

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, May 19, 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), and John Stechschulte (Fiscal Officer).

Attendance: Tim Nixon, Rob Hemmelgarn, Jamie Hemmelgarn, Craig Sherman, Dave Lamm, Brandy Heitkamp, Mandy Inskeep, Austin Kaylor, Bob Blindauer (Community Post), Sandy Schwieterman (Sidney Daily), Tom Millhouse (Daily Standard), and David Friend (Police Chief).

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

Approval of Minutes: Schwartz and Enneking motioned to approve the minutes from the regular meeting of May 5, 2020. Motion passed on six aye votes.

Follow-up on Dannon Odor: Craig Sherman stated there was a bad odor this past weekend and asked for follow-up about some questions asked during a previous council meeting. He asked about emailing the EPA to document history of each incident, asked if employees have been notifying Don about any incidence, and has Dannon given any root cause to the previous recent incidents? Don said the employees have been asked to notify when they smell an occurrence and a log is being kept. He also noted that the solids have gone up recently. Craig said Dannon should be doing cause analysis and stated the odor problem has gone on way too long. Rick thanked Craig for his input and agreed the odor was bad Sunday and the cause may have been a new hauler that did not filter properly.

ORDINANCES & RESOLUTIONS:

2020 Minor Street Resurfacing Project: Three bids were received for the 2020 Minor Street Resurfacing Project. The street committee has determined the following areas be considered for resurfacing with an engineering estimate of \$230,069.00. The appropriations for the street resurfacing project are \$220,000.00.

1. Hamilton Street from Third Street to Fifth Street, \$75,160.45
2. Third Street from Main Street to Paris Street, \$90,634.80
3. Fifth Street from Main Street to Garfield Street, \$20,729.30
4. Bensman Road from State Route 66 to the East Corporation Line \$43,544.45

Bids were accepted at the last Council meeting with the low bid coming from Barrett Paving for \$191,391.25. Rick asked if Barrett is going to repair Fifth Street due to it not passing inspection. Tom stated that he is also disappointed with the work Barrett did on Fifth Street two years ago. Schwartz and Albers motioned for the 1st reading of **Ordinance 20-05-01** awarding a contract to Barrett Paving for the 2020 Street Resurfacing Project. Motion passed on six aye votes.

Protecting Water System from Contaminates: The Ohio EPA is again forcing an unfunded mandate to establish controls to ensure municipal water systems are not contaminated from outside connections. Don explained the village must complete inspections to be sure of no cross connection between private irrigation systems or cisterns and the village water system. He stated that the

revisions to the Village's current ordinance deal with new EPA rules and regulations on notifying customers of violations and the possibility of water shut-offs. The Village is to complete inspection of the entire town over a five-year period. Council asked if we knew where all the cisterns, irrigation systems, or other situations are located. Don stated we know many of them but will need verify each resident. Oldiges and Herkenhoff motioned for the 2nd reading of **Ordinance 20-05-02** establishing an effective means for protecting the public water system from contaminants. Motion passed on six aye votes.

New Water Tower: A leak was detected in the Ohio Street north water tower while painting it last summer. The north water tower is very old and needs to be replaced. Council believes now is the time to begin engineering for a new water tower. CDM Smith submitted a proposal in the amount of \$292,500.00 for engineering services to replace the North Elevated Water Storage Tank. Fred Smith explained the proposal is in two phases. Phase 1 is for model development and EST (elevated storage tower) design while Phase 2 is for bidding and to award a contract. He explained there are only 2 or 3 tank builders in the United States and could be four or five years before the tank will put in service. Enneking and Clune motioned for the 2nd reading to a **Resolution 20-05-02** entering into a contract with CDM Smith for engineering services for replacement of the North Water Tower. Motion passed on six aye votes. Don will also inform John Courtney to include this in his cost-of-service study.

COMMITTEE REPORTS:

Parks Committee: Rick reported Governor DeWine has opened up some areas of the parks that were closed due to the Covid 19 virus. Ryan Geise will follow the new guidelines regarding sanitation and youth sports and that the committee recommends that participants sign a disclaimer. The swimming pool will also be opening in June and again must follow the new regulations established by the State. The Parks Committee will be meeting to review the new guidelines with the Youth Baseball / Softball Committee.

OLD BUSINESS:

Solar Project: Rick asked if anything has been received from Evan Bates of Enpower relative to the financing of the project, permits for the project, or any other items where Enpower has not met the deadlines concerning phase II of the solar project. Don said he received an unsigned building agreement. He also stated Jim Hearn gave Enpower until the end of week to submit proof of contract deadlines being met.

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 up to \$25,000, however, per the State Auditor; the purchases over \$3,000 and under \$25,000 require Council approval. Schwartz and Enneking motioned to approve the invoices over \$3,000. Motion passed on six aye votes.

Income Tax: Council reviewed the April 2020 monthly income tax report of \$361,946.86 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 Schwartz motioned to approve the monthly income tax report. Motion passed on six aye votes. Income tax receipts are down from previous years due to the impact of Covid 19 virus.

Invoices: Herkenhoff and Oldiges motioned to approve the invoices totaling \$274,948.70. Motion passed on six aye votes.

ADMINISTRATOR REPORT:

- Helms and Sons continue to work on the Second Street/Garfield Street project. They were to start curb and gutter last week, however, they experienced some issues with their curb machine which prevented them from starting. Hopefully, weather permitting, Helms will be back in the village to complete the curb and gutter work this week.
- Shinn Brothers continue to work on the pickleball and basketball courts at the Four Seasons Park. Their subcontractor, Woehrmyer Concrete has made two pours of the concrete decking for the basketball and pickleball courts. An additional two pours need to occur yet. In addition, bases have been installed for some of the light poles. Hopefully, weather permitting Woehrmyer will be able to make the final two pours this week.
- The Governor and the Ohio Department of Health have stated that pools and baseball diamonds can be opened up the week of May 25th. We are reviewing the mandatory and recommended best practices for the opening of both pools and baseball diamonds and will be putting a plan together so that all of our recreational facilities can be opened up safely in the near future.
- Village crews have begun to prepare the area at the Four Seasons Park for the installation of the new playground equipment. The old equipment and ground cover were removed and the area has been compacted so that the footers for the new playground equipment can be installed.
- The State Auditors have begun the yearly audit of the village's 2019 financial records. Most of the work is being done remotely as we provide the Auditors with the necessary documents that they request.
- The electric department have installed the military banners in recognition of the veterans from our community. The banners will remain up until after Veterans Day in November.
- Computer equipment has been ordered for the replacement of the servers and computers at both the waste water and water facilities as part of the SCADA system upgrade that we discussed at the last meeting. This equipment was ordered from Winner's Computers here in Minster and once received will be sent to CDM Smith for the software to be added and the conversion process to begin.
- The Village Police Department and Fire Department will be assisting the Minster Local Schools as they honor the graduating class with a car parade through the village. The event will take place on Sunday, May 24th, weather permitting.

COMMENTS & CORRESPONDENCE:

Garfield Sidewalks: Curt Albers reported a property owner had his sidewalks damaged during construction of the street. Don will investigate the situation.

Graduation Parade: Dave Friend reported that precautions are in place for safety during for the graduation parade on May 24th. Each senior must be sitting in the vehicle or in the bed of the pickup. There will be no trailers or utility vehicles allowed. The parade route will be continuous with no stopping and will end at the intersection of Main Street and Seventh Street. This will avoid congregating in the school parking lot after the parade due Covid 19 social distancing guidelines.

Summer Baseball / Softball: Jamie Hemmelgarn asked when a decision will be made to open the Four Seasons baseball diamonds due to Covid 19 for youth sports. Don said the village will meet with the Youth Baseball / Softball Board in the next few days.

Grass Clipping in the Street: Tom Herkenhoff asked everyone not to blow the grass in the street. With the recent rain the grass clippings accumulate in the sewer.

Clune and Albers motioned to adjourn at 7:18 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte