Zoning Regulations Text or designations on the Official Zoning District Map.
- (2) Accordance with or more appropriate conformance to any existing Land Use Plans for the area under consideration.
- (3) Substantial change in area conditions,
- (4) Legitimate requirement for additional land area for the particular Zoning District

In looking at the four criteria above, it doesn't appear that the request would meet any of them. T. Herkenhoff and R. Schwartz motioned for the 1st reading of **Ordinance 15-01-02** denying a petition to amend the Zoning Map. Motion passed on four aye votes.

Sale of Switchgear and Switch House: With the completion of the Golf Course substation, it is necessary to dispose of some equipment. One bid was received from National Power Equipment of Brook Park, Ohio for \$18,000.00. R. Schwarz and T. Herkenhoff motioned to accept the bid. Motion passed on four aye votes. C. Oldiges and C. Albers motioned for the first reading of **Ordinance 15-01-03** awarding a contract to National Power Equipment to purchase the switchgear and switch house. Motion passed on four aye votes.

Thank You Steve Kitzmiller: Steve served as Councilman for nine years and the Village would like to officially thank Steve for his time on Council. R. Schwartz and C. Albers motioned to pass and adopt **Resolution 15-01-03** thanking Steven Kitzmiller for his years and dedicated service on the Village of Minster Council. Motion passed on four aye votes.

Income Tax Ordinance: The Village Income Tax ordinance currently states 40% of the tax is allocated to the General Fund and 60% to the Capital Improvement Fund, and the first \$5,000.00 going to the Pool Fund. It has become increasingly difficult to balance the General Fund due to reductions in state money and ever increasing costs. In order to balance the 2015 budget it becomes necessary to change the allocation to 60% to the General Fund and 40% to the Capital Improvement Fund. T. Herkenhoff and C. Albers motioned for the 1st reading of **Ordinance 15-01-04** revising the Income Tax Ordinance. Motion passed on four aye votes.

COMMITTEE REPORTS:

Economic Development: Tom Herkenhoff reported the CIC meet and agreed to allow the sale of 3/135 acres to H. A. Dorsten.

Finance: Tom Herkenhoff reported the committee met to discuss the 2015 budget.

Parks: Rick Schwartz reported a meeting to discuss the safety concern of foul balls. They agreed to install a protective canopy as a trial on one of the diamonds. However, they will first discuss the idea with the Youth baseball Committee.

Safety: Don Harrod reported meeting with the Minster Area Life Squad concerning membership and compensation. The Life Squad will start a campaign with local businesses which would allow

employees to run during work hours. In addition, there was discussion concerning the contract between the Village of Minster and the Life Squad.

OLD BUSINESS: See visitor comments section.

NEW BUSINESS:

Income Tax: Council reviewed the December 2015 monthly income tax report of \$214,989.54 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. R. Schwartz and T. Herkenhoff motioned to approve the monthly income tax report. Motion passed on four aye votes

Resignation of Angela Bruns: Angela has submitted a letter of resignation effective January 28th. She is making a career change and would like to spend more time with family. C. Oldiges and C. Albers motioned to accept the resignation. Motion passed on four aye votes. Don will begin the process to fill the vacant position.

New Employee: There is an open position in the Public Works Department due to retirement. Don Harrod and Gary Meyer are recommending Darrin Mumaw to fill the position. Darrin has experience in installation and maintenance of storm and sanitary sewers and able to operate heavy equipment. T. Herkenhoff and R. Schwartz motioned to accept Mayor Kitzmiller's recommendation to hire Darrin. Motion passed on four aye votes. He will begin as a Utility Maintenance Worker I with a starting pay of \$15.50 per hour.

ADMINISTRATOR REPORT:

- On Saturday, January 10th, the village experienced its first water line break of the New Year. An 8 inch water line on Webster Street between Third and Fourth Streets split which resulted in the leak. Village crews made the necessary repairs that morning.
- Crews from the Village's water department have been changing out water meters in preparation for the new water meter reading system. The department is currently down to less than 60 meters that need to be changed out in order to completely switch over to the new system.
- We continue to work with John Courtney, Gregg Ottinger and Jim Hearn in developing language for contracts for the solar array and energy storage system proposed by Dave Dwyer of American Renewable Energy and Power.
- On Monday, the electrical department transferred the village's electric load onto the new transformer at the Golf Course Substation. For the past several weeks the transformer has been energized without load to make sure that there were no unforeseen problems. With the load being transferred onto the new transformer this basically wraps up this project. Electrical crews will need to rebuild two electrical riser poles that take the load from the substation and put it onto the village's electrical circuits, which will be completed when weather allows.

Invoices: T. Herkenhoff and C. Oldiges motioned to approve the invoices totaling \$104,178.26. Motion passed on four aye votes.

COMMENTS & CORRESPONDENCE: None.

C. Oldiges and C. Albers motioned to excuse Nicole Clune and Paul Enneking from the meeting. Motion passed on four aye votes.

R. Schwartz and C. Oldiges motioned to adjourn at 7:25 p.m. Motion passed on four aye votes.

Dennis Kitzmiller, Mayor

John Stechsulte, Clerk

Recorded & typed by John Stechsulte