

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, May 17, 2016

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, 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), and David Friend (Police Chief). Also present were Craig Monnin (Merit Badge Citizenship of the Community), Jim Fullenkamp, and Ruth Fullenkamp.

Approval of Minutes: P. Enneking and C. Albers motioned to approve the minutes from the regular meeting of April 19, 2016. Motion passed on four aye votes and one abstention by Rick Schwartz.

R. Schwartz and T. Herkenhoff motioned to excuse Nicole Clune from the meeting. Motion passed on five aye votes.

ORDINANCES & RESOLUTIONS:

Annexation by John 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. C. Oldiges and R. Schwartz motioned for the 1st reading of **Ordinance 16-05-01** to annex approximately 1.537 acres into the Village. Motion passed on five aye votes.

Revise Appropriations: The Sanitary Sewer Replacement fund requires adjustment of appropriations. The revised appropriation is as follows:
414 Sanitary Sewer Replacement Fund \$20,000.00 increase of \$20,000.00

T. Herkenhoff and C. Albers motioned to suspend the rule of three readings. Motion passed on five aye votes. P. Enneking and C. Oldiges motioned to pass and adopt the **Resolution 16-05-01** authorizing the changes in appropriations. Motion passed on five aye votes.

COMMITTEE REPORTS: Rick Schwartz reported the Minster Local Schools and the Parks Department are moving forward with the plans to convert diamond #5 into a High School softball field. This is in conjunction with the Hanover Street baseball field renovations.

OLD BUSINESS: None.

NEW BUSINESS:

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

T. Herkenhoff and R. Schwartz motioned to seek bids for the project. Motion passed on five aye votes.

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. C. Oldiges and C. Albers motioned to approve the invoices over \$3,000. Motion passed on five aye votes.

Purchase Automated External Defibrillators (AED's): There is a need to have AED's in various buildings and on electrical department vehicles. Survival rates are substantially improved when CPR and an AED is administered quickly. R. Schwartz and P. Enneking motioned to purchase 11 additional AED's working with APPA's Hometown Connections Program and Heartsmart.com for \$825.00 each. 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. R. Schwartz and P. Enneking motioned to approve the monthly income tax reports. Motion passed on five aye votes.

Appoint Brian Koesters Full Time Police Officer: Chief Friend is recommending Brian Koesters be appointed a full time position to fill the spot vacated by Brian Drexler. Brian has been a part time officer from November 2013 to December 2014 and again October 2015 to present. His starting pay will be \$16.30 per hour. T. Herkenhoff and C. Oldiges motioned to accept Mayor Kitzmiller's recommendation to hire Brian. Motion passed on five aye votes. Brian will be sworn in at a future Council meeting.

Summer Part-Time Pool Help: Annually the Village hires part-time summer help for the Parks and Pool. Additional lifeguards and pool manager, Donna Borges, will be hired for the summer and one additional summer maintenance laborer for the Parks. R. Schwartz and C. Albers motioned to accept the mayor recommendation to hire the seasonal employees. Motion passed on five aye votes

ADMINISTRATOR REPORT:

- The Village Parks and Recreation Department held the annual Scott's® Major League Baseball® Pitch, Hit and Run competition on Saturday, April 30th, 2016 at the Four Seasons Park. Approximately 80 children took part in the contest.
- Well six at the Four Seasons Park has been repaired as well as cleaned and has been put back in service. This well had the hole in the down tube and in order to repair it, everything had to be removed from the well; therefore we thought it was a good time to clean the well.
- Final work is being done on the sludge process equipment. CDM Smith is working on getting all of the PLC's for the equipment to communicate with one another. We believe that this work should be done shortly and we can start the sludge making process.

- The Bar Screen at the Waste Water Treatment Plant has been repaired and placed back into service. We have been waiting several months for repairs parts and they finally came in and the waste water department made the necessary repairs on May 5th.
- The Parks Department is going to start selling pool passes for the upcoming season. Pool passes will be able to be purchased Monday through Friday from 4:30 to 7:30 p.m. at the pool. The pool is expected to open on Monday, May 31st.
- The Water Department annual Consumer Confidence Report has been completed and notification of its availability has been given to the residents of the village through the Town Crier. Any resident who wishes to receive a copy of the report can go to the village's website or contact the village offices.
- Moody's Investor Service has affirmed the Village A1 general obligation bond rating. Ever couple of years Moody's seeks a new credit opinion for the Village. Strengths that were identified in the credit opinion include a well-established manufacturing presence, stable financial operations and the village's low debt burden.
- AMP has selected Amanda Lehmkuhl of Minster has the winner of one of this year's AMP scholarships. Amanda will receive a scholarship in the amount of \$2,000.00 from Amp. Amp will be at a future council meeting to present the scholarship check to Amanda.
- The Village has been notified by the Smart Electric Power Alliance that we have been chosen by them to receive assistance in the development of a community solar program. SPEA through a grant from the Department of Energy will conduct customer surveys to determine interest in a community solar program, and work with the village in developing a customer contract based upon feedback from the community. There is no cost to the village for this assistance.
- Public Works Crews are finishing up the installation of the sidewalks at the Oktoberfest Park. Last year we left out a portion of the sidewalk so that electric work could be completed and this section of concrete is being installed now. In addition, we are installing walk ways to the concrete pad in the south end of the park as well.
- Within the next few weeks, crews from the public works department will begin the replacement of an old water line in Seventh Street. Work will be done between Hanover Street and the Canal. Local traffic and traffic to the pool will be maintained.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,801,767.78. R. Schwartz and P. Enneking motioned to approve the report. Motion passed on five aye votes.

Invoices: T. Herkenhoff and C. Oldiges and P. Enneking motioned to approve the invoices totaling \$599,126.64. Motion passed on four aye votes and one abstention by Curt Albers.

COMMENTS & CORRESPONDENCE:

C. Oldiges and R. Schwartz motioned to enter into executive session at 7:00 p.m. to discuss the purchase and sale of land with action anticipated. Motion passed on five aye votes. R. Schwartz and C. Oldiges motioned to return to regular session at 7:35 p.m. Motion passed on five aye votes

Purchase of Land: The Village and the Community Improvement Corporation have been searching for land for industrial growth for a number of years. FRJH Ltd has approximately 33.127 acres of land for sale. R. Schwartz 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 **Ordinance 16-05-02** to purchase 33.127 acres from FRJH Ltd for \$12,500 per acre. Motion passed on five aye votes.

C. Albers and C. Oldiges motioned to adjourn at 7:40 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte