

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, October 6, 2020

Council Meeting: Council convened at 6:30 p.m. in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, Paul Enneking and Rick Schwartz. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Fiscal Officer).

Attendance: Allan Heitbrink (Choice One Engineering), Tom Millhouse (Daily Standard).

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

Approval of Minutes: Schwartz and Albers motioned to approve the minutes from the regular meeting of September 15, 2020. Motion passed on four aye votes and one abstention by Oldiges.

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

ORDINANCES & RESOLUTIONS:

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. Herkenhoff and Schwartz motioned for the 2nd 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 the Construction and Design Criteria: The Village has been working with Choice One Engineering in reviewing the design criteria for construction standards for the Village. The last major review was completed in 2007. The majority of the revisions are to reflect our current practices and updates to new technologies. Some of the major changes are the use of Mr. Manhole technology, yard drains, sanitary sewer cleanouts, trenchless pipe installation and meter and backflow technology. Oldiges and Schwartz motioned for the 1st reading of **Ordinance 20-10-01** amending the Village of Minster Construction Standards and Design Criteria. Motion passed on five aye votes.

Covid-19 Small Business Relief Grant Program: The covid-19 small business relief grant program was authorized at a previous council meeting to assist small businesses negatively impacted due to covid-19. The village has received money from the federal government through Auglaize County for covid-19 related expenses. Businesses with 50 or fewer employees and less than 2-million-dollar revenue cap could apply for grants. Seventeen applications were reviewed by CIC members and sixteen grants were granted. One application was from a non-profit group. The review committee recommends that the following businesses receive a grant and the recommended amount of the grant funding to each business is as follows:

Tier 1 - \$4,000.00

1) Wooden Shoe Inn

- 2) Community Lanes
- 3) Bud's Pizza
- 4) Minster Eagles
- 5) Just Breathe Health and Wellness
- 6) The Looking Glass Salon
- 7) Emmy's Bridal
- 8) Midnet Media
- 9) 2158 Home Corporation

Tier 2 - \$3,000.00
Tasty Treat

- Tier 3 - \$2,000.00
- 1) Crescent Motel
 - 2) Donauer's Barber Shop
 - 3) Hair-itage Shoppe
 - 4) Meiring Insurance
 - 5) Halls of Hanover

Enneking and Herkenhoff motioned to suspend the rule of three readings. Motion passed on four aye votes and one abstention by Albers. Oldiges and Schwartz motioned to pass and adopt **Ordinance 20-10-02** authorizing the grant fund awards. Motion passed on four aye votes and one abstention by Albers.

After these grants are awarded, a total of \$49,000.00 in funds would be expended. We have already expended approximately \$6,000.00 on Covid-19 related expenses and are looking at other ways these funds can be used. Currently, we have approximately \$130,000.00 in CARES Act funds in that account and are expected to receive another \$101,000.00. There were some businesses that missed the initial deadline and with additional money being received Council decided to have a 2nd round of care relief. Harrod suggested increasing the number of employees from 50 to 100 or fewer and the revenue cap from 2 million to 3 million dollars. Enneking and Schwartz motioned to have a second round of covid-19 relief applications submitted by October 19, 2020. The funds will need to be spent or encumbered by November 20, 2020. Motion passed on five aye votes.

Mutual Aid with Loramie Fire District: The mutual aid agreement with the Loramie Fire District for properties within McLean Township north of the north shore of Lake Loramie (Hegemann's Landing) expires at the end of the year. Herkenhoff and Albers motioned for the 1st reading of **Ordinance 20-10-03** authorizing a mutual aid contract with the Loramie Fire District to provide services for 2021. The fee is \$14,975 based on millage of property owners. Motion passed on five aye votes.

COMMITTEE REPORTS:

Safety Committee: Don Harrod reported the Minster Area Life Squad had 57 runs in the 3rd quarter, with 47 from Minster, 4 from McLean Township, 2 from Van Buren Township, and 4 from Jackson Township. Heritage Center for Rehabilitation & Specialty Care had 13 runs. The runs went to Joint Township District Memorial Hospital (16), Wilson (19), Mercer (3), and 19 non-transit.

OLD BUSINESS:

Speed Bump in the Post Office Alley: Council received concerns about excessive speed in the alley at the Post Office between Fourth Street and St. Augustine Church parking lot. Choice One Engineering conducted a flow / speed study to determine the speeds for that day. Herkenhoff stated he did not feel that a speed bump is necessary and thought there would be more requests for other alleys. Albers said it is probably the most used alley due to the location of the post office and church. Enneking suggested putting in a temporary speed bump. Mayor Kitzmiller agreed it the most travelled alley. Albers and Enneking motioned to install a temporary speed bump. Motion passed on four aye votes and one nay vote by Herkenhoff.

Playground Rubber Surface: Installation of the new playground equipment at the Four Seasons Park is complete. The playground surface is a poured-in-place rubber surface with an estimated cost of \$80,000. Schwartz and Oldiges motioned to seek bids for the installation of the rubber surface. Motion passed on five aye votes.

NEW BUSINESS:

\$5.00 Permissive License Fee: Annually the Deputy Clerk, Kyle Gushing, submits a letter along with paid street resurfacing invoices to the County Engineer to request the balance of the \$5.00 Permissive License fee from the County. The money must be used for street resurfacing projects within the Village. Albers and Enneking motioned to authorize the request from the County Engineer. Motion passed on five 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. Schwartz and Herkenhoff motioned to approve the payment of invoices over \$3,000. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- 1) As noted previously, village crews have finished the installation of the new playground equipment at the Four Seasons Park. In addition, we had Newcomer come in and pour a twelve-inch curb around the sides of the playground area, so that the poured in rubber surface material can be installed.
- 2) We have received word from Anthem that our health insurance renewal for next year came in at a three percent increase. While this is good news and something to fall back on, we are currently looking at other options to see if there are some additional savings to be obtained.
- 3) On Friday, September 25th, a water line at the corner of Third and Main Street developed a leak. Crews were able to excavate the area, locate the leak and make the necessary repairs without causing disruption to the water service in the area.
- 4) We have received the preliminary design report on the Ohio Street Elevated Water Storage Tank Replacement Project from CDM. We are currently reviewing the report and will be setting up a utility committee meeting to go over the report in the near future.
- 5) Electrical Crews continue to work on the northwest substation project. All of the major structures have been set in place and crews have begun to pull in wire to the structures. Fencing should arrive this week. Crews will then begin to pull in control wire to the facilities.

- 6) Work continue to proceed on the solar field. Crews are currently instilling the racking and soon will be installing the panels. Village crews have completed all of the work that we were to do as part of the project.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,900,890.93. Enneking and Herkenhoff motioned to approve the report. Motion passed on five aye votes.

Invoices: Herkenhoff and Oldiges motioned to approve the invoices totaling \$1,124,973.92. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE: Herkenhoff stated that the Oktoberfest and Minster Machine Centennial Parks should not be used by adjacent residents for branches and leaves to be picked up by the village. He would like property owners to use their own yards and not village property.

Rick Schwartz Resignation: Rick submitted his letter of resignation as a Councilman effective December 31, 2020. Rick has served for 35 years, many as Council President, and has one year remaining on his term. Thank you, Rick, for many years of service.

Open Council Seat: Council discussed how to proceed with filling the term in office left by the resignation of Rick Schwartz. Mayor Kitzmiller stated that in the past interested candidates contacted the Village and Council. Everyone seemed to agree and wanted the vacancy filled as early as January 1, 2021.

Schwartz and Enneking motioned to adjourn at 7:17 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte