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## RECORD OF PROCEEDINGS

## 11th REGULAR COUNCIL MEETING

JUNE 11, 2024

The 11th Regular Council Meeting was called to order by Mayor Timothy N. Tarbet after the Lord's Prayer & Pledge of Allegiance were said.

Guests: Laura Cross, Don Payntor

All Council Members present. Law Director Battista absent for regular meeting but joined via video conferencing for Executive Session.

Motion to approve the Minutes of the 10<sup>th</sup> Regular Council Meeting held May 28, 2024 was made by Councilman Meadows seconded by Councilman Boldizar. All voted yea.

Motion to approve the financial statement for the month of May was made by Councilman Boldizar seconded by Councilman Kishman. All voted yea.

Motion to approve bills totaling \$556,936.56 for the month of May was made by Councilwoman Jordan seconded by Councilman Meadows. All voted yea.

Administrator: Relating to the N. Market Waterline replacement, the total cost was \$298,874.20 including \$40,000.00 in engineering. After grants, we're looking at about \$70,000.00 in costs to the Village. He noted that 2 blocks of waterline replacement was \$298,874.20.

Mayor Tarbet asked the Administrator to discuss the sale of pool passes. Administrator Gunderson reported that we have sold approximately \$13,000 in pool passes which is more than double our budgeted amount. And we are 1/6 of the way to our concessions budgeted amount.

Service Director: Report as below

## Street Dept.:

- Assisted water dept. with water leak in cemetery
- Repaired drain line on N. Main St.
- Repaired catch basin E. Line St.
- Hauled left over back fill material from Brock Park to stock pile.
- Assisted Park Dept. - hauled millings and limestone to homecoming grounds.
- Hot mix asphalt – filled pot holes and repaired curbs.
- Hauled millings to south tank access road

## Water Dept.:

- N. Market St. striping was completed. N. Market St. Phase II replacement is complete.
- Repaired water leaks at homecoming grounds and cemetery.
- 6/8: 6' watermain break on Edgewood, repaired with 36" clamp, assisted by street department. Water loss 130,000 gallons.

## Wastewater Dept.:

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## Park Dept.:

- Painted stage.
- Installed tennis nets temporarily at pickleball courts due prior to installation of new divider net.
- Installed new divider net and support poles at pickleball court.
- Setting up for homecoming.
- Hauled in multiple loads of aggregate to homecoming grounds, assisted by street department.
- Cleared brush away from walking path behind high school on Stark Park path.
- Assembled and placed new benches at pickleball court.
- Refrigerator repair at community building.

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## Zoning:

Nuisance: See activity and summary report.

Permits: See Permit Report: 66 YTD

Councilman Meadows thanked our employees who helped in getting things ready for the homecoming.

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Mayor Tarbet noted that the whole park thing has turned a corner. We have new equipment, pickleball courts, benches, etc. and we do all of the work with only 2 full time employees and 1 seasonal part time employee. Administrator Gunderson noted that they have doubled their production and he is extremely happy.

Law Director: Absent for regular meeting

Mayor: No report

#### Old/New Business

Ordinance No. 31-24 an Ordinance establishing the positions of Administrative Assistant 1 and Administrative Assistant 2 in the Village of Minerva, and approving the job descriptions thereof. First reading

Motion to hear first reading of Ordinance No. 31-24 was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Administrator Gunderson explained that the Village has been working on creating a Customer Service Station which is a centralized spot for residents to obtain permits, pay water bills, obtain pool passes, etc. In order to oversee the Customer Service Station and restructure internally, these positions are needed.

Motion to approve first reading of Ordinance No. 31-24 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Ordinance No. 32-24 an Ordinance amending the Third Sentence of Section 311.02(a) of the Minerva Codified Ordinances to require 30 days advance notice for requested road closure. First reading

Motion to hear first reading of Ordinance No. 32-24 was made by Councilman Kishman seconded by Councilman Boldizar. All voted yea.

Administrator Gunderson explained this requires submission of 30 days in advance for any road closure which is a common ODOT practice but allows us internally to be able to plan as needed.

Motion to approve first reading of Ordinance No. 32-24 was made by Councilman Meadows seconded by Councilwoman Jordan. All voted yea

Ordinance No. 33-24 an Ordinance amending Section 927. 06 of the codified ordinances to increase outside water rates. First reading

Motion to hear first reading of Ordinance No. 33-24 was made by Councilman Boldizar seconded by Councilman Kishman. All voted yea.

Administrator Gunderson noted that this increase is for those who receive water and/or sewer services but do not live inside Village limits and they are unable to annex for whatever reason. This increase helps us keep up with costs and stay competitive.

Motion to approve first reading of Ordinance No. 33-24 was made by Councilwoman Jordan seconded by Councilman Meadows. All voted yea

Ordinance No. 34-24 an Ordinance amending Section 2 of Ordinance #27-24 to establish compensation rates for full time and part time employees of the Village of Minerva. First reading

Motion to hear first reading of Ordinance No. 34-24 was made by Councilman Boldizar seconded by Councilman Meadows. All voted yea.

Administrator Gunderson explained this is to adjust the pay rates for the newly created positions.

Motion to approve first reading of Ordinance No. 34-24 was made by Councilman Meadows seconded by Councilwoman Jordan. All voted yea

Ordinance No. 35-24 an Ordinance approving the extension of a real estate option agreement with Richard A. Wadsworth Revocable Trust. First reading

Motion to hear first reading of Ordinance No. 35-24 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Administrator Gunderson expounded that we have a current option agreement for a Market St. property to further economic development growth. The purchasing agreement expires July 11, 2024 and this is important to continue, so we will have to do this either by emergency or have a non-emergency and waive second and third readings. He made clear that this is not the Village purchasing the building at this time.

Motion to approve first reading of Ordinance No. 35-24 was made by Councilman Boldizar seconded by Councilwoman Jordan. All voted yea

Motion to waive second and third readings of Ordinance 35-24 and for passage was made by Councilman Meadows and seconded by Councilman Boldizar. All voted yea



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Ordinance No. 36-24 an Ordinance approving a form agreement for a contract for police services for non-village security/police services. First reading.

Motion to hear first reading of Ordinance No. 36-24 was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Administrator Gunderson said this is to formally establishes a contract for security detail by the police department for events for non-village organizations.

Motion to approve first reading of Ordinance No. 36-24 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Motion was made by Councilman Meadows seconded by Councilman Boldizar to establish DORA being available on June 12 from 5- 10 pm & June 13 from 5-10 pm. All voted yea.

Mayor Tarbet asked the audience and Council Members for any announcements at this time.

Councilman Meadows noted that the Homecoming starts June 12 and the parade is at 6:00 pm. Councilman Boldizar wished everyone a happy homecoming and noted that it has lots of events. Councilman Meadows said there are live bands and different food trucks every night near the beer garden.

Mayor Tarbet reported the Clever Cookie & Creamery opened today and that the building looks great inside and outside. He also expressed appreciation to the Customer Service employees and it is a beautiful area. He mentioned that it's a great experience for a new resident to be able to do everything in one place. He noted that Lori Zwahlen and Brenda Albaugh did a lot of the work in the Customer Service area themselves, with painting and staining.

Motion to enter into Executive Session to discuss pending or imminent litigation and consider the purchase or sale of property was made by Councilman Boldizar seconded by Councilman Kishman. Service Director Williams was invited for the litigation discussion as well as Steve Haughey from Frost, Brown, Todd, Attorneys, and Law Director Battista was invited for both discussions. All voted yea.

Motion to exit Executive Session was made by Councilman Boldizar seconded by Councilman Kishman. All voted yea.

Motion to relieve of duties Robert Tscholl and Jim Matthews as it relates to the ongoing litigation regarding the Minerva Dairy was made by Councilman Boldizar seconded by Councilman Meadows. Administrator Gunderson explained that we are going to seek a different path. All voted yea.

Motion to hire Attorney Stephen Haughey to represent the Village with ongoing litigation with Minerva Dairy was made by Councilman Boldizar seconded by Councilman Meadows. Administrator Gunderson expounded that Steve Haughey is an experienced wastewater attorney and he will be an excellent asset to our team to help us rectify the issues at hand. All voted yea.

Motion to adjourn was made by Councilman Boldizar seconded by Councilman Kishman. All voted yea.

The next Regular Council Meeting will be June 25, 2024.

Attest

Patricia Willoughby, Acting Clerk of Council

Timothy N. Tarbet, Mayor