

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, June 28, 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), 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), Jared Mauch (Daily Standard), Alan Heitbrink (Choice One Engineering), and David Friend (Police Chief)

Approval of Minutes: R. Schwartz and T. Herkenhoff motioned to approve the minutes from the regular meeting of May 17, 2016. Motion passed on four aye votes and one abstention by Nicole Clune.

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

ORDINANCES & RESOLUTIONS:

Annexation by Jon and Julie Woehrmyer: In February 2016, Jon Woehrmyer petitioned the Auglaize County Commissioners to annex approximately 1.537 acres at the northeast corner of State Route 119 west and Bensman Road. The Auglaize County Commissioners approved the annexation based upon the agreement between the Village of Minster and Jackson Township which was passed under Ordinance 15-12-03. 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. T. Herkenhoff and P. Enneking motioned for the 2nd reading of **Ordinance 16-05-01** to annex approximately 1.537 acres into the Village. Motion passed on five aye votes.

Rosebud Subdivision Sidewalks: There were two properties in Rosebud Subdivision that require sidewalks to be installed prior to May 31, 2016. One of the property owners has not installed sidewalks so it is necessary to pass this Resolution of Necessity in order for the village to install the walks and assess the property owner. Harrod advised council that the property where sidewalks need to be installed as been sold to another property owner. Schwartz stated that he would like the new property owner to be notified that sidewalks will be installed on the property. Motion by N. Clune and R. Schwartz motioned for the 1st reading of **Resolution 16-06-01** declaring it necessary to improve Rosebud Subdivision with sidewalks. Motion passed on five aye votes.

2016 Annual Street Resurfacing Project: The street committee has determined the following areas be considered for resurfacing with an engineering estimate of \$313,939.00.

- First Street from West Corporation line to Main Street
- First Street from Main Street to the East Corporation line.
- Paris Street from First Street to Fourth Street
- Minster Safety Building parking lot.

- Seventh Street from Hanover to Cleveland Street

Three bids were received with the lowest bid was Barrett Paving at \$355,691.75. T. Herkenhoff and C. Oldiges motioned to accept the bids. Motion passed on five aye votes. P. Enneking and R. Schwartz motioned to suspend the rule of three readings. Motion passed on five aye votes. N. Clune and C. Oldiges motioned pass and adopt **Ordinance 16-06-01** awarding a contract and authorizing a purchase order to Barrett Paving for \$355,691.75. Motion passed on five aye votes. Don Harrod will ask Barrett to complete the project soon because the water line replacement on Seventh Street is temporarily filled with stone.

Transfer of Funds: With the purchase of land from FRJH Ltd., the Industrial Park Fund needs money transferred from the Capital Improvement Fund to allow the purchase.

\$410,000.00 from Capital Improvement to Industrial Park Fund

R. Schwartz and P. Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. C. Oldiges and T. Herkenhoff motioned to pass and adopt **Resolution 16-06-02** authorizing the transfer of funds. Motion passed on five aye votes.

Revise Appropriations and Estimated Resources: The Industrial Park Fund 403 requires an adjustment of appropriations. The revised appropriation is as follows:

403 Industrial Park \$442,000.00 increases of \$410,000.00

In addition, the Industrial Park fund requires adjustments to the estimated resources. The revised estimated resources are as follows:

403 Industrial Park \$600,638.35 increase of \$410,000.00

T. Herkenhoff and R. Schwartz motioned to suspend the rule of three reading. Motion passed on five aye votes. C. Oldiges and R. Schwartz motioned to pass and adopt **Resolution 16-06-03** authorizing the changes in appropriations and resources. 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. R. Schwartz and N. Clune motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

Income Tax: Council reviewed the April 2016 monthly income tax reports of \$607,599.54 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 collections for the Village. P. Enneking and N. Clune motioned to approve the monthly income tax report. Motion passed on five aye votes.

Remove Dustin Thobe from Introductory Status: Dustin has completed his six month introductory period with the WTP/WWTP. Dan Haehn believes Dustin has met the job requirements and should be appointed to a full time position. T. Herkenhoff and R. Schwartz motioned to accept Mayor Kitzmiller's recommendation to remove Dustin from introductory status.

Motion passed on five aye votes. He will receive a \$.30 increase as well as the 2.5% granted the other employees.

Police Cruiser: Chief Friend would like to begin the long process of purchasing a new police cruiser. This would be a fourth vehicle for the department; however, the Dodge Charger will be used by personnel for trips rather than using personal vehicles and for special events. Due to the long lead time and the condition of the Charger, it is necessary to start the state purchasing process now for delivery in 2017. R. Schwartz and P. Enneking motioned to allow the purchase of a Ford Explorer through state purchasing. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- The Electric Department has completed the annual meter testing that we do on all three phase commercial and industrial meters. Only one issue was discovered and was corrected.
- The Parks Department has installed the final canopy over Diamond #3 at the Four Seasons Park. This canopy was left off until the High School Girls' Softball season was over.
- Crews have completed replacing the water line on west Seventh Street. Last week the line was disinfected, tested and placed in service. As part of the minor street resurfacing project, we would like to mill and resurface the entire street. However, until then the trench will remain filled with stone.
- The Electric Department's new bucket truck is expected to be delivered in the next couple of weeks. Recently, some of the members of the department went to Circleville to do a pre-paint inspection of the truck.
- The Parks Department has installed the final canopy over Diamond #3 at the Four Seasons Park. This canopy was left off until the High School Girls' Softball season was over.
- Waste Water Treatment Plant personnel have started the new sludge process up. The making of sludge under the new process began on the 1st of June. There is some additional training that the department will undergo on the process this week.
- Electric Department crews will begin the installation of underground wires along First Street east of the Dannon facility. This will enable us to remove the wooden poles that were installed as a temporary measure a few years ago.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,252,536.76. N. Clune and R. Schwartz motioned to approve the report. Motion passed on five aye votes.

Invoices: T. Herkenhoff and P. Enneking motioned to approve the invoices totaling \$1,162,862.62. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE:

R. Schwartz and P. Enneking motioned to enter into executive session at 7:06 p.m. to discuss the sale/exchange of land with action anticipated. Motion passed on five aye votes. C. Oldiges and T. Herkenhoff motioned to return to regular session at 7:47 p.m. Motion passed on five aye votes

Sale / Exchange of Land: The village has no land available for industrial growth and has been searching for adjacent land for some period of time. At the last council meeting we purchased 33.127 acres from FRJH Ltd in Cynthian Township. We also own 81.7 acres on Sextro Road (Schmitmeyer Farm). These two parcels will be traded for approximately 32.66 acres owned by Knostman Farms located on State Route 66 south of the existing Machine Concepts property. P. Enneking and R. Schwartz motioned to suspend the rule of three readings. Motion passed on five

aye votes. C. Oldiges and T. Herkenhoff motioned to pass and adopt **Ordinance 16-06-02** designating lands under ORC 1724.10 as not needed for municipal purposes and authorize the Community Improvement Corporation to exchange the property. Motion passed on five aye votes.

R, Schwartz 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