

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, October 20, 2020

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

Attendance: Seth Kinker (Community Post), 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 Herkenhoff motioned to approve the minutes from the regular meeting of October 6, 2020. Motion passed on four aye votes and one abstention by Clune.

Oldiges and Enneking motioned to excuse Rick Schwartz 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 Clune motioned for the 3rd reading to pass and adopt **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. Clune and Oldiges motioned for the 2nd reading of **Ordinance 20-10-01** amending the Village of Minster Construction Standards and Design Criteria. 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. Albers and Enneking motioned for the 2nd 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.

Transfer of Funds: The CARES Act Fund requires additional transfers to match anticipated expenditures. The transfers are as follows:

| <u>FROM</u> | <u>TO</u> | <u>AMOUNT</u> |
|--------------|---------------|---------------|
| Cares Act | General Fund | \$7,816.60 |
| Cares Act | Electric Fund | \$313.07 |
| Cares Act | Pool Fund | \$2,103.87 |
| Cares Act | Public Works | \$77.44 |
| Cares Act | Water Fund | \$47.75 |
| Cares Act | WWTP | \$1,184.40 |
| General Fund | Cares Act | \$172.54 |

Enneking and Herkenhoff motioned to suspend the rule of three readings. Motion passed on five aye votes. Oldiges and Clune motioned to pass and adopt **Resolution 20-10-01** authorizing the transfer of funds. Motion passed on five aye votes.

Revise Appropriations and Estimated Resources: The CARES Act Coronavirus Relief Fund, General, and Refuse funds require adjustments in appropriations and receipts in order to align with year-end actual appropriations and estimated resources.

101 General Fund \$5,941,355 increase of \$1,000,000
 216 CARES Act \$231,788.05 increase of \$101,512.69
 510 Refuse \$215,000 decrease of \$2,000

In addition, the CARES Act Coronavirus Relief Fund, Utility Deposits, Refuse, and Debt Service require an adjustment to the estimated resources. The revised estimated resources are as follows:

216 CARES Act Coronavirus Relief Fund \$231,788.05 increase of \$101,512.69
 508 Utility Deposits \$48,075 decrease of \$3,000
 510 Refuse \$215,501.39 decrease of \$8,000
 516 Debt Service on WWTP Renovation \$888,625.44 decrease of \$73,000

Herkenhoff and Clune motioned to suspend the rule of three readings. Motion passed on five aye votes. Enneking and Oldiges motioned to pass and adopt **Resolution 20-10-02** authorizing the changes in appropriations and resources. Motion passed on five aye votes.

Depository of Public Funds: This resolution will designate Minster Bank as a depository of public funds for the next five years beginning January 1, 2021. Albers and Herkenhoff motioned for the 1st reading of **Resolution 20-10-03** designating Minster Bank as a public funds depository. Motion passed on five aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

Income Tax: Council reviewed the September 2020 monthly income tax report of \$513,747.28 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. Clune and Enneking motioned to approve the monthly income tax report. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- 1) Village crews have cut in the alley between Webster Street and Paris Street and between Fourth Street and Third Street. Crews lowered some manhole lids and relocated some electrical lines to accommodate the alley being installed.
- 2) Crews have started leaf pick-up for the fall seasons. Crews will be going out daily to pick up leaves. We are asking that residents not place the leaves in the street but place them on the grass area between the street and the sidewalk.
- 3) Work continue to proceed on the solar field. Crews have nearly completed the installation of the panels and the low voltage wiring.
- 4) On October 7th, the refinancing of the waste water treatment plant bonds was completed by Bradley Payne. This refinancing is expected to save the Village approximately \$1,500,000.00 dollars and shorten the length of the bond term by five years.

Invoices: Herkenhoff and Enneking motioned to approve the invoices totaling \$344,541.29. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE:

Albers and Enneking motioned to adjourn at 6:45 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte