

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, April 21, 2020

**Council Meeting:** Council convened remotely in a teleconference meeting at 6:30 p.m. with six council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, 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).

**Attendance:** Sandy Schwieterman (Sidney Daily), Tom Millhouse (Daily Standard), Bob Blindhauer (Community Post) and David Friend (Police Chief).

Mayor Dennis Kitzmiller called the Council Meeting with a roll call.

**Approval of Minutes:** Albers and Enneking motioned to approve the minutes from the regular meeting of April 7, 2020. Motion passed on six aye votes.

**ORDINANCES & RESOLUTIONS:**

**COMMITTEE REPORTS:**

**Utility Committee:** Craig reported the committee met to discuss plans for Phase II of the solar field.

**OLD BUSINESS:**

**NEW BUSINESS:**

**Income Tax:** Council reviewed the March 2020 monthly income tax report of \$441,354.87 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. Herkenhoff and Clune motioned to approve the monthly income tax report. Motion passed on six 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 up to \$25,000, however, per the State Auditor; the purchases over \$3,000 and under \$25,000 require Council approval. Oldiges and Schwartz motioned to approve the invoices over \$3,000. Motion passed on six aye votes.

**2020 Budget:** The Finance Committee met and discussed the impact of Covid19 on the village finances. The committee reviewed the major item list for each department to determine what major purchases or projects could be delayed or eliminated from the 2020 budget. Although undetermined at this time, income tax receipts will certainly be reduced because of the state wide shutdown of many businesses. During the meeting, John Stechschulte reviewed the major item list and shared the committee's conclusions about major items that could be eliminated or delayed should the statewide shutdown continue and negatively impact the income tax receipts. No final decisions were made at this time.

**ADMINISTRATOR REPORT:**

- Helms and Sons continue to work on the Second Street/Garfield Street project. The water line in Garfield Street has been installed and most of the water taps have been completed. Helms is currently making storm taps where needed. They are also preparing to install sidewalks along the remainder of east Second Street. Helms will continue with work on the project and will be working on the curb and gutter next.
- Electrical crews continue to work on the electrical substation. Crews have a couple of more sections of the 'treadway box' to install, before installing the ground grid. The department expects the delivery of the transmission line poles the week of April 27<sup>th</sup>. Once they arrive, our crews will work with Vaughn Electric to get the poles set and prepared for wire installation.
- Over Easter weekend, Liquid Engineering was in the village to do the interior inspections of both water towers. They began in the morning on Friday, April 10<sup>th</sup> and finished in the late afternoon of the 11<sup>th</sup>. Initial reports from the inspections were very good. We will receive a detailed report and video in the future.
- The 2019 enterprise zone reports have been submitted to the State of Ohio. The Village has two enterprise zone agreements in effective and must annually submit a progress report on the status of those agreements. Later this month the County Commissioners and the County Auditor will also conduct a meeting to review each agreement to make sure that those companies receiving the tax abatements are in compliance.
- The Electric Department again was awarded the RP3 status by the American Public Power Association. The Association's RP<sub>3</sub> program is based on industry-recognized leading practices in four important disciplines, reliability, safety, workforce development, and system improvement. An RP<sub>3</sub> designation is a sign of a utility's dedication to operating an efficient, safe, and reliable distribution system. The department was designated at the diamond level which is the highest level that can be achieved in the program. The RP# designation is for three years and marks the fourth time the electric department has been designated a RP3 department.

**Invoices:** Herkenhoff and Enneking motioned to approve the invoices totaling \$1,237,978.88. Motion passed on six aye votes.

#### **COMMENTS & CORRESPONDENCE:**

Schwartz and Oldiges motioned to enter into executive session at 6:58 p.m. to discuss pending litigation with no action anticipated. Motion passed on six aye votes. Clune and Albers motioned to return to regular session at 7:11 p.m. Motion passed on six aye votes.

Oldiges and Enneking motioned to adjourn at 7:12 p.m. Motion passed on six aye votes.

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Dennis Kitzmiller, Mayor

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John Stechschulte, Clerk

Recorded & typed by John Stechschulte