VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, November 17, 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), 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: P. Enneking and C. Albers motioned to approve the minutes from the regular meeting of November 3, 2015. Motion passed on four aye votes

C. Oldiges and C. Albers motioned to excuse Rick Schwartz from the meeting. Motion passed on four aye votes.

ORDINANCES & RESOLUTIONS:

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. T. Herkenhoff and P. Enneking motioned for the 3rd reading to pass and adopt **Resolution 15-10-01** approving the Auglaize County Solid Waste Management Plan. Motion passed on four aye votes.

Minster Municipal Income Tax: See below.

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 girls' softball. C. Albers and C. Oldiges motioned for the 3rd reading to pass and adopt **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 four 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. P. Enneking and T. Herkenhoff motioned for the 3rd reading to pass and adopt **Resolution 15-10-06** designating Minster Bank as a public funds depository. Motion passed on four aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

Annual Turkey Trot 5K Race: Curt Albers, representing the group organizing the 7th Annual Turkey Trot 5K race is asking permission to run the race on Thanksgiving morning with registration beginning at 9:00 am. P. Enneking and C. Oldiges motioned to approve the route of the 5K race, provide police department traffic control to shut down those streets as necessary. Motion passed on four 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. T. Herkenhoff and C. Albers motioned to approve the invoices over $3,000. Motion passed on four aye votes.

Income Tax: Council reviewed the October 2015 monthly income tax reports of $184,249.59 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. C. Oldiges and C. Albers motioned to approve the monthly income tax reports. Motion passed on four aye votes.

$5.00 Permissive License Fee: Annually the Deputy Clerk, Kyle Gushing, submits a letter along with paid street resurfacing invoices to the County Engineer to request the balance of the $5.00 Permissive License fee from the County. The money must be used for street resurfacing projects within the Village. T. Herkenhoff and C. Albers motioned to authorize the request from the County Engineer. Motion passed on four aye votes.

ADMINISTRATOR REPORT:

- On Saturday morning, November 14th, crews from the electric department replaced the traffic light pole at the southeast corner of Fourth Street and Main Street. This pole was damaged by a semi-truck about six weeks ago.
- On October 24th, Sarah Bertke completed the first phase of the Nature Area at the Four Seasons Park. The area which is located between the pond and the railroad tracks was completed as part of Sarah's Gold Award for the Girl Scouts.
- The Minster Parks Department and the Stallo Library 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 at 12:30 pm.
- Village crews continue to do daily leaf pickup throughout the village. Leaf pick-up will continue until December 4th. Leaves should be piled in the grass area between the curb and the sidewalk, not in the curb and gutter.
- All of the shelter houses have been weatherized and closed for the season with the exception of the Shelter House with the fire pit. This will remain open throughout the winter to accommodate those using the sledding hill.
- Annually, after the Fire Department conducts their hydrant testing, there are a number of hydrants that needed to be repaired. Some of the repairs are minor such as a leaking gasket others made need the hydrant replaced. This year out of

the two hundred hydrants tested 18 needed repairs which the Public Works Department has completed.

- In anticipation of the upcoming holiday season, crews are beginning to put up the Christmas decorations. Some of the lights in the trees along Fourth Street have been hung. The remainder of the decorations will be put up prior to the Thanksgiving holiday.
- Village offices will be closed Thursday and Friday, November 26th and 27th for the Thanksgiving Holiday.
- Last Thursday, we conducted a pre-construction meeting with Peterson Construction the contractor for the solids handling project at the waste water treatment plant. It appears that Peterson would like to get started on the project around the first of December and they expect to be completed by the project around the first of April.
- With the Thanksgiving Holiday approaching, the Village and Rumpke want to remind everyone that the garbage collection will continue as usual on Thanksgiving Day and the following Friday. For those on the north end of town that will be picked up on Thanksgiving, Rumpke is asking that the garbage be set out the night before as they will be around very early on Thanksgiving morning.

Purchase Transformer: A transformer at Dannon is leaking oil and needs to be replaced. Solomon has submitted a price of $46,395.00 for a 2500 KVA three phase pad mount transformer to replace the faulty unit. Council questioned if the new transformer would fall under the aid to construction agreement. Don Harrod and Jim Hearn will investigate the agreement. Competitive bidding is not necessary due to the price being under $50,000.00. T. Herkenhoff and C. Oldiges motioned to allow the purchase and create a purchase order. Motion passed on four aye votes.

Receipts: Council reviewed the monthly cash receipt ledger of $1,354,520.26. P. Enneking and C. Albers motioned to approve the report. Motion passed on four aye votes.

Invoices: T. Herkenhoff and P. Enneking motioned to approve the invoices totaling $451,445.43. Motion passed on three aye votes and one abstention by C. Albers.

Nicole Clune arrived at 6:52 p.m.

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 Oho Municipal League and adjustments were made to reflect how the village collects income tax. T. Herkenhoff and N. Clune motioned to declare an emergency. Motion passed on five aye votes. C. Oldiges and C. Albers motioned for the 3rd reading to pass and adopt **Ordinance 15-10-03** amending Chapter 37 of the codified ordinances of the Village of Minster regarding municipal income tax. Motion passed on four aye votes.

COMMENTS & CORRESPONDENCE: None.

P. Enneking and N. Clune motioned to adjourn at 6:55 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte