

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, September 15, 2020

Council Meeting: Council convened at the Four Seasons Park Shelter House #2 at 6:30 p.m. with five council members present: Tom Herkenhoff, Curt Albers, Nicole Clune, Paul Enneking and Rick Schwartz. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Fiscal Officer).

Attendance: Dave Merritt, 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: Albers and Enneking motioned to approve the minutes from the regular meeting of September 1, 2020. Motion passed on five aye votes.

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

ORDINANCES & RESOLUTIONS:

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 and changes to 25 mph at Hamilton Street. Although this section of the street is not developed, it is zoned residential and will be developed in the near term. Herkenhoff and Enneking motioned for the 3rd reading to pass and adopt **Ordinance 20-08-01** changed the speed limit from 35 mph to 25 mph on east Seventh Street. Motion passed on five aye votes.

Income Tax Collection Contract with City of St. Marys: The current 3-year contract with the City of St. Marys to collect and maintain the Village Income Tax expires at the end of the year. They have sent a new 3-year contract for our review and approval. There is no change to the previous 3-year contract and the fee will be 1.75% of all taxes collected. Schwartz and Clune motioned for the 1st reading of **Ordinance 20-09-02** authorizing a new 3-year contract with the City of St. Marys Tax Department to administer the income tax collection for the Village. Motion passed on five yes votes. The new contract will expire December 31, 2023.

Revise Appropriations and Estimated Resources: The CARE Act Coronavirus Relief Fund, State Issue I, Sanitary Sewer Replacement, and the Pool funds require adjustments in appropriations and receipts in order to align with year-end actual appropriations and estimated resources.

216 CARE Act Coronavirus Relief Fund \$130,275.36 increase of \$43,425.12
402 State Issue I \$1,043,650.00 increase of \$112,000.00
414 Sanitary Sewer Replacement \$32,000.00 increase of \$32,000.00
505 Pool \$215,800.00 decrease of \$17,000.00

In addition, the CARE Act Coronavirus Relief Fund and the Pool require an adjustment to the estimated resources. The revised estimated resources are as follows:

216 CARE Act Coronavirus Relief Fund \$130,275.36 increase of \$43,425.12
505 Pool \$216,148.48 decrease of \$17,000.00

Herkenhoff and Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. Schwartz and Albers motioned to pass and adopt **Resolution 20-09-05** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

Ohio Public Works Commission's State Capital Improvement Program / State Issue I: Every four years the Village is eligible to participate in the Ohio Public Works Commission State Capital Improvement Project. We need to submit a grant application by October 6th to Auglaize County for the Dues Ditch improvement that will help with the storm sewer and overflow problem that occurs at Line Drive and Seventh Street. The Choice One Engineering estimate for the project is \$412,000 and the grant application is for \$235,000. The grant money will not be available until July 1, 2021. Schwartz and Clune motioned to suspend the rule of three readings. Motion passed on five aye votes. Herkenhoff and Albers motioned to pass and adopt **Resolution 20-09-06** authorizing the Village to submit an application to participate in the Ohio Public Works program and submit a grant application for the improvement of the Dues Ditch. Motion passed on five aye votes.

Ohio Public Works Commission's State Capital Improvement Program: The Village is eligible to participate in the Ohio Public Works Commission State Capital Improvement Project. We need to submit a grant application by October 6th to the Small Government's Program which is a competitive bid. The project being considered is the improvement of Seventh Street from Main Street to just east of Hamilton Street. The project would consist of reconstruction of Seventh Street with curb, gutter, sidewalks and other utilities. The grant application is for \$499,000 and an \$535,000.00 zero percent loan. The grant money will not be available until July 1, 2021. Enneking and Albers motioned to suspend the rule of three readings. Motion passed on five aye votes. Herkenhoff and Clune motioned to pass and adopt **Resolution 20-09-07** authorizing the Village to submit an application to participate in the Ohio Public Works program and submit a grant application for the improvement of Seventh Street. Motion passed on five aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS:

Sanitary Sewer Invoice: Lake County Sewer has completed the work on the sanitary sewer line between Hanover and Lincoln Streets and between Second and Fourth Streets. Over the year's property owners have had storm and sanitary water in their basements due to the poor condition of the sewer line. The sewer pipe was jet rodded clean and the joints grouted to prevent inflow and infiltration. Schwartz and Enneking motioned to approve the invoice of \$30,955.75 from Lake County Sewer. Motion passed on five aye votes.

NEW BUSINESS:

Income Tax: Council reviewed the August 2020 monthly income tax report of \$266,293.26 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 five aye votes.

Trick or Treat: Traditionally trick or treat night is scheduled for the last Thursday in October. Curt Anderson at the Auglaize County Health department stated Governor Mike DeWine is going to release rules and regulations for how Trick or Treat can occur. Although Curt did suggest that Trick or Treat could occur provided the rules are followed, when released. Trick or treat night will be on Thursday, October 29th from 6:30 pm to 8:00 pm. This will be posted on Facebook and the Town Crier along with any guidelines from the County Health Department.

ADMINISTRATOR REPORT:

- 1) Barrett Paving has completed the 2020 Minor Street Resurfacing Project. They wrapped up the project early last week by finishing work on Hamilton and Fifth Street. I have driven all of the streets that were paved and they did a very good job.
- 2) The entrance signs on both North and South State Route 66 have been set by Ethan Huwer, as part of his Eagle Scout project. We are working with Garmann and Miller to develop a landscaping plan for shrubs and flowers to go at the base of the signs. In addition, we have ordered lights for the signs so that we are able to light them at night.
- 3) Eitri Foundry and Vaughn Electric continue to make great progress on the solar field. They are currently installing the steel posts for the panels. Eitri has indicated that they would like to hold a panel signing event the afternoon of October 2nd. Further details will be forthcoming.
- 4) Crews have begun to install the new playground equipment at the Four Seasons Park. Electrical crews with the assistance of the public works department have begun drilling the holes for the posts and will be setting the equipment which has been erected in the public works department building.
- 5) Schmiesing Tree Service will be trimming and reshaping the maple trees along Fourth Street this fall. This will be the second year that Schmiesing have done this work for us.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,746,737.86. Enneking and Albers motioned to approve the report. Motion passed on five aye votes.

Invoices: Herkenhoff and Clune motioned to approve the invoices totaling \$101,356.86. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE: None.

Clune and Enneking motioned to adjourn at 6:52 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte