

# RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

20

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### 22nd REGULAR COUNCIL MEETING

NOVEMBER 25, 2025

The 22<sup>nd</sup> Regular Council Meeting was called to order by Mayor Mason Boldizar.

Roll call was taken. All Council members were present. The Lord's Prayer & Pledge of Allegiance were said.

Guests: Aaron Stoller, Alex Gotschall

Motion to approve the Minutes of the 21st Regular Council Meeting held November 11, 2025 was made by Councilperson Harris seconded by Councilperson Jordan. All voted yea.

Motion to approve the Minutes of the Workshop held November 11, 2025 was made by Councilperson Meadows seconded by Councilperson Harris. All voted yea.

Motion to approve the Minutes of the Special Meeting for the 2026 Budget held November 18, 2025 was made by Councilperson Jordan seconded by Councilperson Coe. All voted yea.

Administrator: Administrator Mytinger reported that invitations have been sent for the rental registration for a December 2 meeting. This will be for anyone who owns rentals to discuss benefits and address any concerns before moving forward with decisions on the program. We will also be discussing the Community Center. We have started accepting names for a Steering Committee to assist with decisions on that. He also wished to thank Service Director Williams for supervising the McDaniel Waterline project.

Service Director: Report as below

Street Dept.:

- Christmas lights scheduled for this week.
- Servicing trucks, 4 ready for winter maintenance.
- Leaf pick up in progress. On 3<sup>rd</sup> round. Most likely will start again 12/1.

Water Dept.:

- OEPA sanitary survey 11/24.
- McDaniel replacement project, service connections are complete, west Lynwood intersection, Allen and 8<sup>th</sup> to Lincoln Way have been connected. Will need to do another line stop to abandon old water main on the east end.

Wastewater Dept.:

- Replaced gaskets on underground air line, found several more gaskets that need replaced.
- Received Minerva Dairy reporting for October 2025

Park Dept.:

- Leaves.
- Working on older Kubota engine change.
- Assembling brackets for Christmas lights.
- Installed new Santa Claus and reindeer.
- Assisted water department with water main tie ins.

Zoning:

Nuisance: See activity and summary report.

Permits: See permit report.

- 94 YTD

Service Director Williams also thanked residents for having their leaves ready for pickup. Mayor Boldizar also thanked the departments for picking up the leaves. Mayor Boldizar asked about the Christmas decorations and if they would be up this year and Administrator Mytinger said yes.

Finance Director: Finance Director Patti Willoughby explained that the Appropriations Ordinance in Council's packets is incorrect and now has been updated to reflect the \$2,000.00. Council was provided the corrected information last week. Law Director Battista will read the correct amounts. She also noted that the budget provided to Council is \$44,000.00 more than the Appropriations Ordinance presented tonight. That is because we do not need to include Agency Funds in the Ordinance.

Law Director: No Report

Police Chief: The Police Dept. had 336 calls for service last month. Officers completed 46 incident reports and 10 crash reports. They conducted 91 stops, 51 citations, and 20 arrests were made. He thanked the VFW for their donation and would like to put that in to training. He reminded everyone that the playoff game is Friday night and it will be very busy. He met with Axon for new tasers and received new numbers. Administrator Mytinger



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will present those to Council at a later time. He also thanked everyone who has helped with the new positions. The Police Dept. has been approved for new lockers as the others are destroyed. Also, several dispatchers and officers are taking it upon themselves to do some cleaning and painting to update the Police Dept. and he wishes to thank all involved. Mayor Boldizar asked how long the process would be to fill the new positions. Chief Gardner responded that after the beginning of 2026, he will put out a letter to the department to gauge interest in the various positions. He will ask for letters of interest, they will perform some type of testing, and will have an interview process. Mayor Boldizar asked if it will all be internal and Chief Gardner said that he would like to keep it all inhouse.

Mayor: No report

Discussion of Community Building future was had. Administrator Mytinger announced that on November 12, we received notification from the Stark County Building Department that we were to close the building immediately until it was brought in to compliance or a decision is made. Administrator Mytinger is looking for members for a Steering Committee to help us get some ideas with what the residents want. Mayor Boldizar asked that we will have a committee, but we will still open it up to the community for discussion, correct? Administrator Mytinger said that we would. The committee will help guide the dates and plans. Mayor Boldizar said that we believe that this is not a decision that should be made by 5 or 6 people, so we would welcome all input.

## **Introductions of Legislation Containing Statement of Emergency:**

Ordinance No. 50-25 An Ordinance to make appropriations for Current Expenses and other Expenditures of the Village of Minerva, State of Ohio, during the fiscal year ending December 31, 2026, and declaring it an emergency.

Motion to hear first reading in full of Ordinance 50-25 and for approval was made by Councilperson Meadows and seconded by Councilperson Jordan.

All voted yea.

Administrator Mytinger explained that this is our 2026 operating and capital budget (appropriations budget).

Motion to suspend Charter 4.05 rules for the reading of Ordinances/Resolutions as an emergency and to have second and third readings by title only and for passage of Ordinance 50-25 was made by Councilperson Coe seconded by Councilperson Harris. All voted yea.

Ordinance No. 53-25 An Ordinance Accepting the Bid of NRG Business Marketing, LLC and Direct Energy Business, LLC as the Electricity Provider for the Village of Minerva Electric Service Locations, Authorizing the Entering of a Contract for the Same, and Declaring it an Emergency

Motion to hear first reading in full of Ordinance 53-25 and for approval was made by Councilperson Meadows and seconded by Councilperson Jordan.

All voted yea.

Administrator Mytinger explained to accept the bid from NRG Business Marketing for a 36-month agreement rate for our electric rates for the Village.

Motion to suspend Charter 4.05 rules for the reading of Ordinances/Resolutions as an emergency and to have second and third readings by title only and for passage of Ordinance 53-25 was made by Councilperson Harris seconded by Councilperson Meadows. All voted yea.

## **First Read:**

Ordinance No. 51-25 an Ordinance establishing the Position of Lieutenant in the Village of Minerva Police Department and approving the job description thereof. First reading

Motion to hear first reading in full and for approval of Ordinance No. 51-25 was made by Councilperson Coe seconded by Councilperson Jordan. All voted yea.

Administrator Mytinger explained that this is re-establishing of Lieutenant with the Village of Minerva Police Dept.

Motion to suspend Charter 4.05 rules for reading of Ordinance No. 51-25 as a non-emergency and to have second and third readings by title only and for passage of Ordinance No. 51-25 was made by Councilperson Meadows seconded by Councilperson Harris. All voted yea.

Chief Gardner explained that this establishes a chain of command. The previous Chief had 3 sergeants and no one knew who to report to or could come to an agreement. So this establishes that chain of command. He will use the Lieutenant position as the second in charge of the department.

Ordinance 51-25 is so Ordained, to become effective thirty days from today.



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Ordinance No. 52-25 an Ordinance establishing the Position of Police Officer/Investigator in the Village of Minerva Police Department and approving the job description thereof. First reading

Motion to hear first reading in full and for approval of Ordinance No. 52-25 was made by Councilperson Jordan seconded by Councilperson Coe. All voted yea.

Chief Gardner said this comes down to training funds as it's too much to send every single person to all of the trainings. So he can single in on 1 person who can handle our investigations, handle our warrants, visit judges, etc. He believes this will speed up the processes.

Motion to suspend Charter 4.05 rules for reading of Ordinance No. 52-25 as a non-emergency and to have second and third readings by title only and for passage of Ordinance No. 52-25 was made by Councilperson Harris seconded by Councilman Meadows. All voted yea.

Ordinance 52-25 is so Ordained, to become effective thirty days from today.

Mayor Boldizar expressed his sympathy to the Gunderson family for the passing of Jody Gunderson. He was the father of our former Village Administrator, Benjamin Gunderson. The Village is taking donations to send to a memorial fund set up by the family. He continued that the plaque is erected on Village Hall for the memory of Mayor Tarbet and the donations made by family and friends towards the lighting on Village Hall. The playoff game is Friday night and there will be lots of traffic and parking alternatives. The Mayor reminded residents that if they see a street light out, they can report it to AEP or they can call the Village and we can report it also. The Mayor ended by reminding everyone to shop locally. There are great places to shop for Christmas and he hopes everyone takes advantage of them.

Councilwoman Jordan would like for everyone to have a safe and blessed Thanksgiving. And she reminded that hunting season has begun and wishes everyone to be safe.

Councilman Harris reported that they are doing some exterior renovations on the Roxy Theatre including a new ticket window and also moving the mural that was outside to the inside lobby to preserve it. He would like for Councilman Meadows to explain where people can best find events coming up. Councilman Meadows answered that there was a Calendar of Events on the Chamber's website, and they also post on the Chamber's Facebook page. Certain local businesses have updated information also. He noted that Finance Director Willoughby posts the events on the Discover Minerva app as well as shares information on the Village's Facebook page.

Councilman Meadows mentioned that this Saturday is "Small Business Saturday" and has 30 participating businesses. Maps and lists are available at the businesses and at the Chamber office. 12 Days of Christmas tickets are still available through December 7 at multiple locations. December 6 is Downtown Wonderland. The parade is at 3 pm, tree lighting ceremony is at 5:30 pm, and there will be Santa photos in the Roxy. The Historical Society's annual Christmas concert on December 12 with the Alliance Symphony. December 13 will be the live action of How the Grinch Stole Christmas with an appearance by the Grinch. He wished everyone please be safe.

Mayor Boldizar noted that leaf pickup is ongoing. There will be a Special Meeting on December 2 to discuss the Rental Registration Program at 6:30 pm in Council Chambers. The next regular Council meetings will be December 9 and 16.

Motion to adjourn was made by Councilperson Meadows seconded by Councilperson Harris. All voted yea.

The next Regular Council Meeting will be December 9, 2025.

Attest

Patricia Willoughby, Acting Clerk of Council

Mason Boldizar, Mayor