

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3335 FORM NO. 10145

Held _____ 20 _____

RECORD OF PROCEEDINGS

23RD REGULAR COUNCIL

DECEMBER 9, 2025

The 23rd Regular Council meeting was called to order by Mayor Mason J. Boldizar after the Pledge of Allegiance & The Lord's Prayer were said.

Roll Call

All council members present.

Guests: Police Chief, Larry Gardner, Alex Gotschall

Motion to approve the Minutes of 22nd Work Shop held November 25th, 2025 was made by Councilman Harris seconded by Councilwoman Jordan. All voted yea

Motion to approve the Minutes of the 22nd Regular Council Meeting held November 25th 2025 was made by Councilman Meadows seconded by Councilwoman Coe. All voted yea.

Motion to approve the Minutes of the Special Meeting held December 2, 2025 was made by Councilwoman Jordan seconded by Councilwoman Coe. All voted yea.

Motion to approve the financial statement for the month of November was made by Councilman Meadows seconded by Councilman Harris. All voted yea.

Motion to approve bills totaling \$185,334.80 for the month of November was made by Councilwoman Coe seconded by Councilwoman Jordan. All voted yea.

Reports: Communications from Departments Boards/Committees

Administrator: Mr. Mytinger stated meetings have been held. Renter Registration WS Meeting was held December 2. Twenty individuals attended. We will be looking to take their input and make changes to our program and have another open meeting after the first of the year. The Community Building Steering Committee will meet December 17 @ 6:30 in Council Chambers. This will be a meeting dedicated towards the discussion of the future of the Community Building. We met with ODOT & Blackhorse Bridge for the construction of the Brock Park Bridge. They are looking to start construction this year and completing the project by May. They may be parking construction vehicles in the Community Parking lot.

Service Director (Streets, Parks, Water WWTP):

Street Dept.: Christmas lights installed uptown. Checked flag light in front of village hall, needs replacement. Ray Electric is looking in to getting a sealed unit. Leaf pick paused due to snow cover. Set up and tear down road closure for Downtown Wonderland. Maintenance on plows. 100 ton of salt ordered and delivered. Received ODOT comments and Carpenter Marty responses for Grant St. bridge project. Working with Law Director on a right of way issue on Grant St. bridge project.

Water Dept.: OEPA sanitary survey 11/24. Working on getting OEPA some follow up items that were requested. McDaniel replacement project is complete.

Wastewater Dept.: Auger drive motor being repaired on belt press.

Park Dept.: Picked up community Christmas tree and placed it in Mayor's Park. Snow removal. Installed Christmas lights in front of pool. Repaired electrical outlets in Mayor's Park. Cleaned up The uptown area following Downtown Wonderland.

Councilwoman Jordan received many compliments on the snow removal by the Street Department. Mayor Boldizar stated he hear the same. The lights look fantastic. This downtown is amazing! Mayor Boldizar asked It if the snow could be removed from the recycle bins. Councilman Meadows reported a light by Bob's building is out.

Zoning: Nuisance: See activity report. Permits: See permit report. 96 YTD

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

Held _____ 20 _____

Finance Director: Ms. Willoughby reported the State of Ohio received a request from a local company for \$338,007.00 for a tax refund for 2024. It is a little less than we expected. It is still more than what we want to pay! I don't know if we will get a letter from the State of Ohio that tells us when we have to do that. We will have thirty days from that point. If that comes within the next week we will have to an appropriation change at the next meeting. The \$2000 donation from the VFW that will be approved tonight. I am not going to cash that check until 2026, because PD wants to use it for training and that way it goes into their, but it can still be approved.

Law Director: No report

Police Chief: Chief Gardner 269 Calls for service. Completed 37 incident reports and twelve crash reports. Officers conducted 101 traffic stops resulting in 54 citations, and officers made eleven arrests. I would like to thank Council for considering the proposed Taser Contract.

Mayor Boldizar stated it was good to see some of the guys downtown & hanging out at the parade and downtown. I still am amazed that I love our small town, the way you are greeted by our residents, Tony is a Rockstar! When I see people coming up to you and wanting to shake your hand is showing that you guys are doing it the right way. We appreciate you!!

First Read

Ordinance No. 54-25 An Ordinance amending Section 2 of Ordinance No. 61-24 to establish compensation rates for full-time and part-time employees of the Village of Minerva. First read. (waive 2nd & 3rd reads on a non-emergency)

Motion to hear first reading in full of Ordinance No. 54-25 and for approval was made by Councilman Harris seconded by Councilman Meadows.

Mr. Mytinger stated this ordinance will approve rates for the staff for 2026.

All voted yea.

Motion to suspend Charter 4.05 rules for reading of Ordinance No. 54-25 as a non-emergency and to have second and third readings by title only and for passage of Ordinance No. 54-25 was made by Councilman Meadows seconded by Councilman Harris. All voted yea.

Ordinance No. 54-25 is so Ordained, to become effective thirty days from today.

Motions

A motion is in order to authorize payment as a Then and Now voucher to Interaction Insight Corporation for the annual support package for the dispatch console in an amount not to exceed \$6,139.00 was made by Councilwoman Jordan seconded by Councilwoman Coe.

Ms. Willoughby stated she did not realize there was an annual support package for the dispatch console that we bought earl or late last year. This is apparently the annual support amount. The invoice is dated before the PO. They had a contract for support with the old system that was a couple thousand dollars cheaper. I did not realize one replaced the other.

All voted yea.

Motion is in order to authorize payment for linestops associated with the McDaniel Avenue Waterline Replacement Project to Fort Steuben Maintenance, Inc. in an amount not to exceed \$21,119.16 was made by Mayor Boldizar seconded by Councilman Meadows.

It stated they had to create line stops to kill the water in certain intersections. So, the tie ins could be installed.

All voted yea.

A motion is in order to accept an unrestricted donation from the Veterans of Foreign Wars of Ohio Charities to the Minerva Police Department in the amount of \$2,000.00 was made by Councilman Harris seconded by Councilwoman Jordan. All voted yea.

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Mayor's Report: Mayor Boldizar stated yesterday was Tim Tarbet's birthday, I still think of him often, and I think a lot of people do. Thinking of the beautiful lights downtown. That was a big part of his vision. The plaque is on village hall. Christmas lights on the pool fence look great! Street Department is doing a great job! We appreciate you!

Council Members Comments

Councilwoman Jordan reported the band and choir concerts are this week. Councilman Meadows announced upcoming events! December 12 from 7-10 T-Free & the Panic Attacks are playing at the VFW for the last time. Dec. 13 Roxy How the Grinch Stole Christmas. Dec. 20th Haywood Banks. Dec 27 Fleetwood Mac. Dec16 After Hours at the Komfort Zone.

Councilman Meadows announced the Rotary Auction this weekend.

Announcements

The next Regular Council Meeting will be December 16, @n 7:30 PM 2025. WS @ 6:30.

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

Attest:

Brenda Albaugh Clerk of Council

Mason J. Boldizar Mayor