

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, July 7, 2020

Council Meeting: Council convened at the Four Seasons Park Shelter House #3 at 6:30 p.m. with five council members present: Tom Herkenhoff, Craig Oldiges, 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: Craig Sherman, Todd and Lynn Kitzmiller, Ed Goebel, Bob Schnabel, Wes Farno, Dave Merritt, Elizabeth McMann, Sandy Schwieterman (Sidney Daily), Tom Millhouse (Daily Standard), and David Friend (Police Chief).

Mayor Dennis Kitzmiller called the Council Meeting to order with the Pledge of Allegiance.

Approval of Minutes: Herkenhoff and Clune motioned to approve the minutes from the regular meeting of June 16, 2020. Motion passed on five aye votes.

Enneking and Oldiges motioned to excuse Curt Albers from the meeting. Motion passed on five aye votes.

Follow-up on Dannon Odor: Craig Sherman stated there was only one incident since the last meeting. Craig asked if Dannon would consider hauling sludge at night and asked for feedback from the June 5th meeting. The Utilities Committee met with Dannon and discussed further countermeasures to detect and monitor the odor. Dave Merritt stated that Dannon has been in Minster for over 50 years and there has been much improvement over the past 10 years. Dannon shares the concerns of the residents and will continue to monitor and improve the treatment of the waste water. There does seem to be a difference in the quantity of incidences reported by Dannon and the number reported by the public.

Follow-up on Dannon Noise: Todd Kitzmiller stated noise from the Dannon plant continues to be a problem. Dave Merritt stated they have invested \$800,00.00 in a sound wall and have set the truck safety back up noise to the lowest allowed by law.

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

The low bid was from Barrett Paving for \$191,391.25. Herkenhoff and Oldiges motioned for the 3rd reading of **Ordinance 20-05-01** awarding a contract to Barrett Paving for the 2020 Street Resurfacing Project. Motion passed on five aye votes. Barrett has agreed to resurface the poor job on Fifth Street from two years ago.

Ripploh & Weigandt Annexation: Todd Realty and Michael and Susan Ripploh petitioned the Auglaize County Commissioners to annex 18.441 acres at the northeast corner of Seventh Street and Main Street into Village of Minster corporation limits. The required 60 days waiting period is complete. Enneking and Clune motioned for the 3rd reading of **Ordinance 20-06-01** annexing 18.441 acres in Jackson Township into the Village of Minster. Motion passed on five aye votes.

Sanitary Sewer Rates: The village currently has an extra strength surcharge for pollutant parameters, carbonaceous biochemical oxygen demand (BOD), total suspended solids (TSS), ammonia (NH3) and phosphorus (P). It has been since 2017 since these numbers have been adjusted to reflect our actual costs. The surcharge is based on the extra cost to process the waste water received from Dannon when they exceed the EPA limits. This Ordinance will increase the surcharges based on updated costs to treat water. The new surcharges are as follows:

<u>PARAMETER</u>	<u>SURCHARGE</u>	<u>LIMIT</u>
cBOD5	\$ 3.00 per pound	182 mg/L
TSS	\$ 1.00 per pound	128 mg/L
NH3	\$ 3.25 per pound	17 mg/L
P	\$ 5.75 per pound	3.45 mg/L

Clune and Herkenhoff motioned for the 1st reading of **Ordinance 20-07-01** revising the extra strength surcharge rates for waste water customers. Motion passed on five aye votes.

New CARES Act Coronavirus Relief Monies: The federal government passed the Coronavirus Aid Relief and Economic Security Act. The village will be receiving money to offset the expenditures incurred due to this covid19 pandemic. In order to receive these funds, Council must pass a Resolution agreeing to the rules and requirements of the Cares Act as it related to the expenditure of funds. Oldiges and Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. Clune and Herkenhoff motioned to pass **Resolution 20-07-01** agreeing to accept the rules and regulations of the Cares Act. Motion passed on Five aye votes.

CARES Act Relief Fund: A new fund is necessary in order to properly account for the CARES Act money. Oldiges and Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. Oldiges and Schwartz motioned to pass and adopt **Resolution 20-07-02** establishing Fund 216 CARES Act Coronavirus Relief Fund Coronavirus Relief Cares Fund. Motion passed on five aye votes.

COMMITTEE REPORTS:

Utilities: Oldiges reported the committee met with representatives from Dannon concerning the recent concerns. He stated it was a good meeting with good communication to help everyone understand each other on the odor and noise concerns.

Pool and Parks: Schwartz asked about the status of the new Pickleball Courts and Pool. Harrod reported the pickleball courts should be surface painted this week and the pool has had no issues relative to the Covid19 restrictions.

OLD BUSINESS:

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

Income Tax: Council reviewed the June 2020 monthly income tax report of \$305,860.52 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. Enneking and Oldiges motioned to approve the monthly income tax report. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- 1) Vaughn Electric has started the process of removing the old transmission line wire from 4th Street to 1st Street and replacing the old wire with new 336 aluminum wire. They should have another week or so to finish this project up.
- 2) The electric department continues to rebuild the underground electric in various areas around town. They are currently working in the Lakewood/Stallo Road area. This involves installation of new underground wiring and the replacement of old transformers. We are doing this in conjunction with NKTELCO installation of fiber in these areas.
- 3) All contracts have been finalized with Eitri Foundry on the second phase of the solar field. Both Gregg Ottinger and Jim Hearn have reviewed the contracts and made several suggestions of language changes which were approved by Eitri Foundry. Eitri and Mike Kiser from MK Power Solutions are working on the design of the interconnection tie and this should be wrapped up shortly.
- 4) The power outage that occurred last Tuesday morning which resulted in the northern part of the town being without electric was caused by a squirrel that got tangled up in a three-phase line. This resulted in a fault and blown fuses that took the power to the area north of Fourth street out. Crews were able to diagnose the problem and power up this part of the village after a short outage
- 5) The public works department with the assistance of Dan Paulus will begin the replacement of the water line on Minster-Ft. Recovery Road this week. Crews will be replacing the existing two-inch line that has had numerous leaks in it over the years. This line serves the homes that are just to the west of enterprise Parkway
- 6) CDM Smith has begun work on the water modeling portion of the engineering for the new water tower. CDM has requested our GIS data on our water system and billing data to begin the development of the water model.
- 7) We have met with representatives from the Minster Youth Softball and Baseball Organization to go over requirements for conducting the Minster Classic Little League Baseball Tournament. The Organization has contacted and received approval from the Auglaize County Health Department to hold the tournament. We reviewed other protocols with the organization that must be met to ensure compliance with social distancing.
- 8) We continue to work with Midnet Media on the re-design of the village's website. We currently are reviewing several pieces of software that will allow us to schedule diamonds, shelter houses, pickleball courts, etc. It is our goal to have the new site launched with the next couple of months.
- 9) I have reviewed a draft of the consolidation study conducted by McGrath Consulting. We made several comments on the draft and those comments are being reviewed by the consultants. I hope to have a final report on their recommendations within the next couple of

weeks. Once the final report is completed, we will need to have a joint meeting with the township officials and New Bremen to go over the report.

- 10) Shinn Brothers continue to work on the pickleball and basketball courts at the Four Seasons Park. The concrete surface has been prepared for coating, most of the lights have been installed and the fence post have been put in. We have asked and received a time extension from the Ohio Department of Natural Resources for when the project needs to be completed. ODNR has granted us a six-month time extension, however, I expect the project to be wrapped up within the next couple of weeks.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,451,746.00. Schwartz and Oldiges motioned to approve the report. Motion passed on five aye votes.

Invoices: Herkenhoff and Enneking motioned to approve the invoices totaling \$1,045,757.44. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE:

Oktoberfest: Oldiges reported the Oktoberfest Committee is still hopeful to have the annual celebration. The final decision will be based on the government guidelines in August.

Clune and Enneking motioned to adjourn at 7:21 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte