

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, October 18, 2016

Council Meeting: Council convened at 6:30 p.m., in Council Chambers with five council members present: Tom Herkenhoff, Curt Albers, Nicole Clune, Craig Oldiges, 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), Jared Mauch (Daily Standard), Brian Smith (Community Post), Stephanie Kohne, Bob Schnabel, Ben Baumer, and Alan Heitbrink.

Approval of Minutes: N. Clune and C. Albers motioned to approve the minutes from the regular meeting of October 4, 2016. Motion passed on five aye votes.

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

ORDINANCES & RESOLUTIONS: None.

COMMITTEE REPORTS: Nicole Clune received a report from the Minster Area Life Squad of 38 runs in July, August, and September. The total for the year is 140.

OLD BUSINESS:

Engineering for the Northeast Development: We have received two quotes for engineering for the Northeast Development Project. It is essential for all the engineering to be completed at one time in order to ensure continuity of the project and to allow the village to install utilities without doing a complete street reconstruction. Choice One Engineering submitted a proposal of \$249,800.00 while Access Engineering of Celina, Ohio submitted a quote of \$275,500.00. The scope of work involves design, bidding, construction administration, and construction staking. T. Herkenhoff and C. Oldiges motioned to award a contract to Choice One Engineering of Sidney, Ohio and authorize a purchase order. Motion passed on five aye votes.

NEW BUSINESS:

Credit Card Policy: The Auditor of State sent a State Bulletin regarding credit card controls. It emphasized a credit card policy to strengthen and maintain internal control. The revisions to the policy are limits on the total dollar amount each authorized card user may incur as part of any individual transaction and a statement signed by each potential card user acknowledging they have read and understand the credit card policy. N. Clune and C. Albers motioned to approve the revised Credit Card Policy. Motion passed on five aye votes.

Street Sweeper Repair: The Schwarze A700 street sweeper was purchased in 2004 and is beginning to show considerable amount of rust in the dirt hopper. We have received a quote from Lecal in Jackson Center to recondition the sweeper by installing a new dirt hopper on the unit. The upgrade includes a new hopper, new screens, and other sundry hoses and doors for \$39,150.00. An upgrade to a stainless steel hopper would be an additional \$12,600.00. T. Herkenhoff and C.

Oldiges motioned to approve the proposal for reconditioning the sweeper. Motion passed on five aye votes.

Income Tax: Council reviewed the September 2016 monthly income tax reports of \$332,130.63 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. Albers and C. Oldiges motioned to approve the monthly income tax reports. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- Dan Haehn has calculated the cost savings received over the last three months by using the centrifuge to process sludge. In June the Village processed 43.98 tons of sludge at a cost of \$3,697.45. In July, 42.91 tons of sludge was processed at a cost of \$3, 717.5. In September 30.08 tons of sludge was processed at a cost of \$2,804.67. Bringing the total spent on sludge removal by utilizing the centrifuge for those three months to \$10,219.17. In terms of gallons processed for the three months, the total would be 1,318.1 gallons. If we were still hauling this out as liquid, it would have cost the village \$104,510.00. By utilizing the centrifuge, the village saved \$94,290.83 over the last three months.
- The Village's solar and energy storage project received another award two weeks ago. The project was recognized as the Energy Storage North America 2016 Centralized Storage Project Innovation award at an awards ceremony at the San Diego Convention Center. The project received the award for its innovation and leadership in energy storage and positive impact on the industry. Energy Storage North America is the largest conference, exhibition and networking event for the North American energy storage industry.
- Leaf pick-up has begun. Currently, we are picking up leaves on Monday and Thursdays. Once more leaves start to come down we will increase the frequency of pick-ups to everyday. Brush pick-up will continue to occur throughout the winter months on Mondays and Thursdays.
- Once again this fall, the village will be painting street light poles throughout the village. As in the past, we are working with McGill Home Improvement to paint approximately 80 street lights.
- Well #6 has been put back into production after replacement of a motor on the pump. Well #7 remains down due to a faulty starter. A new started has been ordered and should be delivered in the next couple of weeks. Once we receive the starter we will install it and put well #7 back on line.
- All of the concrete collected has been crushed. We are also beginning to grind the newest pile of lawn debris into mulch.
- ODOT has sent a letter stating the repaving of State Route 66 (Main Street) in 2018 has been indefinitely postponed and will be added to a future project.

Invoices: T. Herkenhoff and P. Enneking motioned to approve the invoices totaling \$136,390.86. Motion passed on four aye votes and one abstention by Curt Albers.

COMMENTS & CORRESPONDENCE:

~Nicole Clune complimented the Minster Garden Club for their display of the autumn decorations in the Village. Thank you for your service to the Village.

~ Stephanie Kohne asked about the plans for the Northeast Development. At this time the only item scheduled is for the engineering passed earlier in the meeting. No plans have been submitted by Baumer Construction and no streets are scheduled to be constructed.

~Bob Schnable reported there are some storm sewer grates at First and Main Street that have the steel bars parallel with the street where a bicycle tire could get caught. Don will investigate the sewer grates.

C. Albers and N. Clune motioned to adjourn at 6:54 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte