

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, February 16, 2016

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, 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 Brad Eshleman, Joan Homan, Matt Quinter, Jerry Baumer, Curt Baumer, Ben Baumer, Todd Weigandt, and Boy Scout Ethan Huwer to earn the merit badge Citizenship in the Community.

**Approval of Minutes:** T. Herkenhoff and P. Enneking motioned to approve the minutes from the regular meeting of February 2, 2016. Motion passed on three aye votes and two abstentions by C. Oldiges and N. Clune.

R. Schwartz and C. Oldiges motioned to excuse Curt Albers from the meeting. Motion passed on five aye votes.

**Northeast Development Project:** Matt Quinter and Jerry Baumer attended the meeting to present a new development plan for the north east portion of the original plat. They purchased the property north of Fifth Street, west of Paris Street, south of Seventh Street, and east of Hamilton. The plan is to re-plat the area similar to Stallo and Lakewood where the lots would have more road frontage and less depth than the current 69 feet road frontage. People desire more proportionate lot sizes than the lot sizes on the original plat. Jerry suggested the Village should relocate Webster Street at the Village expense and Baumer Construction would develop a new street at Baumer Construction expense. The benefits to the village would be a cost savings of vacating Sixth Street and eliminating the expense of two alleys. Todd Weigandt expressed he has no conflict with the northeast development but rather expressed concern that when he developed Park Place Drive all the cost incurred were at his expense. He further asked to differentiate between a re-plat and a new sub-division, suggesting Park Place is also located in the "original plat. Everyone was in agreement that development of this area is positive for the Village. No action was taken by Council and they will need to set direction for future development. At whose expense will the engineering and construction of streets, sanitary sewer, storm sewer, and street lighting. In addition, this is a new development and where does it fit in the five year capital improvement plan. The future plan needs to be fair to both the developers and the Village?

**Resolution of Necessity for State Route 119 Sidewalks:** Nicole inquired about why Resolution of Necessity failed for lack of a motion at the previous Council meeting. There is still a concern about the actual need for sidewalks and the feedback from the property owners at the public meeting not wanting sidewalks installed. There was also a general concerns about the drainage issues the sidewalks would create. Another specific concern is how the sidewalks would be installed on the last Thobe property on the north side. Don stated there would be a 5 foot retaining wall estimated at \$30,000. It was also stated that the sidewalks, without a full street improvement, are not required. Don will work with Choice One for more details on the storm drainage.

## ORDINANCES & RESOLUTIONS:

**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. 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. Last year, the Safety Committee raised the amount paid to an active member to \$1,500.00 per year. They would like to see that continue plus an increase 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. R. Schwartz and C. Oldiges motioned for the 3<sup>rd</sup> reading to pass and adopt **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 five 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. R. Schwartz and T. Herkenhoff motioned to suspend the 2<sup>nd</sup> reading. Motion passed on aye five votes. N. Clune and P. Enneking motioned to pass and adopt the 2016 appropriations budget, **Ordinance 16-02-01**. Motion passed on five 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 under consideration for development. There will also be plans to develop additional streets in the future. T. Herkenhoff and P. Enneking motioned to suspend the 2<sup>nd</sup> reading. Motion passed on aye five votes. C. Oldiges and N. Clune motioned to pass and adopt **Resolution 16-02-01** establishing Fund 410, Northeast Development. Motion passed on five 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>. T. Herkenhoff and R. Schwartz motioned to suspend the 2<sup>nd</sup> reading. Motion passed on five aye votes. P. Enneking and R. Schwartz motioned to pass and adopt **Ordinance 16-02-02** establishing electric rates. Motion passed on five aye votes.

**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. C. Oldiges and R. Schwartz motioned for the 2<sup>nd</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 five aye votes.

**Financing for the WWTP Sludge Handling Improvement Project:** The WWTP is currently proceeding with a sludge handling improvement project and needs to receive financing in order to complete the project. One bid was submitted from Minster Bank for a 7 year \$1 million dollar loan at 1.9%. N. Clune and C. Oldiges motioned to accept the one quote. Motion passed on five aye votes. T. Herkenhoff and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. R. Schwartz and N. Clune motioned to pass and adopt **Resolution 16-02-03** authorizing a seven year, 1.9%, \$1.0 million note to Minster Bank. Motion passed on five aye votes.

**Fire Department Turnout Gear:** The Fire Department needs to replace all of the turnout gear for the department. One bid was received from Van Wert Fire Equipment for \$62,930.00. The estimate for the project was \$75,000.00. T. Herkenhoff and N. Clune motioned to accept the one bid. Motion passed on five aye votes. P. Enneking and C. Oldiges motioned to suspend the rule of three readings. Motion passed on five aye votes. R. Schwartz and C. Oldiges motioned to pass and adopt **Ordinance 16-02-04** awarding a contract and authorizing a purchase order to Van Wert Fire Equipment for \$62,930.00. Motion passed on five aye votes.

**COMMITTEE REPORTS:** Tom Herkenhoff reported the Community Improvement Corporation held a reorganization meeting February 16, 2016.

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

**Income Tax:** Council reviewed the January 2016 monthly income tax reports of \$284,278.65 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 P. Enneking motioned to approve the monthly income tax reports. Motion passed on five aye votes

**ADMINISTRATOR REPORT:**

- Peterson Construction continues to work at the waste water treatment plant. Most of the outside concrete will be poured by the end of this week. At the last construction meeting, a revised schedule was distributed and it appears that Peterson anticipates being substantially completed by mid-April. The next construction meeting is set for Thursday, February 25<sup>th</sup>.
- S & C continues to make progress on the construction of the energy storage system. Testing and commissioning of the equipment is currently being undertaken.

- The State Auditors will be conducting our yearly audit beginning this week. They are expected to be in the village for the next couple of weeks completing their work.

**Receipts:** Council reviewed the monthly cash receipt ledger of \$1,246,950.91. P. Enneking and C. Oldiges motioned to approve the report. Motion passed on five aye votes.

**Invoices:** T. Herkenhoff and R. Schwartz motioned to approve the invoices totaling \$167,157.29. Motion passed on five aye votes.

**COMMENTS & CORRESPONDENCE:** None.

R. Schwartz and N. Clune motioned to adjourn at 7:37 p.m. Motion passed on five aye votes.

---

Dennis Kitzmiller, Mayor

---

John Stechsulte, Clerk

Recorded & typed by John Stechsulte