

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, December 01, 2015

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, Nicole Clune, and Paul Enneking. 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: Eric Adams (Evening Leader), Brian Smith (Community Post), Jared Mauch (Daily Standard), Dustin Thobe, and David Friend (Police Chief).

Approval of Minutes: C. Albers and C. Oldiges motioned to approve the minutes from the regular meeting of November 17, 2015. Motion passed on four aye votes and one abstention by N. Clune.

T. Herkenhoff and P. Enneking motioned to excuse Rick Schwartz from the meeting. Motion passed on five aye votes.

ORDINANCES & RESOLUTIONS:

Interim Appropriations: Annually Council approves interim appropriations to cover expenditures for the first few months of the new year until the final budget is approved. The interim appropriations total is \$5,736,513.69 and represent approximately one fourth of the total for the year. Those interim appropriations allow the Village to continue to operate during the time the final 2016 budget is being prepared. Permanent appropriations will be considered after the year-end accounting is complete and the 2015 budget is finalized. T. Herkenhoff and N. Clune motioned for the 1st reading of **Ordinance 15-12-01** approving the interim appropriations. Motion passed on five aye votes.

Woehrmyer Property Annexation: Jon and Julie Woehrmyer own a house on Bensman Road and wish to be annexed into the Village. Council needs to authorize the execution of an annexation agreement between the Village and the Woehrmyer's for a parcel of land located along Bensman Road and State Route 66.

Ohio annexation laws provide for a special property annexation procedure when all parties involved consent. Under these special procedures an annexation agreement between the municipal corporation and any township involved must be approved. These annexation agreements may provide for the territory to be annexed; the provision of services and improvements to the property and who is responsible; payment of services fees; payment in lieu of taxes; and changes in township boundaries among other items. In some instances, where the township and the community do not have a good working relationship getting both parties to agree can be challenging. In our situation, where we work closely with Jackson Township, the agreement can be fairly simple. The agreement is a mirror copy of the agreements developed by Jim Hearn and approved previously. As with those agreements, this agreement simply states that both the Village and the Township consent to the annexation; that the Village will provide services to the property upon annexation; that the Village is responsible for zoning the property; and that the Township will continue to receive the real estate tax revenue. C. Albers and C. Oldiges motioned for the 1st reading of **Ordinance 15-12-03** approving an Annexation agreement with Jackson Township Trustees. Motion passed on five 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. T. Herkenhoff and P. Enneking motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

Volunteer Fire Fighters' Dependent Fund: C. Albers and P. Enneking motioned to appoint Nicole Clune and Craig Oldiges as the 2016 Council representative to the (VFFDF) Volunteer Fire Fighters' Dependent Fund. Motion passed on five aye votes.

New Employee: There is an open position in the Water / Waste Water Department due to retirement. Don Harrod and Dan Haehn are recommending Dustin Thobe to fill the position. Dustin has experience with the Village of Chickasaw Water Department. C. Oldiges and T. Herkenhoff motioned to accept Mayor Kitzmiller's recommendation to hire Dustin. Motion passed on five aye votes. He will begin as a Water/Waste Water I with a starting pay of \$15.00 per hour and the standard six month introductory period.

Remove Chief David Friend from Introductory Status: Chief Friend has completed his one year introductory period with the Police Department. Mayor Kitzmiller believes David has met the job requirements and should be appointed to a full time position. C. Albers and N. Clune motioned to accept Mayor Kitzmiller's recommendation to remove David from introductory status. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- The Parks Department and the Stallo Library will welcome Santa Claus to the Minster Machine Centennial Park on Saturday, December 14 at 12:15 pm. Santa will arrive with the assistance of the Minster-Jackson Township Fire Department.
- For the third straight year, the village utilities have no accounts which need to be written off as uncollectable.
- Village crews continue to do daily leaf pickup throughout the village. Leaf pick-up will continue through the end of the week.
- Work on the solar field continues to move forward. Most of the panels are in place; about 90% of the wire has been pulled. The last piece of equipment (invertors) was delivered last week.
- Village electric crews have cut down approximately 15 ash trees throughout the village. Most of these ash trees have been located in street right-of-ways. We are planning on removing about 10 additional ash trees before the end of the year.

Invoices: T. Herkenhoff and C. Albers motioned to approve the invoices totaling \$778,223.78. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE: None.

C. Oldiges and P. Enneking motioned to enter into executive session at 6:50 p.m. to discuss employee compensation for certain employees with no action anticipated. Motion passed on five aye votes. N. Clune and T. Herkenhoff motioned to return to regular session at 7:46 p.m. Motion passed on six aye votes.

T. Herkenhoff and P. Enneking motioned to adjourn at 7:50 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechsulte, Clerk

Recorded & typed by John Stechsulte