

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, August 18, 2020

Council Meeting: Council convened at the Four Seasons Park Shelter House #3 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: 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: Clune and Schwartz motioned to approve the minutes from the regular meeting of August 4, 2020. Motion passed on six aye votes.

ORDINANCES & RESOLUTIONS:

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
NH ₃	\$ 3.25 per pound	17 mg/L
P	\$ 5.75 per pound	3.45 mg/L

Herkenhoff and Oldiges motioned for the 3rd reading to pass and adopt **Ordinance 20-07-01** revising the extra strength surcharge rates for waste water customers. Motion passed on six aye votes.

Seventh Street Speed Limit Change: At the previous council meeting, property owners at Stonegate Subdivision expressed concerns about vehicles driving too fast as they enter town from the east. The current speed limit is 35 mph as you enter the corporation limits. It changes to 25 mph at Hamilton Street. Chief Friend recently moved the electronic MPH machine to Seventh Street. This device records and saves the speed of each vehicle. He will have the statistics for Council to review this week. Clune agreed that the speed is an issue similar to SR 119 when vehicles enter town from the west on route 119. Although this section of the street is not developed, it is zoned residential and will be developed in the near term. Clune and Enneking motioned for the 1st reading of **Ordinance 20-08-01** changed the speed limit from 35 mph to 25 mph on east Seventh Street. Motion passed on six aye votes.

COMMITTEE REPORTS:

Parks Committee: Schwartz reported the Parks Committee met prior to tonight's Council Meeting with Kim Wiford and Jamie Mummey to discuss the current conditions of the parks and the future plans for improvement. The focus was primarily on playground equipment and the need to upgrade the equipment and the ground surface material. Kim and Jamie offered to assist in any way to plan the future layouts of playground big toys.

OLD BUSINESS:

Cares Act Funds: The village received \$86,500.00 as our portion of the County Cares Act money received from the federal government. This money can only be used for expenses uniquely associated with the Covid19 crisis. If the money is not used it will be returned and redistributed. Since the village is not going to be able to utilize all these funds internally, the Economic Development Committee decided to create a Covid19 Small Business Relief Program. Smaller companies with gross receipts of less than \$2,000,000 can apply for a grant of up to \$4,000. The company will complete a form and state how they have been negatively impacted by Covid19. The Community Improvement Corporation members will review the application forms and recommend grant funding. Oldiges and Herkenhoff motioned to move forward with the Covid19 Small Business Relief Program for distribution of the money received due to the crisis. Motion passed on six aye votes.

NEW BUSINESS:

Sale of Land: The village purchased a farm in 2019 and it has approximately 16 acres of wooded land. This wooded lot cannot be farmed or rented and Council has previously discussed selling the property. Don will advertise for bids to sell the land with a minimum bid of \$19,500 per acres with a deadline of October 8, 2020. After the bids are opened, the top three bidders will submit another bid and the highest bidder will be awarded the contract. Multiple bids from an individual or from related individuals / companies will not be accepted. Schwartz and Herkenhoff motioned to advertise for bids on the sale of approximately 16 acres of wooded lot located at the former Berger farm. 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. Enneking and Albers motioned to approve the payment of invoices over \$3,000. Motion passed on six aye votes.

Income Tax: Council reviewed the July 2020 monthly income tax report of \$359,809.58 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 Albers motioned to approve the monthly income tax report. Motion passed on six aye votes.

ADMINISTRATOR REPORT:

- 1) The water line project on Minster-Ft. Recovery Road has been completed. All the homes in that area have been tied onto the new water line. Crews from the county engineer's office will be doing the asphalt work for the village.
- 2) The Parks Department in conjunction with the Minster Oktoberfest Committee have planted five new maple trees in the Minster Machine Centennial Park and Oktoberfest Park. These new trees are to replace three trees that were removed in the park due to their poor

condition. The department will also be replacing two of the freeman maples along 4th street that are also in poor condition.

- 3) Midnet Media has completed work on the village's new economic development website, Minster Develops. This website showcases the village's economic development efforts and highlights the properties that the village has available for economic development purposes. In addition, Midnet Media is nearing the completion of the new website for the Village. We are currently working with a recreational software company called RecDesk to implement a new park and recreation scheduling program that will give us the ability to handle reservations for the baseball diamonds, shelter houses, pickleball courts, etc. In addition, it will allow us to manage the sale of memberships and passes at the pool and complete all insurance waivers for participants at recreational events.
- 4) The Village is nearing the end of the 2020 pool season. The pool will remain open it's normally scheduled hours until the 24th of August. It is our hope to work out a schedule that will allow the pool to be opened until Labor Day.
- 5) One of the police cruisers was in an at fault accident. The cost of repair is near the value of the vehicle and will be repaired.

Invoices: Herkenhoff and Clune motioned to approve the payment of invoices totaling \$704,042.41. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE: None.

Oldiges and Enneking motioned to adjourn at 7:14 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte