

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/10/2025

START TIME: 7:00 PM

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

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

RECORD OF PROCEEDINGS – REGULAR SESSION

COUNCIL MEMBERS ROLL CALL

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

MOTION TO EXCUSE:	Police Chief Shaner		
MOTION BY:	Hofstetter	MOTION SECONDED BY:	Polen
VOTING ROLL CALL:			
Hofstetter	<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	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		

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	TITLE/POSITION
Kelly Hoffee	Mayor	Nathan Troyer	Village Administrator
Bobbie Curry	Fiscal Officer	Ryan Hershberger	Visitor
Chad Cline	Asst Administrator	Taylor Reining	Visitor
Adam & Katerina Barnett	Visitor		

COMMUNITY CALENDAR/EVENTS

Community Calendar

- Nov 13 – All-In Day & Job Expo at Harvest Ridge 9am - 2pm
- Nov 14-15 - Merry Millersburg
- Nov 14 – Tree Light Ceremony – Courthouse Lawn 7pm (rain date: 11/15)
- Nov 15 - Brightman Family Christmas/Holidays at the Mansion Christmas Grand Opening
- Nov 22 - Reindeer Games at the Library 10am - noon
- Nov 28 - Live Nativity Parade in Berlin 5:45pm

- Nov 30 – Millersburg Christmas Parade 2pm
- Dec 6 - Skyview Ranch Benefit and Silent Auction
- Dec 7 - Clue at the Mansion (330.674.0022 to purchase tickets!)
- Dec 13 - HDM Chocolate Walk

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		10/27/2025	
MOTION BY:	Polen	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
Polen	<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	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	
MOTION TO APPROVE MINUTES:			
MOTION BY:	Kellogg	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Kellogg	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2025-29	Bills \$63,398.64	Payroll \$70,954.12	Total \$134,352.76
QUESTIONS/COMMENTS/DISCUSSION:			
MOTION TO APPROVE 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	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	VILLAGE ADMINISTRATOR, NATHAN TROYER
<u>DRB & P&Z Commission</u>	
DRB approved the COA for façade improvements at 40 W. Jackson at their 11/5 meeting.	

Wooster Road/Jones Street Intersection

Melway is scheduled to begin the intersection work 11/10. The E. Jones Street side of the intersection will be closed during this work. They are also planning on doing all striping work we previously requested (Jones St. intersection, Glen Drive, Port Washington).

Sidewalk Project

No update

Airport Park

No update

Leaf Collection

Leaf collection is going well and will continue until the majority of leaves are down and/or the weather breaks.

Landscape Quotes

Review/selection of landscape services/hanging basket quotes for 2026. There were two quotes submitted for landscaping for next year Roots \$18,000; and Sunset Yard Solutions \$18,500. **Conn motioned to accept the Roots Lawn Care Bid of \$18,000 for landscaping at the Y Project and Hanging Basket in the downtown area for 2026. Seconded by Kellogg. All voted aye. Motion carried.**

Parking Space Use Request

Cottonwood Shanty has requested permission to have a coffee truck in a public parking space in front of their store on W. Jackson St. on 11/15/25 for Merry Millersburg. **Hofstetter motioned to allow them to use the spot for a Coffee truck. Seconded by Vaughn. All voted aye. Motion carried.**

Surplus Item Auction

Auction is live on GovDeals. Will update Council on sale prices after completion.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
<ul style="list-style-type: none">• October financials acknowledged• 2026 Bed Tax Grant applications were distributed to council members by email prior to this meeting. Hofstetter motioned to approve the Bed Tax Grant applications as presented, second by Vaughn 5 voted aye. 0 No. Shoemaker Abstained. Motion carried.• Tree city application for next year has been submitted, we should hear back from them the first of the year.• Appropriation packet was passed out for review and a reminder that it is overestimated about 15%. Please reach out with any questions. Appropriation ordinance to be present at next meeting.• One item for executive session	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<p>Mayor Hoffee met with the Commissioners to discuss the housing study. The Commissioners are going to give the Village \$10,000 towards this study.</p> <p>The Commissioners asked about the hold up on the smart traffic lights. The commissioners stated that they talked to both the county engineer and the state; both stated that they would recommend this</p>	

project. The discussion of the cost was discussed. The Commissioners offered to contribute \$20,000 to this project. The Village would use \$40,000 of permissive money, \$20,000 from the commissioners and use \$25,000 from the Village budget to pay the rest of the \$85,000 project. Hoffee stated that the village will not get another opportunity to complete this project any cheaper than now.

Council Calendar

- Nov 24 – Council Meeting
- Dec 3 - DRB and Planning & Zoning Board
- Dec 8 – Council Meeting
- Dec 15 – Tree City Board Meeting
- Dec 22 - Council/Ugly Sweater Meeting

LEGISLATION

NUMBER:		2025-25	
TITLE: A resolution authorizing the Village of Millersburg, Ohio to pay a portion of the Cobra Health Insurance Premiums directly to the insurance provider or third-party Cobra Administrator on behalf of Troy Snyder			
CLASSIFICATION:		Resolution	
STATUS:		3 rd Reading & Passage	
MOTION TO APPROVE BY:	Hofstetter	MOTION SECONDED BY:	Polen
VOTING ROLL CALL:			
Hofstetter	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kellogg	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
VOTING RESULTS:		YES: 4 NO: 2	

NUMBER:		2025-27	
TITLE: A resolution to adopt a revised Indigent Burial Policy for Oak Hill Cemetery			
CLASSIFICATION:		Resolution	
STATUS:		3 rd Reading & Passage	
MOTION TO APPROVE BY:	Polen	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Polen	<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	Abstain
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 5 NO: 0	

NUMBER:		2025-106	
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TITLE: An Ordinance to revise section 185.02 of the Millersburg Ordinances			
CLASSIFICATION:		Ordinance	
STATUS:		Passage	
MOTION TO APPROVE BY:	Hofstetter	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Hofstetter	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	Abstain	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 5 NO: 0	

NUMBER:	2025-107
TITLE: An Ordinance Amending Zoning Map (Zoned Territory) of the Village of Millersburg	
CLASSIFICATION:	Ordinance
STATUS:	2nd Reading

OLD/UNFINISHED BUSINESS

- S Clay Street pavement striping – Waiting for ODOT

TOPIC:	Smart Lights
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Motion by Hofstetter to move forward with the Smart Traffic Lights Project. Seconded by Conn. All voted aye. Motion carried	
ACTION ITEM/ASSIGNED TO: Administrator Troyer will initiate the project by contacting Pathmaster.	

- New water bill system – No Update

TOPIC:	Alley vacating of Wise and Maxwell Avenue
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Administrator Troyer will investigate the project	
ACTION ITEM/ASSIGNED TO: Troyer to report on this at a late date.	

TOPIC:	Areas that do not have streetlights in town
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Administrator Troyer stated that we have addressed a lot of them and there are not many big areas left without streetlights. If you are out and about and you see a light out, you can turn it in to the Village to report to AEP.	
ACTION ITEM/ASSIGNED TO: Residents encouraged to report areas that need streetlights.	

- Indigent Burial Site dedication – No Update - Waiting for Ceremony Date
- Restriping/Pavement Markings Port Washington Rd and Glen Drive – Will be done after E. Jones St paving project is complete

TOPIC:	Housing study
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Motion by Vaughn to move forward with the housing study. Seconded by Kellogg. All voted aye. Motion carried	
ACTION ITEM/ASSIGNED TO: Mayor and/or Administrator will initiate study with Envision.	

- Sill Street sidewalks will be kept on the planning list.

NEW BUSINESS

TOPIC:	Parking Spaces – S Washington St.
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Jeremiah Haun would like Council to temporarily reserve the parking space in front of his house until December 26 th to allow people a clear view of his Christmas display. Council agreed not to allow reserving the parking space to the Christmas Display. Kellogg would like to add to unfinished business the Handicap parking again and people who are asking for a handicap spot should come to Council for approval. After discussion council tabled this until they all drive by and see what they think. Kellogg would like from now on for people to be directed to come to Council with their requests instead of it coming to Council through someone else.	
ACTION ITEM/ASSIGNED TO: None	

EXECUTIVE SESSION 7:25PM

PURPOSE: ORC 121.22G1 To discuss the employment and/or compensation of a public employee			
INVITED INTO EXECUTIVE SESSION: Council, Mayor, Administrator, Police Chief, Fiscal Officer and Assistant Administrator.			
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	

RETURN FROM EXECUTIVE SESSION TO REGULAR/OPEN SESSION 7:34PM

EXECUTIVE SESSION ACTION

ACTION: Shoemaker motioned to assign janitorial duties at the Village Hall to Jessica Kiner starting January 1st, 2026, at a salaried rate of \$175.00 per pay period. Second by Conn. All voted aye. Motion carried.

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
Conn	<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>11/24/2025</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry (Jessica Kiner)	TITLE	DATE
	Fiscal Officer	11/14/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	11/24/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	11/24/2025