

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 6/9/2025

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

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	TITLE/POSITION
Kelly Hoffee	Mayor	Nathan Troyer	Village Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Chad Cline	Asst Administrator	Bob Hines	Solicitor
Dave Shrock	Visitor	Brody Gindlesburger	Visitor
Teresa Morris	Visitor	Jason & Oliva Biltz	Visitor
Lindsey Iannello	Visitor		

COMMUNITY CALENDAR/EVENTS

Community Calendar

- June 16 - Danbury Moto Show 2-4pm
- June 28 - Thunder Over Holmes County
- July 19 - Clue at the Mansion: Summer Edition
- July 26 - First Ladies Tea
- September 11 - Our Town Millersburg Part 3
- September 20 - Art in the Burg
- Oct 25 - Boo in the Burg and Millersburg Trick or Treat

Bicentennial Update

The recent Bicentennial celebration at Deer Run Park was a success. The band was phenomenal, and the time capsule was officially closed. The coloring contest winning banners have been ordered.

VISITORS

Oliva Biltz addressed council to state that she and her husband, Jason, would like to show their continued dedication to speaking out in opposition to the proposed zoning change from R-3 (residential) to SU (special use district) off a vacated portion of Forlow Street.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Public Hearing (Zoning) and Regular Session	
SUSPEND READING OF MINUTES HELD ON:		5/28/2025	
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	
CORRECTIONS (If any): The draft of the 5/28/2025 minutes that was distributed was cut off during Conn’s comment about the zoning change. Curry will correct the formatting.			
MOTION BY:	Hofstetter	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
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
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	

TOPIC:	Amend/Addition to 5/12/2025 Council Minutes
PRESENTED BY:	Kellogg
DISCUSSION: On 6/4/2025, Kellogg submitted to Fiscal Officer Curry documents related to changes she feels need to be made to the 5/12/2025 (previously approved unanimously by council on 5/28/25). Kellogg proposes amending the minutes citing that certain comments were omitted from the approved minutes. The omitted comments/discussion between Dan Miller, Jennifer Crilow, Councilperson Shoemaker, Councilperson Kellogg, and Mayor Hoffee are relevant to the discussion on short-term rentals (Solicitors Report/discussion). Kellogg submitted proposed verbiage to be added to the minutes and a transcript of that portion of the meeting. Discussion: Vaughn started the discussion by stating that based on current Council Rules, procedure was not followed for addressing council. Council Rules are currently being revised, and Vaughn wants to ensure current rules are followed and clarification is included in the revised Council Rules. Consistence in procedures is necessary as we do not want to pick and choose what is and is not added to meeting minutes. Kellogg asked what current rules address this rule. Curry said that while there is no mention of approaching the microphone to address council in the current rules, rule 12 (1) states that the speaker must introduce himself or herself and give his/her address in order to address council with informal	

comments. Based on this rule, Curry says it is inferred that if that rule is not followed, comments are not part of the official meeting and therefore the comments should not be included in the meeting minutes. Kellogg said she feels that if the rules are not followed, the comments should not be allowed in the first place. Curry agrees. Hoffee also agreed and said that in future meetings, this rule will be followed. Kellogg then said that the minutes should include what happened during the meeting. Curry said that her research of Ohio Meeting Laws indicates that minutes do not have to be a verbatim transcript of the proceedings but should include enough information for the public to understand the general idea of the public body's decisions. Shoemaker suggested using a portable microphone for situations such as that on 5/12/25. Hoffee feels approaching the microphone is a better option. Curry feels that having a fixed microphone will maintain order during meetings. Kellogg agrees.

Motion: Motion to amend the 5/12/25 minutes made by Kellogg. Seconded by Shoemaker. Roll call vote: Kellogg-aye, Shoemaker-aye, Vaughn-no, Polen-no, Hofstetter-no, Conn-no. Motion failed. 5/12/25 minutes remain as approved on 5/28/25.

APPROVAL OF BILLS

BILL RESOLUTION 2025-14	Bills \$154,693.32	Payroll \$70,161.32	Total \$224,855.27
QUESTIONS/COMMENTS/DISCUSSION: Hoffee pointed out that the 2025 Ford 550 for \$112,043 was included in the bills.			
MOTION TO APPROVE 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	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	VILLAGE ADMINISTRATOR, NATHAN TROYER
<u>DRB & P&Z Commission</u> No June meetings <u>Wooster Road/Jones Street Intersection</u> No update <u>Sidewalk Project & Post Office/Parking Lot Crosswalk Upgrades</u> Spoke to Thomas Concrete, they are finishing a job out of town and then they are planning on moving into town to finish our work. <u>Vehicles</u> Received F550 on 5/30. Ranger is scheduled for mid-June build.	

Airport Park

The new toy for the park should be delivered in the next few weeks based on the order date. The location of the new toy is staked off now. The access to the trail from the park has been planned as well. In addition to improving the path and laying new material, the project will include a small amount of tree trimming and pipe & dirt work.

Clay Street Park

Thanks to Brad Conn for edging and mulching at Clay Street Park last week.

Clean Up Day

Clean Up Day was held 5/31, it was another successful event, although a bit slower than usual. Thank you to Brent Hofstetter for his help that day and to Bob Shoemaker for providing donuts for the work crew.

Thunder

HDM has requested permission to close S. Monroe Street on Friday, June 27th for a food truck to set up - no earlier than 9:00 PM - and then S. Monroe and Court Street all day on Saturday, June 28th for the event. **Motion to approve street closings for Thunder over Holmes County was made by Vaughn. Seconded by Conn. All voted aye. Motion carried.**

Clinton/Clay Street Intersection

We were asked if Council has ever discussed or would consider restricting west bound traffic on E. Clinton Street to right turn only at the intersection with N. Clay Street during peak traffic volume times.

Discussion: Troyer points out that the restriction would be most needed during peak traffic hours. Kellogg would like to see the same done at No Name Street and S Clay Street. This had previously been discussed but no decision was made. This topic will be discussed at the next meeting under Old Business at which time motion(s) can be made.

Pavement striping at the No Name and Clay St intersection was also brought up by Kellogg. Troyer will contact ODOT.

Street Department

Job posting is out, and applications are being accepted.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
Chief Shaner reports that there is an applicant for a vacant patrol position. He is hoping to have more information at the next meeting.	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
May 2025 monthly financials acknowledged by Council.	

DEPARTMENT:	SOLICITOR
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REPRESENTATIVE'S NAME:	ROBERT HINES
<p><u>Mann v. Millersburg</u> The Millersburg portion of the Maurice Mann lawsuit has settled. The settlement amount was just shy of the Village's insurance policy limit of \$2,000,000.00. Therefore, the Village will not suffer any monetary consequences. There is a trial still to occur with the other defendant that will likely require testimony of at least one village employee.</p> <p><u>DORA Application</u> The DORA Application is still pending. The state needed some clarification. Hines provided the requested information to the Division of Liquor Control and is waiting for a response.</p> <p><u>Council Rules</u> The revision of Council Rules is moving forward. Proposed changes will be discussed at the Personnel Committee meeting next week.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<p><u>Council Calendar</u></p> <ul style="list-style-type: none"> • June 16 - Personnel Committee to discuss Council Rules 6:30pm • July 2 - DRB & Planning and Zoning • July 14 – Council (Summer Schedule – One Meeting per month) • August 11 – Council (Summer Schedule – One Meeting per month) <p>Hoffee read a <u>Proclamation from Ohio Secretary of State, Frank LaRose</u> recognizing the bicentennial of Millersburg. The proclamation recognizes Millersburg's progress over the past 200 years and proclaimed best wishes and continued success.</p>	

LEGISLATION

NUMBER:	2025-103
TITLE: An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg (JDM Rentals)	
CLASSIFICATION:	Ordinance
STATUS:	2nd Reading

DISCUSSION:

Administrator Troyer was first to speak on the topic. He addressed the question of access to the lots off the vacated portion of Forlow Street. Troyer pointed out that there is -in fact- access. Access to the lots is maintained by easements. Troyer provided plat maps verifying this information. Troyer explained that access is always one of the first things checked when a zoning change is requested. Jason Biltz asked Troyer why the development plan showed access off Forlow Street rather than by easement. Troyer said that development plans are not prepared by the village but rather by the requestor. Biltz asked if the development plan can be rejected if not accurate. Troyer said yes, the Planning and Zoning board has the authority to reject a plan and require accurate information. As a member of the P & Z board, Kellogg said she would not even know that the information on the development plan was inaccurate. Hoffee asked Solicitor Hines if the rezoning request can be referred back to P & Z at this point. Hines said yes. Conn, Hoffee, Kellogg and Hofstetter think referring it back to P & Z is not a bad idea.

Teresa Morris, representing Scenic View Homes, asked what recourse they have for the added traffic and upkeep in the vacated portion of Forlow that they have been maintaining and paying the taxes for since the vacation occurred. Traffic and upkeep will increase with the proposed triplex compared to one or two single-dwelling homes. Troyer said there is no maintenance agreement included in the current easements.

Jason Biltz reiterated that he and his wife, Olivia, are here on a strictly personal level. This topic directly affects their neighborhood. Biltz also said that he is not opposed to any development of those lots, but rather the rezoning from R3 (Residential) to a Special Use Districts which a triplex requires. Morris said she is not opposed to the triplex. However, she does not feel that Scenic View Homes should be responsible for the increased maintenance and upkeep.

Hoffee asked Council if they prefer this rezoning proposal be sent back to Planning and Zoning. Conn asked if that were to happen, how would the timeline be effected. Hines advised that if the proposal goes back to P & Z, they approve it and it then comes back to council for approval, he believes that the 3-reading rule would need to be in place. He will need to research this topic further to be sure. Shoemaker does not think this should be sent back to P & Z. He said it is time to decide rather than prolonging the process for another 3 months. Biltz addressed council again saying that this decision is permanent so taking plenty of time to make well thought-out decision is appropriate.

ACTION ITEM:

Next meeting's agenda is to reflect that there will either be a Third Reading of the ordinance and vote to approve/adopt OR a motion to send the proposal back to the Planning and Zoning Commission for their consideration.

OLD/UNFINISHED BUSINESS

TOPIC:	Clay Street Park Parking/ADA Walkway
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker asked for an update on the topic of parking/ADA accessible parking at Clay Street Park. Cline reports that the cost of making the hillside to the east of the park (off S Monroe Street) ADA accessible would cost several hundred thousand dollars based on the slope of the hill and the distance from the lot to the park. After looking into options for parking, Cline says the best option is to talk to the leadership at Faith Lutheran Church about using their lot. Cline will discuss options with the church and report back. Conn suggested painting lines for parking spaces in the lot on S Monroe.	

ACTION ITEM/ASSIGNED TO: Assistant Administrator Cline will talk to church leadership at Faith Lutheran and report back to council.

TOPIC:	Old Business/New Business
PRESENTED BY:	Fiscal Officer Curry
<p>DISCUSSION: Curry had some ideas relating to the Old/New Business discussion that took place at the last meeting. Old Business/New Business is the standard way topics are typically categorized in meetings. Curry thinks that keeping that standard and not ‘reinventing the wheel’ is best. However, better follow up is an area to improve upon and emphasize. She suggests that for every topic on the agenda, an action item should be assigned. Every topic should result in action. Sometimes the action is that no action is to be taken. In other words, the topic is tabled. If the topic is not tabled, an action should be defined, and the action item should be assigned to a specific person.</p> <p>Curry’s second suggestion is to clarify the term ‘Old Business’ by thinking of it or renaming it ‘Unfinished Business.’ If a topic has been discussed in a recent council meeting but is not fully resolved, it is unfinished business. If a topic is brought to Council for the first time or brought back to council after a longer period of time with no resolution/action, it is considered ‘New Business.’</p> <p>Vaughn suggests defining the period of time that a topic should remain in unfinished business if no action is taken. He said since Council Rules are currently being revised, this topic should be defined and addressed in the New Council Rules.</p>	
<p>ACTION ITEM/ASSIGNED TO: Implement these concepts in Meeting Minutes and on Agendas – Curry. Define them in Council Rules. Personnel Committee will take place on 6/16/25. Vaughn is Chairperson of that committee.</p>	

TOPIC:	Traffic Lights/Issues
PRESENTED BY:	Mayor Hoffee
<p>DISCUSSION: Hoffee Spoke to Holmes County Engineer, Chris Young about the traffic signals in town and the proposed smart signals council has been discussing in recent months. Young suggested inviting David Hoffman from ODOT D11 to a council meeting to discuss his experiences with smart traffic signals. Mayor Hoffee spoke to Hoffman who agreed to attend a future meeting. Hoffman has a wealth of experience with the smart signals and told Hoffee that he is confident they will improve traffic flow in the village. He will research statistics and plan to attend s council meeting to present the information to council.</p>	
<p>ACTION ITEM: David Hoffman from ODOT will need some time to gather traffic data and statistics and will then attend a council meeting. Mayor Hoffee will follow up with Hoffman regarding the date he will be available to address council.</p>	

TOPIC:	Council Member Area of Focus/Expertise
PRESENTED BY:	Mayor Hoffee
<p>DISCUSSION: At the last meeting during the discussion of Council Rules, Hoffee suggested considering assigning each council member an area of focus/expertise. Each council member was asked to consider this idea and provide feedback. Kellogg said she is confused about this idea. She said there are committees and departments in the Village to cover each of the areas mentioned. Hoffee explained that</p>	

the idea is to give each council member responsibility for the functions of the Village. Vaughn said that on a case-by-case basis he thinks having a council member step up and take special interest is a better way of going about this. Kellogg and Hofstetter agree with this approach.

ACTION: Discussion on the topic is complete.

TOPIC:	New Water/Sewer Billing System
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Will the new billing system be implemented for the next billing cycle? Curry spoke to the utility clerk about this today. The billing that is to be done later this month will be done with the old/current system. Hoffee asked for an idea of when the new system will be rolled out as this has been in the works for a while now. Troyer said that originally, the hope was to have the new system rolled out for this billing, however, the system is still being built. Progress is being made.	
ACTION ITEM/ASSIGNED TO: Troyer will check to see when the new system will be implemented and report back at the next meeting.	

NEW BUSINESS

TOPIC:	Promotional Video
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker asked if a fund can be established to fund the cost of a promotional video by local creator, Bronson Allison/LiveMoreTV. If a fund is established, funds can be appropriated to cover the cost of the video. Hoffee asked for clarification from Shoemaker. Is he suggesting this for this fiscal year or next? Shoemaker would like to see this done this year. Curry explained that there is currently no fund in place for this type of expense so a new fund would need to be established and legislation for a supplemental appropriation would be required. Curry will need to research the legality of such a fund/expenditure and the process for establishing it. Shoemaker's concern is the loss of income tax revenue when Millersburg Elementary closes. Curry said newest estimated revenue loss, based on 2024 tax data, is about half of the \$97K loss previously estimated. Curry asked council if they are interested in moving forward with this suggestion. Conn thinks it is worthy of exploring. Vaughn suggests researching the legality and process of establishing the fund for promotional expenses. Hofstetter agrees.	
ACTION ITEM/ASSIGNED TO: Fiscal Officer Curry will research the topic and report back to council.	

TOPIC:	YMCA in Holmes County
PRESENTED BY:	Shoemaker

DISCUSSION: Shoemaker asked Mayor Hoffee to inform council of the details discussed at the recent YMCA planning/informational meeting. Hoffee attended the meeting hosted by local leaders and the YMCA of Wayne County that was held on May 29th. The purpose of the meeting was to outline the vision and benefits of a YMCA and the services it could bring to Holmes County. Holmes County residents, Brodie and Allie DeHass are spearheading the project. The Holmes County YMCA would be piggy backing off the Wayne County YMCA; however, Holmes County YMCA will operate entirely on its own. The goal for Holmes County YMCA is to fill gaps for community needs such as childcare, before and after school programs, a pool and swim team, trips and outings for various age groups, etc. The process of developing a board has begun. Hoffee is excited about this opportunity for Holmes County.

ACTION: No action. This topic is informational only.

TOPIC:	ODOT Safety Study
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee reports that David Hoffman from ODOT D11 has informed her that ODOT is conducting a safety study at Glen Drive.	
ACTION: No action. Topic was informational only.	

VISITOR(S):

TOPIC:	Tree City Board & Planning and Zoning Commission
PRESENTED BY:	Dave Shrock
<p>DISCUSSION: Dave Shrock, Millersburg resident and former mayor, introduced himself. He is one of the new members of the Tree City Board. He would like to invite residents and merchants of the downtown area to the next Tree City meeting which will be held on Wednesday, June 18th at 6pm. The Tree City Board would like community feedback regarding the trees along the downtown streets. The Tree City Board would like to plan to have a meeting every other month going forward.</p> <p>Shrock, as a member of the Planning and Zoning Commission, feels that the rezoning proposal (Ord 2025-103 – JDM Rentals) should be sent back to the P & Z Commission because new information has been presented. Shrock thinks the zoning ordinances are outdated and need to be updated. He thinks that the village could benefit from having an engineer. He also feels that Millersburg residents should be making the decisions for Millersburg.</p> <p>Council member Shoemaker suggested using audio/visual equipment during Planning/Zoning meetings so that members have a more-informed idea of what is being discussed/proposed.</p>	
ACTION: No action. Topics were informational only.	

EXECUTIVE SESSION

PURPOSE: To consider the purchase or sale of property if premature disclosure would give an unfair advantage to a person whose personal private interest is adverse to public interests.
INVITED INTO EXECUTIVE SESSION: Council members and the mayor only.

MOTION BY:	Conn	MOTION SECONDED BY:	Polen
VOTING ROLL CALL:			
Conn	<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	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	
Adjourned into executive session at 8:21pm			

RETURN FROM EXECUTIVE SESSION TO REGULAR/OPEN SESSION: 8:38pm.

EXECUTIVE SESSION ACTION

ACTION: No action. Discussion only.

ADJOURNMENT

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	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>7/14/2025</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	6/12/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	7/14/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	7/14/2025