

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 3/25/2024

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

### IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Fiscal Officer	Bobbie Curry	Asst. Fiscal Officer
Melissa Patrick	Media/Reporter	David Hoffman, ODOT	Visitor
Taylor Sigler, HDM	Visitor	Robyn Harford, HDM	Visitor
Rodney Arnold	Employee	Adam Barnett	Visitor

### COMMUNITY CALENDAR/EVENTS

<ul style="list-style-type: none"> <li>- March 23 at 11am - the library will be showing the Disney movie “Wish” rated PG on the big screen at no charge</li> <li>- March 28 - Our Town Millersburg from founding to 1900 at the American Hall at 7pm</li> <li>- April 17 – Next Bicentennial Celebration Committee Meeting at the Chamber of Commerce.</li> <li>- April 19 - ODNR Tree Planting at Deer Run Park 1pm</li> <li>- April 20 – Afternoon Tea with Teddy Roosevelt – hosted by the Historical Society. Registration required. \$30 per person.</li> <li>- May 17 - Peace Officer Memorial at the Courthouse 2pm</li> <li>- May 18 - Lions Club Chicken BBQ and Vintage in the Village</li> <li>- June 1 - Millersburg Garage Sale Day</li> <li>- June 8 - Village Clean up/Shredding Day at the Street Department 9-Noon</li> <li>- June 15 - A Walk in the Past- Oak Hill Cemetery Tour 2pm</li> <li>- June 29 - Thunder Over Holmes County/Bicentennial Kick-Off Parade in Millersburg</li> <li>- October 5-6 – Antique Festival</li> <li>-</li> </ul> <p><b>Bicentennial Celebration Updates from Mayor Hoffee</b> Parade ideas and preparation continue. Mural renderings should be available to present at next council meeting. Next Meeting: 4/17/24.</p>
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### VISITORS

<p><b>Taylor Sigler – New Historic Downtown Millersburg Executive Director</b> Sigler Introduced herself. She is excited to work with the community. She introduced Robyn Harford, HDM Board President. Sigler, in preparation for Vintage in the Village on May 18<sup>th</sup>, asked council for permission to close some streets for vendors – S. Monroe at E Jackson to Adams St, N. Monroe from E Jackson to Clinton St, and Court Street. Vaughn motioned to grant permission for these street closures on May 18<sup>th</sup>. Shoemaker seconded the motion. All voted aye. Motion Carried.</p>
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**APPROVAL OF PREVIOUS MINUTES**

<b>TYPE OF MEETING:</b>		Regular	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		3/11/2024	
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Conn	
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>MOTION TO APPROVE BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Hofstetter	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2024-06</b>	Bills \$132,493.747	Payroll \$69,101.22	Total \$201,594.94
<b>MOTION BY:</b>		Conn	
<b>MOTION SECONDED BY:</b>		Shoemaker	
<b>VOTING ROLL CALL:</b>			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<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
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR, NATE TROYER</b>
<p><b><u>DRB &amp; P&amp;Z Commission</u></b>          April 10 P&amp;Z will review Pitmaster’s Pizzeria signage variance, Hershberger freight container use as a storage container and discuss revision to minimum square footage requirements for single family dwellings.</p> <p><b><u>Wooster Road Speed Study</u></b>          Discussion with David Hoffman re: establishing business district boundaries and determining desired speed limits for North Clay/Wooster Road and S. Clay/S. Washington Streets.          Discussion: Much discussion and many questions and comments about the speed limits of the north-south streets in the village took place. David Hoffman from ODOT District 11 was present to answer questions and give additional information about speed studies, business/rural districts, ODOT rules and regulations, signage, and historical data for village speed limits. Hoffman advised that speed studies should weigh heavily when making decisions about speed limit changes. Other factors are considered such as continuity of speed zones, business district parameters, length of speed zones, and advisory speeds. His advice to council was to make a decision about speed limits, draft an ordinance and submit it to ODOT for review. ODOT will review the proposed speed zones and either approve them or make recommendations.</p> <p><b>Motion made by Vaughn to establish a 25MPH speed limit on North Clay Street from Jackson Street north to Uhl Street and 35MPH from Uhl Street north on Wooster Rd to the corporation limit. Hofstetter seconded the motion. Kellogg voted no. All others voted yes. Motion passed.</b></p>	

Vaughn made a motion for the speed limit on South Clay Street to be established as 25MPH to the intersection of S Washington St. Conn Seconded the motion. Kellogg and Shoemaker voted no. Vaughn, Conn, Polen, and Hofstetter voted yes. Motion passed.

**2024 Resurfacing**

No update-working with AEP on pole relocation for E. Jones Street/Wooster Road intersection revisions.

**Budgeted Items**

Loader-received revised quote from Cat (\$152,690.26) and Case (\$122,141.27). Planning to proceed with placing order with Southeastern Equipment for the Case this week.

St. Dept. Storage Bldg.-no update

Utility Dept. truck picked up 3/25, to Troutman for upfitting

Office improvements-no work performed to date

**Tree Planting**

ODNR anniversary tree planting will be April 19<sup>th</sup> at 1:00

**Personnel**

Still accepting applications for another few weeks and then will proceed with interviews.

**Airport Park**

Grace Church has requested permission to use Airport Park to host a free lunch for kids every Friday from 11-1 beginning May 31<sup>st</sup> and running through August 9<sup>th</sup>. Polen motioned to grant permission to Grace Church for park use every Friday from 11am-1pm from May 31<sup>st</sup> to August 9<sup>th</sup>. Vaughn seconded the motion. All voted aye.

**Credit Request**

Polen Motioned to grant a credit of \$101.00 to Mark and Kathy Shedron for the sewer portion of their bill due to a water leak discovered on Jan 18<sup>th</sup>, 2024.

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF, MATT SHANER</b>
All new village emails have been set up and are in use.	
A total solar eclipse will be occurring on April 8 <sup>th</sup> . Shaner encouraged all to exercise caution and safety when viewing the eclipse. He also advised that there is a likelihood of increased traffic in the area before and after the eclipse.	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, KAREN SHAFFER ASSTISTANT FISCAL OFFICER, BOBBIE CURRY</b>
No Report.	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
If anyone plans to attend the infrastructure grant meeting on April 6 <sup>th</sup> , please be sure to RSVP.	
Planning and Zoning meeting will be April 10 <sup>th</sup> at 6:30	
Hoffee plans to partner with the Historical Society and HDM for a special, Dickens-themed Christmas celebration. More details to come.	

**LEGISLATION**

<b>NUMBER:</b>	<b>2024-07</b>
<b>Title: A Supplemental Appropriation Resolution For The General Fund And Declaring An Emergency</b>	
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	1st Reading
<b>MOTION TO:</b>	Suspend the Rules for 2nd & 3rd Reading
<b>MOTION BY:</b>	Vaughn

<b>MOTION SECONDED BY:</b>	Polen		
<b>VOTING ROLL CALL:</b>			
Vaughn	<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	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
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

<b>NUMBER:</b>	<b>2024-07</b>		
<b>Title: A Supplemental Appropriation Resolution For The General Fund And Declaring An Emergency</b>			
<b>CLASSIFICATION:</b>	Resolution		
<b>STATUS:</b>	Passage		
<b>MOTION TO:</b>	Pass & Adopt		
<b>MOTION BY:</b>	Hofstetter		
<b>MOTION SECONDED BY:</b>	Vaughn		
<b>VOTING ROLL CALL:</b>			
Hofstetter	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

**COMMITTEE REPORTS**

<b>COMMITTEE:</b>	<b>Police</b>
<b>PRESENTED BY:</b>	<b>Mayor Hoffee</b>
<b>DISCUSSION:</b> Committee will be meeting this Thursday the 28 <sup>th</sup> at 7:00PM	

<b>COMMITTEE:</b>	<b>Tree City</b>
<b>PRESENTED BY:</b>	<b>Hofstetter</b>
<b>DISCUSSION:</b> Meeting was last week. All Arbor Day Celebration plans were completed. Arbor Day is on April 26 <sup>th</sup> . The committee is collecting information on replacing trees along the downtown area streets.	

<b>COMMITTEE:</b>	<b>Audit/Finance Committee</b>
<b>PRESENTED BY:</b>	<b>Vaughn</b>
<b>DISCUSSION:</b> Vaughn will report on this committee meeting at the next council meeting because the minutes have not been distributed. Minutes will be sent with the next meeting packet and discussion of the meeting will take place on April 8 <sup>th</sup> .	

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Old Airport Park Buildings</b>
<b>PRESENTED BY:</b>	<b>Conn</b>
<b>DISCUSSION:</b> Restrooms are in decent shape except for some needed cosmetic improvements such as painting the outside and inside. The storage area for the tractor needs to be cleaned up and organized. The concession stand building itself looks decent, although there are cosmetic issues. The inside of the concession stand appears to be a dumping ground. There has been talk of adding an additional window but before that idea can even be pursued, the inside of that building needs to be cleaned out. Conn also did some preliminary measurements and believes there is space for an additional two pickleball courts at the park. Basketball courts will be discussed later.	

**NEW BUSINESS**

<b>TOPIC:</b>	<b>Chickens in the Village</b>
<b>PRESENTED BY:</b>	<b>Mayor Hoffee</b>
<b>DISCUSSION:</b> Residents have asked Hoffee if chickens are allowed in the village. There is no ordinance prohibiting chickens in the village.	

<b>TOPIC:</b>	<b>Exercise Equipment at Clay Street Park</b>
<b>PRESENTED BY:</b>	<b>Mayor Hoffee</b>
<b>DISCUSSION:</b> The Holmes County Health Department would like to install exercise equipment for senior citizens at Clay Street Park. The equipment would be the same/similar to that installed at Deer Run. This will be paid for with grant funds. The Village would just need to install and maintain it. Council agreed to allow this. Shoemaker would like to see if it's an option to have some equipment installed at Old Airport Park as well.	

**EXECUTIVE SESSION**

<b>PURPOSE:</b> To Discuss specialized details of security arrangements if the information could be used for criminal purposes.			
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>4/8/2024</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St.; Millersburg, OH 44654

**ADJOURNMENT**

<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	3/28/2024

**ATTESTED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	4/8/2024

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	4/8/2024