

**ENTITY NAME: VILLAGE OF MILLERSBURG**

**BOARD NAME: MILLERSBURG VILLAGE COUNCIL**

**TYPE OF MEETING: Regular**

**VOTING SESSION: Yes**

**DATE: 7/14/2025**

**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**

<b>NAME:</b>		<b>NAME:</b>	
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present
Polen	Present	Kellogg	Present

### **IN ATTENDANCE**

<b>NAME:</b>	<b>TITLE/POSITION</b>	<b>NAME:</b>	
Kelly Hoffee	Mayor	Nathan Troyer	Village Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Chad Cline	Asst Administrator	Bob Hines	Solicitor
Dave Hall	Elected Official	Pat Mellor	Employee
Rodney Arnold	Employee	Melissa Patrick	Media/Reporter
Kevin Lynch	Media/Reporter	David Shrock	Visitor
James Miller	Visitor	Teresea Morris	Visitor
Olivia Biltz	Visitor	Jason Biltz	Visitor

### **COMMUNITY CALENDAR/EVENTS**

#### **Community Calendar**

- July 15 - Once Upon a Craft Night (K-5th grade) at Library (registration required)
- July 19 - Clue at the Mansion: Summer Edition
- July 26 - First Ladies Tea
- August 2 - Back to School Bash 10am- Noon at Love Inc./Love Center Food Pantry
- 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**

Mayor Hoffee gave her final bicentennial update. The banners for the coloring contest winners are in and will be hung in the downtown area by the Street Department as time permits. There are 18 banners in total.

Mayor Hoffee read a proclamation from Representative Mark Hiner for the Bicentennial. This will be hung in the Council chambers.

**VISITORS**

**Holmes County Commissioner Dave Hall-** Hall would like to express his appreciation for working together on several projects. They look forward to many more cooperative projects. Council member Shoemaker added that he has been working with Arnie Oliver and Mark Leininger to discuss potential locations for an industrial area in the village. Mayor Hoffee expressed appreciation to Hall for his continued partnership with the village.

**APPROVAL OF PREVIOUS MINUTES**

<b>TYPE OF MEETING:</b>		Regular	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		6/12/2025	
<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	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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>MOTION BY:</b>	Vaughn	<b>MOTION SECONDED BY:</b>	Shoemaker
<b>VOTING ROLL CALL:</b>			
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
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2025-15</b>	Bills \$161,924.73	Payroll \$140,726.65	Total \$302,651.38
<b>MOTION TO APPROVE BY:</b>	Conn	<b>MOTION SECONDED BY:</b>	Kellogg
<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
Kellogg	<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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**REPORTS OF OFFICERS**

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>VILLAGE ADMINISTRATOR, NATHAN TROYER</b>
<b><u>DRB &amp; P&amp;Z Commission</u></b> No July meetings <b><u>Wooster Road/Jones Street Intersection</u></b> Spectrum removed their lines, Everstream was found to be on the pole as well, and they responded immediately and removed their lines. Brightspeed has been notified that they can now remove the pole. Once this is done, we will contact Melway to finalize the remaining work. Good news: the utility pole is gone. <b><u>Sidewalk Project &amp; Post Office/Parking Lot Crosswalk Upgrades</u></b> Thomas Concrete continues to work as they are able. <b><u>Vehicles</u></b> The 2025 Ford Ranger (Administrative vehicle) came in and we will be picking it up this week. <b><u>Airport Park</u></b> Waiting for update for playground equipment. The Street Department got the trail access done and it turned out well. <b><u>HC Hazard Mitigation Work Session</u></b> Holmes County EMA is holding work sessions on July 22 <sup>nd</sup> at the Health Department. See attached flyer if you would like to RSVP. <b><u>Welcome Signs</u></b> The Street Department has installed the new signs at the entrances to town if you have not already seen them. <b><u>Personnel</u></b> Troy Snyder will be completing his 12-month probation 7/29; Chad Cline will be completing his on 8/5. I am recommending both be removed from probationary status at this time. <b>Motion to lift probation status of Chad Cline and Troy Snyder made by Shoemaker. Seconded by Conn. All voted aye. Motion carried.</b> <b><u>Executive Session</u></b> to discuss the appointment/employment of a public employee (Street Department).	

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF, MATT SHANER</b>
My quarterly report update is in Council packets, and I have a few personnel things for executive session.	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
June Financial reports were acknowledged. Curry is finishing 2026 budget work.	

The initial audit report is back and everything looks good. The full audit report has not been received yet. Curry proposed planning an Audit/Finance Committee meeting on July 28th at 3:30pm. This will be an opportunity to go over the Audit Report and to discuss the 2026 Budget.

<b>DEPARTMENT:</b>	<b>SOLICITOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ROBERT HINES</b>
<ul style="list-style-type: none"> <li>Easement for the 241 water tower needs the mayor's signature. <b>Motion to allow Mayor Hoffee to sign the easement agreement made by Vaughn. Seconded by Polen. All voted aye. Motion carried.</b></li> <li>Dora application is being finalized hopefully by the end of this month.</li> <li>Annexation pending to be discussed at a future meetings.</li> <li>Advisory election on the marijuana dispensary issue - an emergency ordinance is on tonight's agenda.</li> <li>If anyone has a questions about the Solicitor's bill, please ask. Note: When Hines includes phone calls and meetings on his bill, times are exact; not estimated and rounded.</li> </ul>	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
<p><b><u>Council Calendar</u></b></p> <ul style="list-style-type: none"> <li>August 11 – Council Meeting (Summer Schedule – One Meeting per month)</li> <li>September 8 – Council Meeting</li> <li>September 22 – Council Meeting</li> </ul> <p><b><u>Newly scheduled:</u></b>  Audit/Finance Committee: 7/28/25 at 3:30pm  Records Commission: 8/11/25 at 6:45pm</p>	

#### COMMITTEE REPORTS

<b>COMMITTEE:</b>	<b>Personnel Committee</b>
<b>PRESENTED BY:</b>	Vaughn
<p>DISCUSSION: Proposed New Council Rules were included in the meeting packet. If anyone has any questions or concerns after reviewing the minutes and rules of the council, please reach out to Council member Vaughn. He will make a list of concerns or questions, and they will discuss them at the next council meeting. Council member Kellogg stated that she thinks when the time comes, each change that has been made should be voted on individually rather than vote on all the rule changes together. Council member Vaughn said anything old is out the window. These are the new rules. Kellogg stated that she and Shoemaker attended the meeting, and she felt left in the dark like they were not being transparent, she does not agree with parts of the rules, but she will call Vaughn with her concerns. For example, Kelloggs asked if ORC text would be included in the rules. Troyer said that he thought the consensus was to include them in the appendices. Curry, who prepared the draft of the new rules, asked if the entire text should be included or just the references. Either way, she will need to add these appendices as they</p>	

are not in the current draft. Curry suggested that only ORC references be included in the new council rules so that they will not require revision anytime ORC is updated. Kellogg and Vaughn are to discuss this topic further before the next meeting. Kellogg said that she would like to see 'Confidential Matters' in executive session as defined by ORC in the rules Executive session in the appendices.

**ACTION ITEM/ASSIGNED TO:** Each council member is asked to thoroughly look over the draft of the proposed new council rules and contact Vaughn with any questions/concerns/discussion. The topic will be discussed at the next council meeting.

## LEGISLATION

<b>NUMBER:</b>	<b>2025-103</b>
<b>TITLE:</b>	Amending zoning maps zone territory in the village of Millersburg
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	3rd Reading

**DISCUSSION:** Hoffee read – by title only – Ord 2025-103 and asked for a motion to either vote on the Ordinance or table it and refer it back to Planning and Zoning. **Shoemaker made a motion to proceed with the vote tonight. Seconded by Vaughn. All voted aye. Motion carried.** Council will be voting on the issue of rezoning this evening.

Motion to pass the Ordinance was brought to the floor by Shoemaker. However, clarification/discussion ensued and no vote took place at this particular time. Troyer clarified that one of three motions can be made: 1) Motion to pass; 2) Motion to pass with modifications; or 3) Motion to deny.

### Discussion:

Council member Hofstetter asked if the property has access right of way. Administrator Troyer stated that the property is not land-locked; there is a legal access easement in place.

Olivia Biltz addressed council and provided a printout to council members to remind them of the point she brought during the public hearing on this topic. Zoning code to protect public health safety comfort prosperity and general welfare of the residents of the Village of Millersburg. By protecting the property rights of all individuals by assuring compatibility of uses and practices within districts approving this special use district will not be assuring the compatibility of uses and practices within the district because it is right smack in the middle of a single-family residential district. If this gets approved as a special use one neighbor will have a triplex right in their back yard. And what happens in the future? The Biltzs would like to live here for as long as possible and what they are afraid of is if this change is allowed, who is to say more properties around them wouldn't be changed to special use properties down the road. They would like to prevent this from happening as much as possible. 111.02, section D says we need to protect the character of the existing areas. This area is clearly a single-family residential district, so she asks that you protect the character of the neighborhood. 1137.09 Criteria: the council must consider: access, traffic flow, compatibility with adjacent land and how it will affect the public health, safety, and general welfare of the residents. There have been many residents who came to council and said that they do not want this to happen.

James Miller of JDM rentals stated that he was here to discuss the triplex they are proposing. He explained that he first did a title search and a deed search to make sure they had access to the property

which showed that there is access. They paid to have trees taken out. They are trying to help with the need for housing in Millersburg. Miller doesn't want to cause problems. He understands why the residents are upset about the project. He said if it is going to be a big concern he will not do the project even though he feels Millersburg needs more housing. He can look at building a duplex instead of a triplex. Mr. Miller is willing to split the cost of the access drive upkeep, snow removal, and so forth. Council member Kellogg asked if he'd consider building single-family homes at the location if this rezoning request is denied. Miller said it wouldn't make a difference if you had two single-family homes or a duplex. Kellogg addressed the traffic going in and out of there. Mr. Miller stated that he can put in the contract how many vehicles are allowed. He also planned to install a separate pull-off for them to park. He discussed the potential of a short-term rental establishment but isn't really interested in that. Kellogg mentioned that it has been said that owners of long-term rentals tend to not take care of their properties and she asked what Mr. Miller thought. Mr. Miller stated that he would be on top of any issues. Kellogg thanked Mr. Miller for coming. Miller thanks council for listening.

Jason Biltz wanted Mr. Miller to know that he is not trying to limit his development. He is just asking that the board deny the change of zoning to special use. He fully supports the development of single-family homes. There is sufficient space back there for a single-family home. If multiple single-family homes are built on those lots, Biltz has no problem with that. This rezoning issue is for the development plan submitted for a triplex. If there is a new plan for a duplex, it has not been submitted. Therefore, the rezoning should be denied, a new plan should be submitted, and the process should start over. We are not here today to decide on a duplex. The plan that was presented shows a triplex. Hofstetter asked if a triplex and or a duplex would both require a zoning change. Administrator Nate Troyer said they would both require a zoning change. Hofstetter asked if the motion is denied, can Mr. Miller come back to planning and zoning and resubmit new plans? Administrator Troyer said yes, he can resubmit. Conn asked Mr. Miller, "do you want us to vote on this or do you want us to rescind your application. Mr. Miller said he doesn't want people mad at him and he doesn't understand the difference between two single-family homes and a triplex. Mr. Biltz stated that he is simply setting a precedence so that in the future more properties do not become special use. Conn asked Mr. Miller again what it was he wanted council to do today. Does he want to change his plans or have council vote? Mr. Miller stated he wants to go to the duplex. Conn said then I think our job here is done today. It was stated that a duplex will still require a change in zoning. Mr. Biltz added that a change like this is a change to the development plan which was what the zoning board approved. A change to a duplex changes the development plan therefore needs to be reevaluated by the zoning and planning board. Biltz said that if a new development plan for a duplex is submitted, which would still require a zoning change, his opposition will remain the same.

**Vaughn made a motion to approve the rezoning request (RS-3 to SU). Conn seconded the motion. Vaughn, Conn, Shoemaker, Polen, and Hofstetter voted no. Kellogg voted aye. Motion failed.** Mayor Hoffee clarified that the zoning map will not be amended.

<b>NUMBER:</b>	<b>2025-104</b>
<b>TITLE: Ordinance To Hold An Advisory Election On The Issues Of Whether Facilities Should Be Allowed To Be Located Within The Village Of Millersburg For Marijuana Cultivation Or Marijuana Processing Or Marijuana Retail Sale And Declaring An Emergency.</b>	
<b>CLASSIFICATION:</b>	Ordinance

STATUS:		1st Reading	
MOTION TO	Suspend the 2 <sup>nd</sup> and 3 <sup>rd</sup> Reading		
MOTION BY:	Vaughn	MOTION SECONDED BY:	Polen
VOTING ROLL CALL:			
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	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	
MOTION TO	Pass		
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	

#### LEGISLATION

NUMBER:		2025-16	
TITLE: Supplemental Appropriation Resolution For The General Fund, Parks, And Income Tax And Declaring An Emergency			
CLASSIFICATION:		Resolution	
STATUS:		1st Reading	
MOTION TO		Suspend the 2 <sup>nd</sup> and 3 <sup>rd</sup> Reading	
MOTION 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	<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		Pass	
MOTION BY:		Polen	MOTION SECONDED BY: Kellogg
VOTING ROLL CALL:			
Polen	<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
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	

#### LEGISLATION

<b>NUMBER:</b>		2025-17
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<b>TITLE: Authorizing The Transfer Of Funds From The General Fund To The Street Maintenance And Repair Fund, To The Cemetery Operating Fund, Police Disability And Pension Fund, And To The Sidewalk Replacement Fund.</b>	
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	1st Reading

#### LEGISLATION

NUMBER:		2025-18	
TITLE: Resolution accepting amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.			
CLASSIFICATION:		Resolution	
STATUS:		Pass	
MOTION TO	Pass		
MOTION 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	<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	

#### OLD/UNFINISHED BUSINESS

The agenda lists many unfinished items of business.

- a) E Clinton/E Jackson – Right turn only
- b) No Name/S Clay – Right turn only.
- c) S Clay Street pavement striping
- d) Clay Street Park – Parking/Lutheran Church
- e) Smart Traffic Lights (permissive funds? ODOT Rep attend meeting?)
- f) Shoemaker discussion concerning promotion of Village.
- g) Council Rules
- h) New water bill system
- i) Tax Incentive discussion at Mobile Home Park
- j) Post Office Crosswalk
- k) Wooster Rd Waterline Project
- l) DORA
- m) Sill Street sidewalks
- n) Rules for merchandise on Village Sidewalks (30 inches)
- o) ECOBA invite to council.
- p) Alley vacation between 419 Wise St and 711 Maxwell Ave
- q) Downtown Sidewalk Project update
- r) Location of areas that are without streetlights.
- s) Indigent Burial Site dedication



- t) Street signs from ODOT
- u) Finance/Audit Committee meeting date (7/28/2025 at 3:30PM?)
- v) Employee Leave Donation Policy

Mayor Hoffee explained that we will not be discussing each topic this evening.

<b>TOPIC:</b>	a) East Clinton & North Clay St right turn only. b) No Name & South Clay right turn only
<b>PRESENTED BY:</b>	Mayor Hoffee
<p><b>East Clinton &amp; North Clay St Right Turn Only DISCUSSION:</b> *Agenda item was listed incorrectly. The intersection in question is E Clinton at N Clay. * Discussed previous was restricting E Clinton St at N Clay St to right turn only during restricted hours. Vaughn asked what the restricted hours are. Troyer said council can make that decision. Vaughn suggested 6am to 6pm. Conn does not like putting restrictions on streets. He likes the option to be there to proceed through that intersection in any direction. Conn mentioned that he does like allowing right turn on red at N Monroe and E Jackson. Council decided to take no action on the request to place any restrictions on E Clinton St. at N Clay St.</p> <p><b>No Name &amp; South Clay Right Turn Only DISCUSSION:</b> Hofstetter pointed out that this intersection is completely different. It is a much more dangerous intersection. Kellogg agrees that there is a lot going on at that intersection. Council discussed several unsafe situations that occur at that location.</p> <p><b>Shoemaker made a motion to restrict No Name Street at S Clay Street to right turn only at all times. Seconded by Kellogg. 5-Aye,1-No (Conn voted no) Motion carried.</b></p>	
<p><b>ACTION ITEMS:</b></p> <ul style="list-style-type: none"> <li>a) East Clinton &amp; North Clay St Right Turn Only – No Action Taken</li> <li>b) No Name &amp; South Clay Right Turn Only – Right turn only signage to be place on No Name Street at S Clay Street.</li> </ul>	

<b>TOPIC:</b>	c) S Clay Street pavement striping
<b>DISCUSSION:</b> Nothing for council to discuss. ODOT will be taking care of this.	
<b>ACTION ITEM:</b> Wait for ODOT to take action and stripe the pavement.	

<b>TOPIC:</b>	d) Clay Street Park Parking e) Smart Traffic Lights
<b>DISCUSSION:</b> None	
<b>ACTION ITEM:</b> To be discussed at a later date.	

<b>TOPIC:</b>	f) Promotion of the Village
<b>PRESENTED BY:</b>	Shoemaker
<p><b>DISCUSSION:</b> Shoemaker would like to see funds budgeted for next year for Promotion of the Village. Curry reports that general funds can be budgeted. Mayor Hoffee added that she talked to Taylor Sigler</p>	

from Historic Downtown Millersburg who stated that it is basically her job to bring people and business into Millersburg. She would like to be a part of that discussion because her budget is supposed to be used for that. Shoemaker stated that HDM's focus is typically more geared toward retail business while he feels we need to focus on industrial development. Mayor Hoffee said that Sigler told her she is happy to discuss industrial growth/promotion.

Shoemaker met with Arnie Oliver and Mark Leininger. They found the website operated by the Ohio Department of Development that identifies properties available for development. There are several properties in the village that are listed. They also identified properties adjacent to village limits that could be potential industrial development sites. Shoemaker wants to see manufacturing, good-paying jobs come to town.

**ACTION ITEM:** Topic will continue to be discussed.

<b>TOPIC:</b>	g) Council Rules
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**DISCUSSION:** Already Discussed. See Committee Reports, Personnel Committee.

**ACTION ITEM:** Each council member is asked to thoroughly look over the draft of the proposed new council rules and contact Vaughn with any questions/concerns/discussion. The topic will be discussed at the next council meeting.

<b>TOPIC:</b>	h) New Water/Sewer Billing System
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<b>PRESENTED BY:</b>	Mayor Hoffee
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**DISCUSSION:** The new system is expected to be up and running for the September billing cycle. It has been built, integrated, and installed for the utility clerk. There will be future trainings and more integration needed before the new system can take place. It is currently in trial mode.

**ACTION ITEM:** Continue with integration and implementation. Update council periodically.

<b>TOPIC:</b>	i) Tax Incentive discussion at Mobile Home Park
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**DISCUSSION:** Not discussed.

**ACTION ITEM:** To be discussed at a later date.

<b>TOPIC:</b>	j) Post Office Crosswalk
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**DISCUSSION:** Already discussed. See Administrator's Report

**ACTION ITEM:** Update at the next council meeting.

<b>TOPIC:</b>	k) Wooster Rd Waterline Project
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**DISCUSSION:** Not discussed.

**ACTION ITEM:** To be discussed at a later date.

<b>TOPIC:</b>	l) DORA
<b>DISCUSSION:</b> Already discussed. See Solicitor's report	
<b>ACTION ITEM:</b> Update at next council meeting.	

<b>TOPIC:</b>	m) Sill Street Sidewalks n) Rules for Merchandise on Sidewalks o) ECOBA invite to Council Meeting p) Alley Vacation between 419 Wise St & 711 Maxwell St.
<b>DISCUSSION:</b> Not discussed.	
<b>ACTION ITEM:</b> To be discussed at a later date.	

<b>TOPIC:</b>	q) Downtown sidewalk project
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> There is a kickoff meeting for the downtown sidewalk project tomorrow with the engineer. Quicksall and Associates was selected. We will meet and go over the project and walk it. Should have more information in the next month or so as they begin design.	
<b>ACTION ITEM:</b> Updates at a later date.	

<b>TOPIC:</b>	r) Locate areas that are without streetlights
<b>DISCUSSION:</b> Not discussed.	
<b>ACTION ITEM:</b> To be discussed at a later date.	

<b>TOPIC:</b>	s) Indigent Burials
<b>PRESENTED BY:</b>	Administrator Troyer
<b>DISCUSSION:</b> Indigent burials happened on June 25. All the cremains were placed. There will be a formal ceremony later this fall once the stones are in place.	
<b>ACTION ITEM:</b> Ceremony date will be announced at a later date.	

<b>TOPIC:</b>	t) Street Signs With Speed Limit Signs
<b>PRESENTED BY:</b>	Administrator Troyer
<b>DISCUSSION:</b> Administrator Troyer asked ODOT for an update on this but has not received a response yet.	
<b>ACTION ITEM/ASSIGNED TO:</b> Troyer will update council once he hears back from ODOT.	

<b>TOPIC:</b>	u) Audit/Finance Committee
<b>DISCUSSION:</b> This committee will meet on 7/28/25 at 3:30PM to discuss the Village's recent audit and the 2026 Budget.	
<b>ACTION ITEM:</b> Update at next council meeting.	

<b>TOPIC:</b>	v) Employee Leave Donation Policy
<b>DISCUSSION:</b> Not discussed	
<b>ACTION ITEM:</b> To be Discussed at a later date	

#### NEW BUSINESS

<b>TOPIC:</b>	Planning grant
<b>PRESENTED BY:</b>	Administrator Troyer
<b>DISCUSSION:</b> The planning grant was submitted but they have not heard anything back yet. Mayor Hoffee filled it out and had Nate review it then submitted it to Jennifer Six that we met with she had Mayor Hoffee add one sentence and then it was submitted. They have Administrator Troyer's information to get back to us.	
<b>ACTION ITEM:</b> Update at a later date once we hear back from grant sponsors.	

<b>TOPIC:</b>	Hydrant flushing
<b>PRESENTED BY:</b>	Administrator Troyer
<b>DISCUSSION:</b> The plan was to start this week but with people being off he did not have the staff so they are going to try again next week. A bill is being proposed right now that we are watching that would require annual flow testing of every hydrant.	
<b>ACTION ITEM:</b> Update at a later date	

<b>TOPIC:</b>	Bids/RFPs for 2026
<b>PRESENTED BY:</b>	Fiscal Officer Curry
<b>DISCUSSION:</b> Bids/RFPs for 2026 (Gateway Landscaping/Maint., Hanging baskets, Solicitor contract) Please think about these things and bring your ideas to the next meeting.	
<b>ACTION ITEM/ASSIGNED TO:</b> Council/Staff to think about specifics of the bid requests for landscaping/flower baskets and the solicitor contract/request for proposal and discuss at the next meeting.	

<b>TOPIC:</b>	Restriping Port Washington Road and Glenn Drive
<b>PRESENTED BY:</b>	Hofstetter

**DISCUSSION:** Hofstetter drove both roads recently. The center lines are terrible/nonexistent. Administrator Troyer stated that it was part of the 2024 resurfacing that we were waiting on the pole to be moved at E Jones to proceed with paving work. This should be happening this year.

**ACTION ITEM:** Updates at a later date

<b>TOPIC:</b>	Loss of medical providers in our area
<b>PRESENTED BY:</b>	Shoemaker
<b>DISCUSSION:</b> Shoemaker was approached and asked if the Village could get involved with the hospital or somebody for the recruitment of doctors to Millersburg. Mayor Hoffee stated that she could talk to the commissioners. Shoemaker stated that he has done a lot of physician recruitment in his past so he would be willing to help.	
<b>ACTION ITEM:</b> Hoffee to talk to the Holmes County Commissioners and report back.	

#### EXECUTIVE SESSION 8:08PM

**PURPOSE:** To consider appointment, employment, and compensation of a public employee.

**INVITED INTO EXECUTIVE SESSION:** Council, Mayor, Village officials, Solicitor, and Pat Mellor.

<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	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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### RETURN FROM EXECUTIVE SESSION TO REGULAR/OPEN SESSION 8:55PM

#### EXECUTIVE SESSION ACTION

**ACTION:**

Motion to hire Steve McKinney for the street dept. at \$22.95/hr. made by Conn. Seconded by Hofstetter. All voted Aye. Motion Carried.

Motion to accept a lateral transfer for Ron Kiner at \$29.50/hr. for the position of Police Patrol made by Shoemaker. Seconded by Vaughn. All voted aye. Motion carried.

#### ADJOURNMENT 8:56PM

<b>MOTION BY:</b>	Kellogg	<b>MOTION SECONDED BY:</b>	Hofstetter
<b>VOTING ROLL CALL:</b>			
Kellogg	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>VOTING RESULTS:</b>	YES: 6    NO: 0
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**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>8/11/2025</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St Millersburg, OH 44654

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	7/21/2025

**ATTESTED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	8/11/2025

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	8/11/2025