

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/12/2024

START TIME: 7:00 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

NAME:		NAME:	
Kellogg	Present	Polen	Present
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present

MOTION TO EXCUSE:	Hines		
MOTION BY:	Conn	MOTION SECONDED BY:	Polen
VOTING ROLL CALL:			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Karen Shaffer	Fiscal Officer	Matt Shaner	Police Chief
Bobbie Curry	Asst Fiscal Officer	Kevin Lynch	Media/Reporter
Melissa Patrick	Media/Reporter	Wayne M Miller	Visitor

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	1/22/2024		
MOTION BY:	Polen		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO APPROVE BY:	Shoemaker		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

APPROVAL OF BILLS

BILL RESOLUTION 2024-03	Bills \$111,590.68	Payroll \$70,115.80	Total \$181,706.48
MOTION BY:	Conn		
MOTION SECONDED BY:	Vaughn		

VOTING ROLL CALL:			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> No February Meetings</p> <p><u>Wooster Road Speed Study</u> Carpenter Marty was given the ok to proceed with the speed study and performed the field work last week. Once the report is received, we will review and revisit the speed limit discussions.</p> <p><u>Deer Run Park</u> Turf installation proceeding. Please stop and take a look if you haven't, it is very nice.</p> <p><u>2024 Resurfacing</u> Bid advertisement was placed and ran 2/2 and 2/9 with the bid opening scheduled for 2/16 at 10:00 AM.</p> <p><u>Budget Items</u> We are still researching and finalizing options for the loader order. We have met with Tekton Engineering for the Street Dept. building and are waiting on their estimate. The Utility Dept. truck has been ordered and has a build date scheduled for this month. Once we finalize everything, we will begin the process to dispose of the items we are replacing. There will be several items to sell/auction. We will explore the most cost-effective way to sell these items. Paperwork was signed with Kline Home Exteriors/Renovations for our building improvements and they anticipate a start date in April or May.</p>	

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
<p>The new cruiser is up and running.</p> <p>The new email addresses for council members and Mayor Hoffee have been created. Chief Shaner will go over log in and instructions with each person soon.</p>	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, KAREN SHAFFER ASSTISTANT FISCAL OFFICER, BOBBIE CURRY
January Financial Statement acknowledgement was circulated and signed by all.	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<p>Hoffee received email correspondence from Trevor Starner from 48 State Tour which is an organization that travels throughout the US holding workshops to restore old gravestones in historic cemeteries. The group would need permission to plan an event at Oak Hill Cemetery, they will need water and crushed stone for their restoration project. Otherwise, there is no cost to the village. Troyer said that any help would be welcomed. Shaffer said that we would need to see proof of insurance and Conn said it would be a good idea to get some references. Hoffee will follow up with them.</p> <p>The Holmes Co Historical Society is hosting Clue at the Mansion on March 9th from 4-6pm or 7-9pm. Tickets are available on Eventbright.com.</p> <p>A meeting of the Records Commission will need to be scheduled.</p> <p>Hoffee will be meeting with the new HDM director in March. One topic she will be discussing is coordinating a village-wide Trick or Treat date with HDM's Halloween Parade.</p>	

Shoemaker and Kellogg completed the Ohio Sunshine Law Training on Feb 7th.

February 21st at 6:30PM will be the Holmes Co Commissioner Candidate Night at the American Hall.

February 24th is Girls Night Out in Millersburg.

April 6th is the Infrastructure Grant Meeting at the Fairgrounds at Harvest Ridge.

Following up to the village council goals discussed at last meeting, Hoffee spoke to Chief Shaner about how it is going with allowing right turn on red at the intersection of Jackson St. and Monroe St. Chief let Hoffee know that it's going well, causing no issues and that feedback has been good. With that in mind, Hoffee suggests that we explore the option of allowing right turn on red at the Jackson St./Washington St. intersection as well. She'd like for council to think about this suggestion and discuss for future meetings. Hoffee also asked for ideas/suggestions on how to begin to address the traffic noise issues brought up at the last meeting. There are ordinances in place regarding loud exhaust and the use of engine brakes in the village. Hofstetter asked if noise ordinances are being enforced and suggested that amping up enforcement could be a good place to start.

Hoffee attended the Holmes Co Bicentennial Meeting on January 24th. There was a good turnout. Some things discussed:

- The celebration will run year-long from July 4th, 2024 celebration to July 4th, 2025 celebration.
- The plan is to have a big parade to kick off the celebration.
- The committee is creating a logo for the bicentennial. Each community will be able to add their name to the logo.
- The celebration will kick off with the history of Holmes County and will end with a focus on the future.
- The committee would like to see each community do something special for the bicentennial that will coincide with their festivals, etc.
- Hoffee is working with Holly Johnson with Holmes Center for the Arts to obtain grant funds to create a mural in the Village.
- Hoffee would like to use the bicentennial logo and hold a coloring contest at Millersburg Elementary School. The winners of the contest will have their coloring page made into a banner that will be displayed in the village.
- A time capsule will be created to be opened in 50 years. We need to think about some ideas of what we will include in the time capsule.
- A historic video will be created for each community. Millersburg's will likely be shown during the Thunder Over Holmes Co celebration in July.
- Holly Johnson is working on funding to bring artisans to each community for presentations during their festivals.
- Hoffee would like to see council participate in the Antique Festival Parade by creating and riding on a float. Ideas are welcomed.
- The committee is planning to have bicentennial signs made and distributed.
- Hoffee pointed out that none of the ideas presented will use village funds/tax dollars.
- Next Bicentennial Meeting will be held tomorrow, February 13th.

LEGISLATION

NUMBER:	Ordinance No. 2024-101
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg
CLASSIFICATION:	Ordinance
STATUS:	2nd Reading

NUMBER:	Ordinance No. 2024-102
TITLE:	An Ordinance Revising The Previous Ordinance Prohibiting The Use Of Freight Or Shipping Containers As Accessory Use Buildings
CLASSIFICATION:	Ordinance
STATUS:	1st Reading

COMMITTEE REPORTS

COMMITTEE:	Design Review Board
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee made a change to the DRB assignment. Bob Shoemaker will be on the board rather than Tom Vaughn.	

COMMITTEE:	Park Committee
PRESENTED BY:	Conn
DISCUSSION: Committee meeting set for 2/28/2024 at 6:30PM. Conn would like to access the Airport concession facility and bathrooms. He asked Troyer how to request that it be unlocked for him. Troyer said for Conn to contact him and he will see to it that it's unlocked.	

COMMITTEE:	Volunteer Police Officer's Dependent Fund
PRESENTED BY:	Mayor Hoffee
DISCUSSION Meeting set for March 11 th at 6:30PM	

COMMITTEE:	Holmes Fire District
PRESENTED BY:	Mayor Hoffee
DISCUSSION: From the January Board Meeting, Hoffee reports that there were 46 emergency calls made in Millersburg. Free smoke alarms and installation is available to anyone. Call 330-674-1926 to inquire. There will be a Cinnamon Roll Fundraiser for needed items for the Fire Department. 6 cinnamon rolls for \$10. Orders accepted until March 7 th . Delivery of orders will be on March 27.	

COMMITTEE:	Historic Downtown Millersburg
PRESENTED BY:	Kellogg
DISCUSSION Meetings are held on the 2 nd Thursday of each month. Due to increased attendance, the March meeting will be held at the Chamber of Commerce at 9:00AM. HDM has a new director, Taylor Sigler.	

COMMITTEE:	Tree City
PRESENTED BY:	Hofstetter
DISCUSSION Meeting set for February 21 st at 4:00PM at Village Hall.	

OLD BUSINESS

TOPIC:	Future loss of income tax revenue due to the closure of Millersburg Elementary
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker wants to reiterate his point from last meeting to start planning now for the loss of income tax revenue we will face when the elementary school moves out of the village. Hoffee has created a committee, the Business and Housing Committee, which will begin meeting in March or April.	

NEW BUSINESS

TOPIC:	Village Clean Up Day
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee would like to get Clean Up Day scheduled for this Spring. She suggested that the village schedule a community-wide Garage Sale Day followed a week later by Village Clean Up Day. It was decided that Community Garage Sales will be on June 1 st . Village Clean Up Day will be held the following Saturday, June 8 th from 9:00AM to 12:00PM. Polen asked if we could assist citizens with hauling their clean up items. Shaffer suggest that we also incorporate shredding service as part of Clean Up Day. Conn offered to contact a shredding service to get an idea of the cost to the village. Office staff will also check with the shredding service used by Village Hall.	

TOPIC:	Dog Park Reservation
PRESENTED BY:	Hofstetter

DISCUSSION: Hofstetter was approached by a group that would like to reserve the Dog Park. At this time, there is no policy in place that allows this. Hofstetter would be in favor of a policy allowing reservation of the park with the condition that the reservation is for either the large dog area or the small dog area, leaving the other area available for public use.
 Motion made to create a policy allowing the reservation of one section of the dog park at a time made by Hofstetter. Seconded by Conn. All council members voted aye. Motion carried.

TOPIC:	Gateway Project Maintenance
PRESENTED BY:	Kellogg
DISCUSSION: Kellogg asked if there is a contract with Copperleaf for lawn/flowerbed/vegetation maintenance for the Gateway Project at Clay and Washington. At this time, Troyer reports that there is nothing in place for this year. Kellogg was approached by Roots Lawn Service (Travis Raber). He is interesting in submitting a quote.	

VISITORS

Wayne Miller addressed council to ask that they revisit the topic of legalizing the use of UTVs in the village. Miller’s family and many other families would like to be able to travel to and from the village for activities via UTV. Emphasized that UTVs will be plated and outfitted with all safety features. Kellogg asked Miller if he has contacted the State House/Legislatures since he last visited a council meeting and spoke on this topic. Miller said he called the state and was told that UTVs are allowed on roadways as long as they have license plates. He was told that council would just need to vote to allow it in the village – as many other municipalities have done. Kellogg made it clear that she is in favor of allowing UTVs in town.
 Miller also offered the use of his drone equipment if the village ever has a need.

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>2/26/2024</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	2/16/2024

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	2/26/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	2/26/2024