

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, July 21, 2015

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Nicole Clune, Paul Enneking, and Rick Schwartz. Also present were Dennis Kitzmiller (Mayor), Jim Hearn (Solicitor), and Don Harrod (Administrator). 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), Jim Fullenkamp, Chuck Fullenkamp, Jim Albers (Township Trustee), Kevin Meyer and Bridget Sharp (Minster Area Life Squad), David Dwyer and Suzanne Csejtey (American Renewable Energy and Power), and David Friend (Police Chief).

Approval of Minutes: T. Herkenhoff and C. Oldiges motioned to approve the minutes from the June 16, 2015 regular meeting. Motion passed on four aye votes and one abstention by Rick Schwartz.

P. Enneking and R. Schwartz motioned to approve the minutes from the July 7, 2015 regular meeting. Motion passed on five aye votes.

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

VISITOR COMMENTS:

Minster Area Life Squad: Kevin Meyer reported that a member of the life squad who was on the day shift has changed to substitute status. Thus, there are not enough members to cover the day shift Monday through Friday. The squad met with members of the Safety Committee and the Township Trustees to discuss possible solutions to fill the open positions during the day. They have decided to hire independent contractors to be on station during the day for emergency runs. He is asking Council to help fund those independent contractors. These individuals would be a basic EMT and be paid approximately \$12 per hour. Kevin said this person would not be an employee but rather contractor. The Safety Committee will continue to study the situation and Council and will make a recommendation to council in the future. In addition, the Minster Area Life Squad will celebrate a 40th Anniversary "Evening in the Park" on Sunday, July 26th at Centennial Park.

Solar Field: Dave Dwyer reported to Council that all the planning and investment issues associated with the solar field and the Energy Storage System has been negotiated. Engineering drawings will be finalized by July 27th and site preparation will begin August 3rd. Solar panels should be delivered August 24th and inverters delivered in November. He assured Council that the project is moving forward. Council asked Dave to report weekly to Don on the status of the project.

Rosebud Sidewalks: The subdivision regulations require sidewalks to be installed after 75% of the subdivision phase has been improved. There is a phase in Rosebud that is more than 75% complete and the residents have requested sidewalks be installed on the undeveloped lots. Chuck Fullenkamp owns one of the two lots and is asking for Council to reconsider the request, stating they will be torn out when the lot is improved. Council asked him to provide a plan for his lot and the Street Committee will review the request.

ORDINANCES & RESOLUTIONS:

Miami Erie Medical Center: In April 2015, Joint Township District Memorial Hospital petitioned the Auglaize County Commissioners to annex the Miami Erie Medical Center on State Route 66 into the corporation limits. The Auglaize County Commissioners approved the annexation based upon the agreement between the Village of Minster and Jackson Township which was passed under Ordinance 15-02-01. The Commissioners then forwarded the petition to the Village for approval April 30, 2015. The Ohio Revised Code requires Council to wait sixty days from the date the Commissioners sent the approved resolution before considering this request. The required waiting period has expired so the Village can move forward with an ordinance accepting the petition and approving the annexation. R. Schwartz and N. Clune motioned for the 2nd reading to pass and adopt **Ordinance 15-07-01** to annex approximately 3.21 acres into the Village. Motion passed on five aye votes.

Webster Street Project Assessments: The process to collect unpaid assessments is for the village to secure a loan and collect through the county property tax. The total of unpaid assessments for the Webster Street project is \$9,855.89. We received one bid from Minster Bank for a 10 year note at 3.5%. Property owners will pay the assessment plus interest over a 10 year period. T. Herkenhoff and R. Schwartz motioned to accept the one bid from Minster Bank. Motion passed on five aye votes. C. Oldiges and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. P. Enneking and N. Clune motioned to pass and adopt **Ordinance 15-07-05** authorizing a 10 year note for the 2014 Webster Street assessment. Motion passed on five aye votes.

Transfer of Funds: The Well Field Development Fund requires a transfer of money to allow additional expenditures from the fund. The transfer is as follows:

\$50,000.00 from Water Fund to Well Field Development Fund.

R. Schwartz and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. N. Clune and P. Enneking motioned to pass and adopt **Resolution 15-07-01** authorizing the transfer of funds. Motion passed on five aye votes.

Revise Appropriations and Estimated Resources: The Well Field Development Fund requires adjustment of appropriations to account for an underestimate to complete the project. The revised appropriations are as follows:

511 Well Field Development \$295,000.00 increase of \$50,000.00

In addition, the Well Field Development fund requires adjustments to the estimated resources. The revised estimated resources are as follows:

5111 Well Field Development \$298,316.83 increase of \$50,000.00

C. Oldiges and N. Clune motioned to suspend the rule of three readings. Motion passed on five aye votes. R. Schwartz and P. Enneking motioned to pass and adopt the **Resolution 15-07-02** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

Sale of Property on the Internet: As an alternative to holding a public auction, the village would like to sell excess property by an internet auction. It is thought that some of the items the village sells are unique and require wider range of possible bidders. The website is GovDeals.com and a

number of municipalities in the area use this site. P. Enneking and T. Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and R. Schwartz motioned to pass and adopt **Resolution 15-07-03** expressing the Village's intent to sell excess property by internet auction. Motion passed on five aye votes

Vacate a Portion of an Alley: Weigandt Land Company Ltd. is requesting to vacate an alley which lies south of Fifth Street between Jefferson Street and Hamilton Street. The total distance is 138 feet from the south of Fifth Street. They plan to re-survey the lots and build condominiums. R. Schwartz and P. Enneking motioned for the 1st reading of **Ordinance 15-07-06** vacating a portion of the alley. Motion passed on five aye votes.

COMMITTEE REPORTS: The Safety Committee met with the Township Trustees and the Minster Area Life Squad on July 14, 2015. Another squad member is not available to run during the day, Monday through Friday. The discussion centered on how to fill the need for the Monday to Friday day shift paramedic.

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

Income Tax: Council reviewed the June monthly income tax reports of \$417,200.52 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 C. Oldiges motioned to approve the monthly income tax reports. Motion passed on five aye votes.

Oktoberfest: Annually the Oktoberfest Committee asks Council permission to hold the Oktoberfest in the Minster Machine Centennial Park. They are asking permission to serve alcohol and for the park to stay open beyond the normal closing time. Council also prohibits animals, with the exclusion of service animals, from the area. R. Schwartz and N. Clune motioned to approve the use of the park for the 2015 Oktoberfest. Motion passed on five aye votes.

NEW BUSINESS:

Facility Use Agreement with Minster Board of Education: The Parks Committee met with members of the Minster Local School concerning the facility use agreement. Each year the starting date of football practice changes based on the OHSAA dates. The hours are Monday to Friday, 3:00 pm to 9:00 pm and Saturdays from 8:00 am to 2:00 pm from August 1, 2015 to August 15, 2015. From August 17, 2015 to December 5, 2015 the hours are 3:30 pm to 6:30 pm Monday, Tuesday and Thursday, and Wednesday, 3:30 to 7:30. The school will post the 2015 practice football field hours on the school website. Also the west two tennis courts will be changed to multi-purpose courts. It was also reported that some of the Oak Trees are not healthy and the water fountain needs repaired.

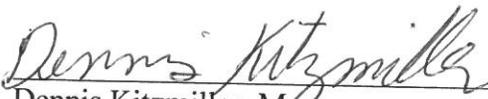
ADMINISTRATOR REPORT:

- Electric Department crews have removed the traffic lights and poles at the intersection of Seventh and Main Street in anticipation of installing the new poles. Parks Drilling has dug the holes for the new pole foundations. In addition, the concrete bases for the new poles have been poured.
- Village crews have completed the concrete work at Boulder Lane. Street Lights are ordered and should be delivered soon. The electric department will install the lights.
- Roe Trucking moved equipment in last week and have begun grinding the brush pile into mulch. They were having some difficulty in grinding the material due to it being so wet.
- On July 24th, the village will open bids for the Oktoberfest Park Phase I project. Once bids are opened, we will review them and have a recommendation to council at the first meeting in August.
- The Men's Adult League Softball Tournament will be held at the Four Seasons Park this coming weekend. The Parks Department is making preparations for the tournament.
- CDM Smith will be at the council meeting on the 4th of August to present an updated report on the sludge handling process project and to ask council permission to seek bids for the project. Currently, the EPA is doing a review of the revised plans.
- Public Works Crews will begin the installation of the water line along south State Route 66 to the Freytag property. It was decided to install a 2 inch water line instead of a 3 inch line. This is because a 2 inch line is considered a lateral and does not require a permit to install by the Ohio EPA.
- A letter has been prepared and sent to the Ohio Department of Transportation asking them to reconsider lowering the speed limit on State Route 119 West to 40 mph.

Invoices: P. Enneking and C. Oldiges motioned to approve the invoices totaling \$230,744.90. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE:

P. Enneking and C. Oldiges motioned to adjourn at 7:46 p.m. Motion passed on five aye votes.


 Dennis Kitzmiller, Mayor


 John Stechschulte, Clerk

Recorded & typed by John Stechschulte