

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/13/2023

START TIME: 7:00 P.M.

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

CALLED TO ORDER BY: MAYOR, JEFF HUEBNER

RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

| NAME: | | NAME | |
|--------------|---------|-------------|---------|
| Polen | Present | Shoemaker | Present |
| Hoffee | Present | Vaughn | Present |
| Conn | Present | Hofstetter | Present |

IN ATTENDANCE

| NAME: | | NAME: | |
|-----------------|-----------------|------------------|---------------|
| Jeff Huebner | Mayor | Nate Troyer | Administrator |
| Bob Hines | Solicitor | Matt Shaner | Police Chief |
| Karen Shaffer | Clerk-Treasurer | Kevin Lynch | Visitor |
| Melissa Patrick | Visitor | Andrea Kellogg | Visitor |
| Adam Barnett | Visitor | Katarina Barnett | Visitor |
| Judy Lamp | Visitor | Jason Hummel | Visitor |
| Robyn Harford | Visitor | Dan Miller | Visitor |
| Shane Cultice | Visitor | Tracy Cultice | Visitor |
| Alyssa Eliot | Visitor | Eric Vinson | Visitor |

VISITORS

Eric Vinson, Chief Product Officer of CMH Capital – Millersburg Mobile Home Park: Mr. Vinson took the floor to inform Village Council and the public of the company’s intentions, goals, and to discuss progress made so far at The Millersburg Mobile Home Park. The intention of CMH Capital is to create affordable housing and provide a decent quality of life for those living in the mobile home park. The goal is to create value and improve the appearance of the park.

Earlier this year, Village officials brought to the attention of CMH Capital several safety and cosmetic issues at the mobile home park. Mr. Vinson reports that nearly all those concerns have been addressed and most have been remedied or will be by the end of the year. Council Member Shoemaker commented that he is seeing more junk being cleaned up. Vinson acknowledged that the junk complaints were valid and said that as funding has allowed, they have made progress in this area and will keep working on it. Visitor Andrea Kellogg asked Vinson about securing the abandoned mobile homes in the park as well as the home that recently burned in the park while they are waiting to be torn down or moved. Vinson explained that the company is relying on management at the park to secure and monitor the two vacant trailers and the recently burned trailer for trespassers. He said that the recently burned trailer was not accessible to the company due to an arson investigation, however, they have gotten the go-ahead to begin cleanup now. The cleanup of the burned trailer is now the priority of the company. Council Member Conn asked for specific plans for the other two abandoned mobile homes currently located near The Holmes County Trail. One, reports Vinson, is slated to be torn down and scrapped/hailed away while the other mobile home could be viable housing once maintenance and repairs are made and it is set on a lot. Prior to the recent mobile home fire, the two abandoned homes were top priority. However, now, the burned trailer takes priority. They plan to tear down the burned trailer by the end of December and as soon as the money is available, move on to the other two vacant trailers mentioned. Vinson reports that there are currently 18 pending evictions which involve fees and legal expenses.

CMH Capital plans to continue with improvements next year as budgets allow. Kellogg asked about grant money to help the company. Vinson is open to exploring grant funds.

It was noted that Village Officials and CMH Capital have developed a very respectful, cooperative working relationship.

APPROVAL OF PREVIOUS MINUTES

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| TYPE OF MEETING: | | Regular | |
| SUSPEND READING OF MINUTES HELD ON: | | 10/23/2023 | |
| MOTION BY: | | Polen | |
| MOTION SECONDED BY: | | Conn | |
| VOTING ROLL CALL: | | | |
| Polen | Yes | Shoemaker | Yes |
| Conn | Yes | Hoffee | Yes |
| Hofstetter | Yes | Vaughn | Yes |
| VOTING RESULTS: | | YES: 6 | NO: 0 |
| MOTION TO APPROVE BY: | | Conn | |
| MOTION SECONDED BY: | | Shoemaker | |
| VOTING ROLL CALL: | | | |
| Conn | Yes | Hoffee | Yes |
| Shoemaker | Yes | Hofstetter | Yes |
| Vaughn | Yes | Polen | Yes |
| VOTING RESULTS: | | YES: 6 | NO: 0 |

APPROVAL OF BILLS

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|--------------------------------|--------------------|----------------------|--------------------|
| BILL RESOLUTION 2023-26 | Bills \$107,509.70 | Payroll \$136,810.46 | Total \$244,320.16 |
| MOTION BY: | | Hoffee | |
| MOTION SECONDED BY: | | Vaughn | |
| VOTING ROLL CALL: | | | |
| Hoffee | Yes | Conn | Yes |
| Vaughn | Yes | Hofstetter | Yes |
| Shoemaker | Yes | Polen | Yes |
| VOTING RESULTS: | | YES 6 | NO: 0 |

DEPARTMENT HEAD/OFFICIAL REPORT

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| DEPARTMENT: | POLICE DEPARTMENT |
| REPRESENTATIVE’S NAME: | CHIEF MATT SHANER |
| <p>Informed Council a cruiser was involved in a traffic pursuit on Sunday evening (11/12/23). The officer ended up crashing the cruiser. The officer was not injured, however there was substantial damage to the car. An estimate is being sought from Village Motors however, it may not be until the end of December for the work to be completed . Shaner is also contacting Collision Auto for am estimate and a time frame for repairs.</p> <p>Informed Council the recently delivered new cruiser is awaiting the outfitting. Estimated time for that is the first week in February.</p> <p>Asked Councilman Shoemaker how many units would be in the “Santa Claus” parade scheduled for December 10 at 2:00 pm so he could schedule traffic control. Shoemaker noted he expects approximately 30 units.</p> | |

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| DEPARTMENT: | ADMINISTRATION |
| REPRESENTATIVE’S NAME: | ADMINISTRATOR NATE TROYER |

DRB & P&Z Commission

Informed Council the DRB met on 11/1 and approved the COA application submitted by the Eagles for a covered deck and cooler at 143 W. Jackson Street. P&Z recommended approval of a change of zoning district application for 177 St. Clair Street submitted by Mast Rentals. The request is to change the zoning district from R-3 to SU to allow for the construction of a triplex. A public hearing for the proposed zoning district change will net to be set. The last meeting in December is the earliest we can set it with the required 30-day notice. With Christmas being the regularly scheduled Council meeting, Mayor Huebner asked to reschedule the meeting. Council agreed to meet on December 27 at 7:00 pm and to hold the public hearing the same evening at 6:45 pm.

Design Review Ordinance and Guideline Revisions

Asked for any thoughts or questions on the DR revisions. Councilwoman Hoffee noted the guidelines were discussed at the DRB meeting. She noted that as an example, paint samples listed in the guidelines are not set in stone. The DRB can make decisions within reason and as needed. Councilman Conn asked where these guidelines will be distributed. Troyer said they will be available online on the Village website and are always available at the office.

ARPA

Informed Council the last manhole was set today for the storm sewer project. Some tie-ins still need completed and the contractor Rising Son, should be wrapping the project up in the next day or two.

Citizen Notification Software

Informed Council he has been working with GoGov on the app. We are currently working on the graphics/design side of the app and have had training on the administrative side of things. He hopes we can go public with the app in a few weeks.

Deer Run Park

Informed Council he has been discussing with Millersburg Electric the electrical project for Deer Run Park. They will be meeting with AEP on site on Wednesday to initiate the service installation. Troyer also noted he met with Totally Outdoors and they are working on a quote to install turf on the amphitheater tiers.

Tree City

Fall plantings are located, installation should be completed soon.

Speed Study

Informed Council he received the results from the speed study recently done on S. Clay St. He would like to schedule a special Council meeting (with full Council) to meet with David Hoffman from ODOT to review the study. Council agreed to hold a special meeting November 28 at 5:00 pm to discuss this.

Bicentennial Celebration

Informed Council he attended a meeting for the planning of the upcoming bicentennial of Holmes County. Melissa Patrick is heading up this project. They would like to see every entity in the county involved in the planning. More information will be coming out on the event.

Questions for the Administrator

Councilman Vaughn asked when Northeast Ohio Gas is going to repair the sidewalks and streets they have removed and/or dug up. With winter coming, he has concerns. Troyer noted he has contacted them numerous times, and no time frame has been given.

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| DEPARTMENT: | FISCAL |
| REPRESENTATIVE'S NAME: | CLERK-TREASURER KAREN SHAFFER |
| <p><u>October Financial Report</u> Presented the October 2023 Financial Statement and acknowledgement form that Council received the report consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll.</p> <p><u>Transfers</u> Informed Council the annual transfers from Water to Water R & I; and from Sewer to Sewer R & I are complete per prior ordinance.</p> <p><u>Tree City Application</u> Informed Council the 2023 application for Tree City was submitted for renewal. It may take a few months to be notified of the status.</p> <p><u>2024 Bed Tax Grant Applications</u> The 2024 Millersburg Economic Development Fund (Bed Tax Grant) applications were received from The Holmes county Chamber of Commerce, The Holmes County Historical Society, The Millersburg Lions Club</p> | |

and Historic Downtown Millersburg (HDM) and were sent to Village Council Members and the Mayor for review prior to this meeting.

Discussion:

Council Member Hoffee asked if HDM could explain the lack of advertisement for recent events such as the Chocolate Walk. HDM Board member Jason Hummel explained that their system was hacked and completely shut down in October leaving them unable to access their social media, website, etc. HDM President Robyn Harford later added that The Holmes County Chamber of Commerce was used to advertise the events.

Hoffee asked if HDM collects any data on foot traffic in the downtown businesses noting that collecting this data would be a good tool in evaluating and planning events. Hummel said they do not at this time. Harford added that the Chamber of Commerce is currently looking into ways to track visitor data.

Discussion ensued between visitors Andrea Kellogg, Shane Cultice, HDM Executive Director Judy Lamp, HDM President Robyn Harford, and HDM Board Member Jason Hummel on topics specific to HDM such as advertising, social media, closed meetings, membership, transparency, accountability, various events, goals, business ethics and recent conflicts between HDM and Kellogg. The discussion did not result in any objection to HDM being awarded the Grant Funds, the agenda topic at hand. Mayor Huebner made clear the fact the Historic Downtown Millersburg is an entirely separate organization from The Village of Millersburg. Therefore, many of the topics discussed should be directed to HDM rather than The Village. Motion made by Hoffee to approve the 2024 Bed Tax Applications. Seconded by Vaughn. Upon roll call, motion carried with Hoffee, Vaughn, Polen, Hofstetter, Shoemaker, and Conn voting aye. Vote: 6-Yes/0 No.

2024 Appropriation Draft

Informed Council they should have received the rough draft of appropriations. A few numbers were changed from the budget approved in July to account for utility/supply increases. The capital items that were in the budget remain unchanged for the appropriations. A final appropriation ordinance will be presented once Council decides on salaries and wages for 2024.

LEGISLATION

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| NUMBER: | 2023-105 Mayor Huebner read by title only |
| TITLE: | An Ordinance Consenting to ODOT Maintenance and Snow Removal Agreement with The Village of Millersburg |
| CLASSIFICATION: | Ordinance |
| STATUS: | 2nd Reading |

LEGISLATION

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| NUMBER: | 2023-27 Mayor Huebner read by title only. | | |
| TITLE: | A Resolution Authorizing The Transfer Of Sums From The General Fund To The Street Maintenance & Repair Fund; To The Cemetery Operating Fund; To The Police Disability And Pension Fund; To The Water Enterprise Improvement Fund; To Sewer Enterprise Improvement Fund | | |
| CLASSIFICATION: | Introduction | | |
| STATUS: | 1st Reading | | |
| MOTION TO: | Suspend the Rules for 2nd & 3rd Reading | | |
| MOTION BY: | Hofstetter | | |
| MOTION SECONDED BY: | Shoemaker | | |
| VOTING ROLL CALL: | | | |
| Hofstetter | Yes | Conn | Yes |
| Shoemaker | Yes | Hoffee | Yes |
| Polen | Yes | Vaughn | Yes |
| VOTING RESULTS: | YES: 6 NO: 0 | | |
| MOTION TO: | Pass & Adopt | | |
| MOTION BY: | Polen | | |
| MOTION SECONDED BY: | Hoffee | | |
| VOTING ROLL CALL: | | | |
| Polen | Yes | Conn | Yes |
| Hoffee | Yes | Shoemaker | Yes |
| Hofstetter | Yes | Vaughn | Yes |

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| VOTING RESULTS: | YES: 6 | NO: 0 |
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OLD BUSINESS

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| TOPIC: | Village Solicitor Revised Contract |
| PRESENTED BY: | Bob Hines |
| DISCUSSION: A revised contract was presented to Council. This contract now includes language that limits the monthly hours to be charged at 18 hours. If additional ours are needed, the contract reads that upon the request of Hines or an officer of the Village, the number of hours billed in a particular month may be increased by the Council by motion. However, in exceptional circumstances when Hines is close to maxing out his 18-hour limit, and time is of the essence on a particular legal issue, and a Council meeting is not scheduled before the legal action needs attention, the Village officer who has requested the legal assistance may authorize Hines to perform the necessary legal action. At the next Council meeting, the exceptional circumstances will be explained to Council. Councilwoman Hoffee noted that an emergency meeting can be called for with a 12-hour notice at any time. Motion made by Conn to approve the revised contact of Solicitor Hines. Seconded by Vaughn. Upon roll call, motion carried with Conn, Vaughn, Hoffee, Shoemaker, Hofstetter, and Polen voting aye. Vote: 6-Yes/0 No | |

NEW BUSINESS

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| TOPIC: | Lisa Simpson Property Damage |
| PRESENTED BY: | Kelly Hoffee |
| DISCUSSION: Noted she was contacted by Lisa Simpson of Elm Street, that she and her neighbor have experienced damage to their yards from a recent construction project. Troyer noted that the yards effected will be repaired next spring with topsoil/grading/seeding. | |

EXECUTIVE SESSION

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| PURPOSE: To consider the compensation of public employees and the employment of a public employee. | | | |
| MOTION BY: | | Polen | |
| MOTION SECONDED BY: | | Hofstetter | |
| VOTING ROLL CALL: | | | |
| Polen | Yes | Hoffee | Yes |
| Hofstetter | Yes | Conn | Yes |
| Vaughn | Yes | Shoemaker | Yes |
| VOTING RESULTS: | | YES: 6 | NO: 0 |
| EXECUTIVE SESSION ACTION: None | | | |

ADDITIONAL ITEM

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| PURPOSE: Councilman Shoemaker asked Solicitor Hines what it would entail to allow marijuana dispensaries in Millersburg. He feels this could bring revenue to the village. Hines said he could research the matter if directed to do so. Councilman Shoemaker asked him to do that and report back to Council. |
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NEXT SCHEDULED MEETING

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| TYPE OF MEETING: | Regular |
| DATE: | <u>11/27/2023</u> |
| TIME: | 7:00 PM |
| LOCATION: Council Chambers | 6 N Washington St.; Millersburg, OH 44654 |

ADJOURNMENT

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|----------------------------|-----|------------|-------|
| MOTION BY: | | Polen | |
| MOTION SECONDED BY: | | Hofstetter | |
| VOTING ROLL CALL: | | | |
| Polen | Yes | Conn | Yes |
| Hofstetter | Yes | Hoffee | Yes |
| Shoemaker | Yes | Vaughn | Yes |
| VOTING RESULTS: | | YES: 6 | NO: 0 |

MINUTES PREPARED BY

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| SIGNATURE: Bobbie Curry | TITLE | DATE |
| | Assistant Fiscal Officer | 11/15/2023 |

ATTESTED BY

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| SIGNATURE: Karen Shaffer | TITLE | DATE |
| | Clerk-Treasurer | 11/27/2023 |

CERTIFICATION

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|-------------------------|-------|------------|
| SIGNATURE: Jeff Huebner | TITLE | DATE |
| | Mayor | 11/27/2023 |