

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

DATE: 2/5/2025

TYPE OF MEETING: Public Hearing – DORA

START TIME: 6:45PM

VOTING SESSION: No

TYPE OF MEETING: Regular

START TIME: 7:00 PM

VOTING SESSION: Yes

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

CALLED TO ORDER BY: COUNCIL PRESIDENT, ANDREA KELLOGG

PUBLIC HEARING

The Village of Millersburg Council held a public hearing on April 14, 2025, at 6:45 PM at the Village Hall, 6 N. Washington St. Millersburg, OH 44654 to determine whether the "Designated Outdoor Refreshment Area" (DORA) application filed on March 24, 2025, should be approved. Council received no public input regarding establishment of the DORA.

Hearing opened at 6:45PM.

There were no questions or comments from those in attendance.

The application is available for inspection by the public at the Village Hall during regular business hours from 8:30 AM to 4:30 PM Monday through Friday.

Council will have the 1st reading of Ordinance 2025-102 to approve the application this evening. The 2nd reading of said Ordinance will be on April 28, 2025, and the 3rd and final reading will be waived. At the meeting on April 28, 2025, Council will decide whether said application shall be approved.

Public hearing closed at 6:47PM.

REGULAR SESSION RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

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

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

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Bob Hines	Solicitor	Nate Troyer	Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Melissa Patrick	Media/Reporter	Chad Cline	Asst Administrator
Rodney Arnold	Employee	Georgie Cool	Visitor
Taylor Sigler	Visitor	David Shrock	Visitor
Heidi Garst	Visitor	Jessica Kiner	Visitor
Rep. Mark Hiner	Visitor	Traci VanKueren	Visitor
Tiffany Gerber	Visitor		

COMMUNITY CALENDAR/EVENTS

- April 25- Arbor Day celebration at Millersburg Elementary 1:15 P.M.
- April 26 - Kentucky Derby Tea at the Holmes County Historical Society
- May 2-4 - Heartland Self-Reliance Conference at Harvest Ridge
- May 10 - County-wide Household Hazardous Waste Collection Day at Harvest Ridge 8a-noon
- May 17 - Vintage in the Village and Garage Sale Day
- May 31 - Village Clean Up and Shredding Day
- June 7 - Closing Ceremony Holmes Center for the Arts Theater
- June 8 - Bicentennial Closing Weekend In Millersburg, Old Fashioned Band Concert, Closing of Millersburg's Time Capsule, and Old-Fashioned Baseball Game at Deer Run Park
- June 28 - Thunder Over Holmes County

Bicentennial Celebration Updates from Mayor Hoffee

The Coloring Contest judging will continue for another week then winners will be chosen.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	3/24/2025		
MOTION BY:	Shoemaker	MOTION SECONDED BY:	Polen
VOTING ROLL CALL:			

Shoemaker	<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	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
VOTING RESULTS:		YES: 6 NO: 0	
APPROVE MINUTES FOR MEETING DATE:		3/24/2025	
MOTION BY:	Conn	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Conn	<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
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2025-9	Bills \$85,783.45	Payroll \$146,252.92	Total \$232,036.37
MOTION BY:	Vaughn	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<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> DRB approved the COA's for window replacements at American Hall as well as signage requests for Urban Farmgirl/Modern Farmhouse and Wellness and Family Medicine. P&Z recommended approval of the change of zoning district request from JDM Rentals for 440 Marchand St from R-3 to SU. We need to set a public hearing for this: May 26 at 6:45PM. They also approved the fence height variance requests from Alan & Toni Fair at 336 S. Alexander and Gayle Patterson at 615 Elm St.</p> <p><u>Wooster Road/Jones Street Intersection</u> No update, work slowly happening.</p> <p><u>Sidewalk Project</u> No update-weather</p> <p><u>Post Office/Parking Lot Crosswalk Upgrades</u> No update</p> <p><u>Vehicles</u> No update</p>	

Pomerene Hospital

Ordered-awaiting delivery.

Downtown Traffic Signals

Pathmaster sent one referral (attached), awaiting other responses from them.

Arbor Day Program

Tree City will hold their annual Arbor Day program with the Millersburg Elementary 1st grade classes on 4/25 at 1:15. Please vote for the coloring contest.

Steimel Easement

Awaiting survey and descriptions, we will report back as soon as we have the items in place.

Airport Park Use Request

BCF has requested permission to use Airport Park for an Easter egg hunt on April 16th from 4:30 to 7:30 as in years past. Hofstetter made a motion to approve the request. Polen seconded the motion. All voted aye. Motion passed.

Park/Cemetery Committee Meeting

Minutes attached-are we ok with proceeding with purchase of equipment from GameTime?

ODOT Salt Contract

We have legislation on the agenda to participate in the annual ODOT salt purchase contract. Due to the deadline to submit, it is being done as an emergency. We plan to purchase 250 tons from this contract.

Annexation

I am working on an annexation agreement for Jordan Properties (Midwest Health) across from Meadow Glen on E. Jones Street. We have also had preliminary discussions with the new owner of the 54-acre property that Hipp sold on 241 about annexation and possible residential development.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
Chief Shaner stated that the new cruiser will be getting graphics.	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
March Financials – Acknowledged Committee Meeting Guide/Form – Curry created a guide and communication form to be utilized by committee chairpersons to prepare for meetings, conduct meetings, and guide required follow up to committee meetings. Hiring of public employee- Executive session	

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
<u>Maurice Mann Lawsuit</u> May be ending in the next 30 days with no financial burden to the Village.	

Millersburg Mobile Home Park- Filed the required answer for liens for past-due water/sewer bills. The agent has appointed a receiver. The receiver will act in place of the owner. The receiver is setting up app/software for the residents to pay rent and utilities.

The receiver is working closely with residents to clean up their lots. Three dumpsters will be set up for the residents to use and whatever trash is still on the properties will be picked up and put into the dumpsters. They are moving toward making the trailer park a nice place.

Solicitor Hines will be meeting with two possible new buyers tomorrow. Solicitor Hines suggests tax incentives for the new owners.

Solicitor's Contract

Hines stated that this is the busiest he has been in 28 years. He went over his hours last month but was authorized to do so by Nate Troyer, Matt Shaner, and Chad Cline. He has been working on a leave donation policy and other important things. Mr. Hines has already donated over \$4,000.00 in hours because stuff needed done but he had no authority to do so as his contract limited him so he will not charge for these hours. Mr. Hines is upset about the false accusations of breaking his contract in February. He will no longer be donating hours.

Nate Troyer authorized Bob on April 11th to be at the April council meetings as he is required to be at meetings. He also authorized him to act on the Millersburg Mobile home park case as it required a need to act, Auqa-man case was urgent and needed to be authorized, Police Chief Matt Shaner authorized the solicitor to act on a Police department personnel issue. Troyer stated that he does not feel the school property was an emergency and did not require immediate attention, nothing needed for April. Hines said it may not be important right now, but the Village has been asking him to work in it for over a year. Troyer added that we rely on the solicitor for many things: utility, zoning, Police, administration just to name a few areas and he should be able to do his job freely. Hine has saved the Village many times. Troyer suggests amending Solicitor's contract, taking out the limited hours and having him submit time sheets biweekly the Friday before each meeting for review.

Solicitor Bob Hines stated that he did not have an issue with this as he already keeps a time sheet of the work that he performs for the Village.

Fiscal Officer Curry stated that she has had questions/requests for Hines but hesitates because of these issues. She would like to be able to ask for legal advice, have Hines draft legislation, etc., at times but feels like she is restricted because of the time limit he has. An example is legislation for the way that we publish legal notices, meeting dates, ordinances, and resolutions without placing legal ads in newspapers to save the Village money. She knows other Villages have done similar legislation but wanted to get the solicitor's opinion and guidance.

Council member Vaughn stated that it was the council's job to manage - not micromanage - and that staff should not feel like they cannot reach out to legal counsel.

Council member Conn stated that he is glad that Solicitor Hines brought this to their attention as he would never want him to hold back giving legal advice because of restricted hours. He stated that he knows Hines loves the Village.

Council member Vaughn motioned to amend the contract by removing the limit of hours by adding a biweekly time sheet for the first and third week to be submitted for review. Second by Council member Polen. All were in favor except Council member Shoemaker who voted NO. 5 voted aye. 1 voted no.

DEPARTMENT:	Submitted by MAYOR HOFFEE
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<u>Council & Committee Meetings:</u> <ul style="list-style-type: none"> • April 16 – Tree City Board – 6pm • April 28 - Council • May 7 - DRB/Planning & Zoning • May 12 - Council • May 14 - Business & Housing Committee 6pm 	

COMMITTEE REPORTS

COMMITTEE:	Park and Cemetery
PRESENTED BY:	Conn
DISCUSSION: Committee met on 4/7 and discussed the following <ul style="list-style-type: none"> - Oak hill cemetery expansion. A survey is going to be done. - Adding playground equipment to Old Airport Park. The committee decided to go with option 1 which was a bigger piece of playground equipment cost \$47,591.35. This is a commercial grade piece of equipment for ages 2-12 years. Conn motioned to purchase the equipment second by Polen all were in favor 6 voted aye. - Trail access at the Airport Park was also discussed, looking at making it more accessible as right now it is too steep. - Clay street park- a Health Department representative survey was reviewed, and it was noted that the park needs a lot of cosmetic work. Painting needs done (volunteers), landscaping, and they are also looking at an estimate for the parking area on Monroe St. Perhaps talk to the Lutheran Church about putting signs up there to allow parking for the park. Council member Vaughan motioned to accept the minutes from the committee. Motion second by Kellogg. All in favor. Motion carried.	

NUMBER:	2025-100
TITLE: An Ordinance Amending The Millersburg Personnel Policy Regarding Police Patrol Essential Functions	
CLASSIFICATION:	Ordinance
STATUS:	2nd Reading
DISCUSSION: None	

NUMBER:	2025-102
TITLE: An Ordinance Approving An Application For A "Designated Outdoor Refreshment Area" (DORA) And Establishing A DORA In The Village Of Millersburg, Ohio	
CLASSIFICATION:	Ordinance
STATUS:	1st Reading
DISCUSSION: None	

LEGISLATION

NUMBER:		Resolution 2025-10	
TITLE: ODOT Road salt contract			
CLASSIFICATION:		Resolution	
STATUS:		Emergency	
DISCUSSION: An Emergency Resolution Authorizing Participation in the ODOT Salt Contracts Awarded in 2025			
MOTION TO:		Suspend the Rules for 2nd & 3rd Reading	
MOTION BY:	Shoemaker	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
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	Conn	<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
VOTING RESULTS:		YES: 6 NO: 0	

OLD BUSINESS

TOPIC:	Sale of cruiser
PRESENTED BY:	Conn
DISCUSSION: The Holmes Fire District 1 Board approved the purchase of the retired Police cruiser. Motion by Conn: By the authority of ORC § 4582.121 I hereby make a motion to sell “as is” a 2017 Ford Explorer cruiser previously used by the Millersburg Police Department which is no longer needed for Village use to Holmes Fire District #1 without competitive bidding and on mutually agreeable terms of \$4,125.00. Motion seconded by Hofstetter. All voted aye. Motion passed.	

TOPIC:	Council rules
PRESENTED BY:	Kellogg
DISCUSSION: Council President addressed the Council Rules as it has been since 2004 that they have been reviewed. She stated that she felt a need for a committee to review these rules and bring to council the necessary changes. Council member Vaughan stated that he felt the personnel committee should be who would address these changes. He asked council members to get him suggestions by this Friday so that he could have a discussion with Solicitor Hines before the next meeting.	

TOPIC:	Handicap parking space
PRESENTED BY:	Administrator Troyer
DISCUSSION: Mayor Hoffee asked Administrator Troyer to bring up the Chris Neville handicap parking space. It was stated that in 2020 there was a handicap spot there but not in 2021. Council member Kellogg felt there needs to be more due diligence and people need to personally contact the Village if they want a handicap spot.	

NEW BUSINESS

TOPIC:	Potential for unoccupied property
PRESENTED BY:	Shoemaker
DISCUSSION: There is potentially unoccupied property on CR 58. This could be a location for an athletic facility. There has been a conversation with the Wooster YMCA about a potential second location here in Millersburg.	

TOPIC:	Video Promotion/Advertisement for The Village
PRESENTED BY:	Administrator Troyer
DISCUSSION: LiveMore TV, Mr. Bronson Allison, does great work at advertising to attract businesses. He could be a huge help in attracting businesses to Millersburg. County Bed Tax, if awarded, could be used as funding for this. Mayor Hoffee plans to apply for County Bed Tax funds.	

TOPIC:	Thank you to Millersburg Electric & United Way
PRESENTED BY:	Administrator Troyer
DISCUSSION: Mayor Hoffee would like to thank Millersburg Electric and United Way for getting the electric restored to a resident at the trailer park.	

TOPIC:	HDM
PRESENTED BY:	Administrator Troyer
DISCUSSION: Administrator Troyer announced that HDM is seeking committee members for four committees. Contact Sigler for more information.	

TOPIC:	Holmes County Peace Officer Memorial
PRESENTED BY:	Conn
DISCUSSION: Council member Conn announced that May 16 th at 2:00 P.M. will be the annual Peace Officer Memorial Service on the Courthouse lawn or on the third floor of the Court House if it rains. Council member Conn asked if a banner could be placed at the Y (Gateway) approximately two weeks ahead of the service.	

EXECUTIVE SESSION

PURPOSE: To consider the employment of a public employee. 8:10PM							
MOTION BY:		Polen	MOTION SECONDED BY:		Hofstetter		
VOTING ROLL CALL:							
Polen		<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		Conn		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Shoemaker		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Kellogg		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VOTING RESULTS:				YES: 6		NO: 0	
INVITED INTO SESSION: Council, Nate Troyer, Bobbie Curry, Chad Cline, Matt Shaner, Bob Hines.							

EXECUTIVE SESSION ACTION (If Any)

Return to regular session at 8:32PM

ACTION: Hire Jessica Kiner for the position of Administrative Assistant. *\$25 per hour, estimated start date of 4/21/25.*

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

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>4/28/2025</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	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Jessica Kiner	TITLE	DATE
	Administrative Asst	4/24/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	Click or tap to enter a date.

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	Click or tap to enter a date.