

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

Council toured the Solar Field site at 5:45 pm.

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with six council members present: Tom Herkenhoff, Craig Oldiges, Nicole Clune, Paul Enneking, and Rick Schwartz. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Fiscal Officer), Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

Attendance: Eric Adams (Evening Leader), Brian Smith (Community Post), Jared Mauch (Daily Standard), and David Friend (Police Chief).

Approval of Minutes: T. Herkenhoff and C. Albers motioned to approve the minutes from the regular meeting of September 15, 2015. Motion passed on six aye votes.

VISITOR COMMENTS:

ORDINANCES & RESOLUTIONS:

No Parking Areas: We have received a request to consider three new no parking zones by local businesses. Woehrmyer Concrete and Springcreek Building Supply have expressed it is difficult for vehicles with trailers to exit their property. The no parking area would be on the east side of Ohio Street for 50 feet and also on the south side of Industrial Park Drive for 77 feet. The third area is on east side of Industrial Drive for approximately 51 feet. The Street Committee is recommending the change. C. Oldiges and P. Enneking motioned for the 3rd reading to pass and adopt **Ordinance 15-09-01** establishing no parking areas on various streets. Motion passed on six aye votes.

Two-Way Traffic on Lincoln Drive: Lincoln Drive is currently a one way street. We have been asked and the Street Committee recommends establishing two-way traffic on Lincoln Drive. Harrod reported he has received one comment stating it would increase accidents and was not in favor of the two-way traffic. C. Albers contacted the individual to explain the reason for the change stating it was for convenience of the residents. T. Herkenhoff and N. Clune motioned for the 3rd reading to pass and adopt **Ordinance 15-09-02** establishing two-way traffic on Lincoln Drive. Motion passed on six aye votes.

Stop Signs on Lincoln Drive: Lincoln Drive currently has yield signs at the intersection of Lincoln Drive and Lincoln. With the change to two way traffic, the Street Committee is recommending stop signs be erected to replace the yield signs. In addition, a stop sign would need to be installed at Lincoln Drive and Fourth Street. C. Oldiges and C. Albers motioned for the 3rd reading to pass and adopt **Ordinance 15-09-03** establishing new stop signs at the Lincoln Drive and Lincoln Streets intersections and at Fourth and Lincoln Drive. Motion passed on six aye votes.

WWTP Solids Handling Project: Two bids were received for the WWTP Solids Handling Project. The lowest and best bid is from Peterson Construction of Wapakoneta for \$1,580,000.00. The engineering estimate was \$1,850,000.00. R. Schwartz and T. Herkenhoff motioned to accept the two bids. Motion passed on six aye votes. P. Enneking and C. Oldiges motioned to suspend the

rule of three readings. Motion passed on six aye votes. N. Clune and R. Schwartz motioned to pass and adopt **Ordinance 15-10-01** awarding a contract and issue a purchase order to Peterson Construction for \$1,580,000.00 for the WWTP Solids Handling Project. Motion passed on six aye votes.

Water Plant Membrane Replacement Project: Three bids were received for the Water Plant Membrane Replacement Project. H2O Innovation USA Inc. submitted the lowest bid and an alternative membrane bid of \$146,880.00. R. Schwartz and P. Enneking motioned to accept the three bids. Motion passed on six aye votes. The alternative membrane elements do not meet the requirement in the specifications which require the elements to have been used in three installations of at least 1.0 mgd for at least 12 months. These are newer generation of a previous model and just have not been on the market as long. The alternate membrane provides a \$10,000.000 cost savings to the village as well as water quality benefits. So it is the recommendation of Dan Haehn and CDM's membrane specialist to use the alternate membrane elements. Harrod was asked to contact the supplier to see if an extended warranty for the alternate membranes could be obtained. T. Herkenhoff and C. Oldiges motioned for the 1st reading of **Ordinance 15-10-02** awarding a contract and issue a purchase order to H2O Innovation USA, Inc. for \$146,880.00 for the Water Plant membrane replacements. Motion passed on six aye votes.

Auglaize County Solid Waste Management Plan: Every 5 years the county solid waste plan needs to be updated by the County. The plan is very similar to the 2009 plan. The facilities and programs of the District are partially funded by a charge on each improved parcel in Auglaize County. The parcel assessment was approved by the Board of Commissioners on April 28, 2009. There is no change to the recycling programs and no planned increase in the generation fees. Nor does the county plan on implementing a designation fee or designate where refuse in Auglaize County must go. C. Albers and R. Schwartz motioned for the 1st reading of **Resolution 15-10-01** approving the Auglaize County Solid Waste Management Plan. Motion passed on six aye votes.

New Bullet Proof Vest Grant Fund: The Police Department was awarded a grant to purchase new bullet proof vests for the department. In order to account for the monies, a new fund must be created. C. Oldiges and N. Clune motioned to suspend the rule of three readings. Motion passed on six aye votes. P. Enneking and C. Albers motioned to pass and adopt **Resolution 15-10-02** establishing the Bullet Proof Vest Grant Fund. Motion passed on six aye votes.

Minster Municipal Income Tax: The Ohio legislature passed House Bill 5 mandating municipalities who have an income tax ordinance adopt a revised income tax code conforming to the provisions of the Ohio Revised Code. The ordinance is developed from the sample ordinance from the Ohio Municipal League and adjustments were made to reflect how the village collects income tax. R. Schwartz and T. Herkenhoff motioned for the 1st reading of **Ordinance 15-10-03** amending Chapter 37 of the codified ordinances of the Village of Minster regarding municipal income tax. Motion passed on six aye votes.

Minster School Softball: The Parks Committee and representatives from Minster Local Schools and the Minster Boosters met to discuss possible improvements to diamond #5 at the Four Seasons Park. Currently the Minster High School softball team plays their home games on diamond #3. Diamond #5 was originally constructed for high school boy's baseball but is underutilized. The boosters will pay for any changes to the diamond to allow for softball use. Minster Schools has agreed to a 10 year commitment to use the diamond for girl's softball. R. Schwartz and C. Oldiges motioned for 1st reading of **Resolution 15-10-03** permitting Minster Local Schools to make

improvements to and utilize diamond #5 at the Four Seasons Park for girls' softball. Motion passed on six aye votes.

Revise Appropriations and Estimated Resources: Various funds require adjustment of appropriations to cover over / under appropriations in the beginning of the year. In addition, various funds require adjustments to the estimated resources. T. Herkenhoff and R. Schwartz motioned to suspend the rule of three readings. Motion passed on six aye votes. P. Enneking and C. Albers motioned to pass and adopt the **Resolution 15-10-04** authorizing the changes in appropriations and resources. Motion passed on six aye votes.

Transfer of Funds: Four funds require transfers of money to fund expenditures from the funds. The transfers are as follows:

- \$4,371.18.00 from General Fund to Bullet Proof Vest Grant
- \$43,211.46 from Boulder Lane to Capital Improvements
- \$19,378.75 from Well Field Development to Water Department
- \$10,000.00 from General Fund to the Pool Fund

N. Clune and C. Albers motioned to suspend the rule of three readings. Motion passed on six aye votes. C. Oldiges and P. Enneking motioned to pass and adopt the **Resolution 15-10-05** authorizing the transfer of funds. Motion passed on six aye votes.

Depository of Public Funds: Minster Bank will again be designated as a depository of public funds for the next five years beginning January 1, 2016. Applications have been completed to designate Minster Bank as our depository. T. Herkenhoff and R. Schwartz motioned for the 1st reading of **Resolution 15-10-06** designating Minster Bank as a public funds depository. Motion passed on six aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS:

Minster Community Fund: Heath Hegemann choose not to serve as the Village representative on the Minster Community Fund Distribution Committee. Andrew Schmitmeyer has agreed to be the Village representative. T. Herkenhoff and C. Albers motioned to appoint Andrew as the new representative on the Minster Community Fund Distribution Committee. Motion passed on six aye votes.

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. R. Schwartz and P. Enneking motioned to approve the invoices over \$3,000. Motion passed on six aye votes.

Remove Julie Schneider from Introductory Status: Julie has completed her six month introductory period as Administrative Assistant. Don believes Julie has met the job requirements and should be appointed a full time position. T. Herkenhoff and N. Clune motioned to accept Mayor Kitzmiller's recommendation to remove Julie from introductory status. Motion passed on six aye votes. Julie will receive an additional \$.35 per hour increase.

New Part Time Police Officer: Chief Friend would like to hire Bryan Koesters as a part-time police officer. Brian was previously employed before as a part-time officer in Minster prior to accepting a full time position in Van Wert. R. Schwartz and T. Herkenhoff motioned to accept Mayor Kitzmiller's recommendation to hire Bryan. Motion passed on six aye votes. He will start at \$11.50 per hour.

Water Plant Membrane Installation: Installation of the new membrane skids will be completed by Water Plant personnel. Dan Haehn believes it is imperative to have someone familiar with the process to guide the installation. CMD-Smith has submitted a construction services proposal not to exceed \$35,667.00. Council questioned the need for the proposal and further asked if the supplier could assist with installation. The need exists because we have no experience in installation and the supplier, H2O Innovation, is merely a supplier. R. Schwartz and C. Oldiges motioned to authorize a contract for the proposal amount of \$35,667.00 and issue a purchase order. Motion passed on six aye votes.

WWTP Sludge Handling Improvements: CDM-Smith has submitted a proposal for construction services of \$266,300.00 for construction administration, weekly inspection of the work, and application engineering of the software at the existing plant. Don Harrod would like to question CDM-Smith about the proposal and have a representative at the next meeting to answer questions and explain the scope of work. Council questioned the amount of hours and asked if other firms would be capable to perform the construction services. No action was taken during the meeting.

Income Tax: Council reviewed the September 2015 monthly income tax reports of \$306,184.35 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 N. Clune motioned to approve the monthly income tax reports. Motion passed on six aye votes.

ADMINISTRATOR REPORT:

- The last week in September the county engineer was in the village working on the banks of the canal behind the Woehrmyer property on Cleveland Street that had gave way and slid down. The county removed the riprap and drove steel pilings into the ground in an attempt to keep this from occurring again.
- In anticipation of the paving project, crews from the Public Works Department replaced two catch basins at the corner of South Frankfort Street and Second Street. These were old brick lined catch basins that were failing. New poured in place catch basins were used.
- Applications and resumes have been received for the open position at the waste water/water department. We are currently reviewing those resumes and will be undertaking interviews. We hope to have a recommendation to council in the near future.
- Trick or treat is scheduled for Thursday night, October 29th in the village. The hours for trick or treating are 6:30 pm until 8:00 pm.
- The block pillar at the concession stand in the middle of the little league diamonds that was damaged earlier this summer has been repaired.
- The Parks Department is in the process of winterizing the pool for the year. They will be placing the cover back on the pool, preparing the bathhouse for winter and removing the umbrellas from their stands. In addition, repairs will be made to the fence surrounding the pool and the baby pool where it has been damaged over the years.
- The Village has sold the generator that was removed from the utilities building. The item sold for \$2,127.30 which is more than we would have received had we sold it for scrap. We

also advertised the Hahn Fire truck on the website but did not receive any bids. We have reduced the minimum bid and have re-advertised the truck in the hopes that we can find a buyer.

- The Electric Department is in the process of removing dead ash trees in the right of way of village streets. We will remove approximately 25 trees this year along various streets. In addition, while the department is removing these trees they will also be trimming back others that are getting tangled in power lines throughout the community.
- Barrett Paving was in the village and has completed the minor street resurfacing project. Streets that were re-paved include a portion of Frankfort Street, Second Street, Lincoln Street, Third Street, Harvest Court and Sycamore Court. In addition, crews from the Public Works Department will begin doing some crack sealing of various streets in the community.
- The electric department will begin work on improving the electrical feed to the Oktoberfest Park and the well in the park. A section of the sidewalk was left out of the recent construction project so that this work could be undertaken. Once the electric department completes these improvements, we will pour the last section of sidewalk.
- Power Services was in the village last week assisting the electrical department with testing of equipment at the South East Subdivision. Power Services comes in each year to test one of the substations and this year the South East Substation was scheduled for testing. The testing includes taking oil samples from the transformer and inspection of such things as lightening arrestors, wire and relays.
- Racking continues to be installed at the solar field. Panels have been delivered and should begin to be installed this week. Last week, tours of the solar field were given to four groups from the Minster Local Schools. S&C Electric has begun the ground preparation for the energy storage system. This work commenced last week.
- Last Tuesday and Saturday, customers including Wagner's IGA and Bud's Pizza experienced a brief electrical outage. The outage which was caused by different squirrels and was quickly resolved.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,681,381.20. P. Enneking and R. Schwartz and motioned to approve the report. Motion passed on six aye votes.

Invoices: T. Herkenhoff and C. Oldiges motioned to approve the invoices totaling \$1,146,204.55. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE:

P. Enneking and N. Clune motioned to enter into executive session at 7:25 p.m. to discuss Pending litigation with no action anticipated. Motion passed on six aye votes. R. Schwartz and P. Enneking motioned to return to regular session at 7:55 p.m. Motion passed on six aye votes.

C. Oldiges and R. Schwartz motioned to adjourn at 6:57 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte