

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, November 3, 2020

Council Meeting: Council convened at 6:30 p.m. in Council Chambers with five council members present: Tom Herkenhoff, Craig Oldiges, 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: 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: Clune and Enneking motioned to approve the minutes from the regular meeting of October 20, 2020. Motion passed on four aye votes and one abstention by Schwartz.

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

ORDINANCES & RESOLUTIONS:

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. Enneking and Oldiges motioned for the 3rd reading to pass and adopt **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. Herkenhoff and Clune motioned for the 3rd reading to pass and adopt **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.

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. Schwartz and Herkenhoff motioned for the 2nd reading of **Resolution 20-10-03** designating Minster Bank as a depository of public funds. Motion passed on five aye votes.

Sale of Berger Farm Wooded Area: Two bids were received for the sale of the wooded acreage that was part of the Berger Farm. Council set a minimum acceptable price of \$19,600 per acres on the approximate 16 acres. Herkenhoff and Clune motioned to accept the two bids. Motion passed on five aye votes. The high bid was submitted by Lucas Cooper for \$26,176.25 per acre. Oldiges and Schwartz motioned to suspend the rule of three readings. Motion passed on five aye votes. Enneking and Schwartz motioned to pass and adopt **Ordinance 20-11-01** awarding a contract to

Lucas Cooper to purchase approximately 16 acres at \$26,176.25 per acre. Motion passed on five aye votes.

Phase Two of the Covid-19 Small Business Relief Grant Program: Phase two of 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 additional money from the federal government through Auglaize County for covid-19 related expenses. Businesses with 100 or fewer employees and less than 3-million-dollar revenue cap could apply for grants. Fourteen applications were reviewed by CIC members and all received grant money. 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 - \$3,000.00

- 1) Innovative Engineered Solutions

Tier 2 - \$2,000.00

- 1) American Legion
- 2) Golden Image Tanning Salon
- 3) Forever Fit 24/7
- 4) Global Escapes
- 5) Just Breathe Health and Wellness
- 6) Mid Media
- 7) Emmy's Bridal
- 8) WSB Enterprises
- 9) Bud's Pizza
- 10) The Looking Glass Salon

Tier 3 - \$1,000.00

- 1) Halls of Hanover
- 2) Donauer's Barber Shop
- 3) Hair-itage Shoppe

Clune and Enneking motioned to suspend the rule of three readings. Motion passed on five aye votes. Schwartz and Oldiges motioned to pass and adopt **Ordinance 20-11-02** authorizing the grant fund awards. Motion passed on five aye votes.

There are additional funds that remain available to offset Covid-19 expenses. Don will check with each department head about any other expenses that each department may have that could be paid for with Covid-19 monies. He also suggested encumbering some funds to account for future medical leave as a result of quarantined due to Covid or contact with family members who have COVID-19. Another option is to sub-grant a portion of the money to Minster Schools. Don has been in contact with Minster Schools and they have an immediate need for additional funding. Schwartz and Oldiges motioned to give any remaining Covid relief funds to Minster Local Schools. Motion passed on five aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

Purchases over \$3,000 Dollars: Council has authorized the Administrator to purchase items up to \$25,000. However, the State Auditor requires Council approval of purchases over \$3,000 and under \$25,000. Clune and Schwartz motioned to approve the payment of invoices over \$3,000. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- 1) Crews for Eitri and Vaughn Electric have completed the installation of the panels at the solar field and have completed about 75 to 80 percent of the wiring which ties the panels together. Work will continue to occur throughout the next several weeks. The most critical part of the installation process, the transformers are expected to be delivered sometime mid-December.
- 2) Last week, bids were opened for the playground surface for the new play equipment at the Four Seasons Park. The apparent low bidder was Minster Concrete Coatings. We are reviewing the bids and will have a recommendation to council at our next meeting in November.
- 3) The electric department has received their new bucket truck from UTE. The truck was delivered two weeks ago and has been put into service. The truck is a new addition to the department's fleet
- 4) Crews have installed the new 25 mph signs on east Seventh Street. A few meetings ago, Council had passed an ordinance lowering the speed limit from 35 to 25 mph on 7th Street between Hamilton Streets and Paris Streets.
- 5) Work continues to move forward with the new electrical substation. The perimeter fence has been installed along with all of the stone ground cover. Crews continue to work on finishing up the control wire. Over the next couple of weeks, crews will heat up the transformer and run the transformer without load on it for several weeks to identify any problems that may arise before being placed in service. We expect to have the substation completed and on-line before the end of the year.
- 6) The new entrance signs at the north and south edges of the village have had lights installed on them. The lights are solar powered ground mounted lights that shine on to the sign. In addition, Gehert Nursery has begun working on the landscaping around the signs.
- 7) Crews from Woehmryers and Shinn Brothers have repaired a small section of the pickleball and basketball courts. They sanded down and resurfaced a small corner of the basketball courts for us to take a look at. The repairs were made in the south-east corner of the courts.

Invoices: Herkenhoff and Schwartz motioned to approve the invoices totaling \$1,216,888.89. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE:

Herkenhoff and Clune motioned to adjourn at 7:05 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte