

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 9/22/2025

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:	
Kelly Hoffee	Mayor	Nathan Troyer	Village Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Chad Cline	Asst Administrator	Bob Hines	Solicitor
Melissa Patrick	Media/Reporter	Ryan Hershberger	Visitor
Chad & Kelly Croskey	Visitor	Kristen Yoder	Visitor
Ruth Waltman	Visitor	Taylor Reining	Visitor
Alyssa Eliot	Visitor	Arlie Rodhe	Visitor
Jim & Tracy VanKeuren	Visitor		

COMMUNITY CALENDAR/EVENTS

Community Calendar

- September 24 at 3:00-6:00PM – Holmes Co Chamber of Commerce Grand Opening
- October 4-5 - Antique Festival
- October 25 - Boo in the Burg and Millersburg Trick or Treat
- November 14 & 15 – Merry Millersburg Weekend
- December 12 – Chocolate Walk

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
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SUSPEND READING OF MINUTES HELD ON:		9/8/2025	
MOTION BY:	Polen	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
Polen	<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	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO APPROVE 9/8/2025 MINUTES:			
MOTION BY:	Shoemaker	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
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	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	

APPROVAL OF BILLS

BILL RESOLUTION 2025-	Bills \$78,750.57	Payroll \$73,019.82	Total \$151,770.39
MOTION TO APPROVE BY:	Conn	MOTION SECONDED BY:	Kellogg
VOTING ROLL CALL:			
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	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
VOTING RESULTS:		YES: 6 NO: 0	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	VILLAGE ADMINISTRATOR, NATHAN TROYER
<p><u>DRB & P&Z Commission</u> DRB will meet 10/1 to review a COA for signage at Millersburg Christian Church. P&Z will also meet 10/1 to review a variance application for excess square footage for the Millersburg Christian Church signage. Reminder of the public hearing on October 13 at 6:45PM for the Jordan Properties rezoning.</p> <p><u>Wooster Road/Jones Street Intersection</u> No update – Waiting on Melway Paving.</p> <p><u>Sidewalk Project</u></p>	

Quicksall prepared their updated service agreement. Survey and design work should be taking place soon with the project bidding taking place early spring of next year according to the schedule in the engineering proposal.

Wooster Road Waterline

No update other than we received an updated cost estimate for use in the applications.

Airport Park

No update-awaiting equipment delivery/install.

Sale of Items

Legislation on the agenda tonight for sale of items no longer needed. Once passed, we will open the auction on GovDeals.

Street Closure

The Holmes County Antique Festival has requested the closure of North and South Monroe Streets as well as Court Street from Friday, October 3rd to Sunday, October 6th for the festival. Conn made a motion to approve the street closures for the festival. Polen seconded the motion. Motion carried.

DORA

DORA signs, door stickers, sidewalk stickers, etc. have been installed. DORA has been operating for a week or so at this time. It is going well.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
Chief reports that the truck parade this past Saturday went well. It was reported that 175-190 trucks participated. Traffic was maintained during the parade and cleared within about an hour.	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
<u>2026 Wages</u> As Curry begins work on 2026 appropriations, she asked for council feedback on what they have in mind for 2026 wage increases for village employees. Curry explained for the past couple of years, pay raises have been determined using the following method: 2% for all plus up to 2% more based on merit. The consensus of council is that this method has worked well and that Curry can use this formula to begin calculating wages. Department heads/managers will determine each individual employee's pay increase later in the year.	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<u>Council Calendar</u> <ul style="list-style-type: none"> • October 1 – Design Review Board and Planning and Zoning Commission • October 6 at 4:30PM – Special Meeting of Council • October 13 at 6:45PM – Public Hearing (Annexation) 	

- October 13 at 7:00PM– Council Meeting
- October 15 at 6:00PM – Tree City Meeting
- October 27 at 7:00PM - Council Meeting

COMMITTEE REPORTS

COMMITTEE:	DRB/P&Z
PRESENTED BY:	Mayor Hoffee
DISCUSSION: The village is seeking interested individuals to serve on the Design Review Board and Planning and Zoning Commission. A downtown building owner to join our DRB. Visitor, Kelly Croskey, is interested in serving on the board. We also need a village resident to serve on the P&Z Commission.	

LEGISLATION

NUMBER:		2025-20	
TITLE: A Resolution Approving Participation in the New National Opioid Settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, And Zydus			
CLASSIFICATION:		Resolution	
STATUS:		3rd Reading and Pass	
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	<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	

NUMBER:	2025-23
TITLE: A Resolution Authorizing the Mayor to Sign The Annexation Agreement with Jordan Properties, LLC. And Hardy Township Trustees	
CLASSIFICATION:	Resolution
STATUS:	2nd Reading

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 and Declaring an Emergency.			
CLASSIFICATION:		Resolution	
STATUS:		First Reading, Suspend 2nd & 3rd Reading	
MOTION TO SUSPEND 2 ND & 3 RD READING BY:	Vaughn	MOTION SECONDED BY:	Hofstetter

VOTING ROLL CALL:			
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	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	

Topic tabled and will be discussed in executive session.

NUMBER:	2025-105
TITLE: An Ordinance to Authorize the Sale of Municipal Tangible Personal Property Through the Internet	
CLASSIFICATION:	Ordinance
STATUS:	1st Reading

OLD/UNFINISHED BUSINESS

TOPIC:	Tax Incentive for Mobile Home Park Discussion
PRESENTED BY:	Mayor Hoffee
DISCUSSION: After meeting with city planner, Jennifer Six, a while back, Hoffee and Council agree that the tax incentive for the mobile home park purchaser should be tabled.	
ACTION ITEM: None – Topic complete.	

TOPIC:	Downtown Sidewalk Project/Downtown Trees
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Since the last meeting, Hoffee has received some community feedback relating to the discussion about removing the trees from the downtown area. Hoffee read three emails she received voicing opposition to the removal of the trees. The emails were from Mara Padden (Millersburg Brewing Co), Kent Miller (Comfort Inn), and Linda Zickefoose (resident). The emails cited several reasons that trees in the downtown are beneficial to the village: Trees add comfort, character and welcoming atmosphere; They create a magical charm during the holiday season; Tree lined streets are appealing, they soften the landscape and make the downtown more charming which draws more people in to enjoy the downtown area. Several Visitors addressed council about this topic as well. Taylor (Sigler) Reining – Historic Downtown Millersburg Director Reining presented a letter to council signed by 42 downtown merchants voicing their support for replacing the trees along the downtown streets. Also submitted to council, a study about downtown area trees. Reining and downtown merchants feel that removing the trees without replacing them contradicts the identity that Millersburg has embraced for years as a Tree City USA. Millersburg may have narrow sidewalks, however, it is a small, historic village with a downtown that is rich in heritage and character. We should continue to preserve the charm of our village. HDM and the merchants agree that the current trees should be removed. But the trees should be replaced with better species. Reining	

has done some research on various species that would be better. She will share this information with the Tree City Board. Reining discussed highlights of the tree study that was presented to council. In summary: Trees create a positive atmosphere for business districts. They create a retail mood that appeals to shoppers and visitors. Trees greet shoppers with a message of welcome. Reining has other studies that she would like to share with the Tree City Board. HDM and the merchants are in favor of replacing the trees with newer, better species and would like to share a few key points:

- Holmes County is very well known for its beautiful fall foliage. Several years ago, National Geographic rated Holmes County number 3 in the county for fall foliage viewing. Why would we do away with that?
- Shade matters. Pedestrian comfort is important. Shade provides comfort to shoppers/visitors and in some cases, reduces fading of merchandise displayed in store=front windows.
- Tree-lined streets are proven to increase foot traffic, raise property values, and support local businesses.
- Christmas Magic. The trees are decorated during the Christmas season. Merry Millersburg and the Chocolate Walk are two holiday events happening in Millersburg. The decorated trees make the downtown festive for people to enjoy.
- Noise and pollution. Trees do help buffer noise. The noise from traffic has been a consistent complaint. Trees also reduce exhaust and trap dust and dirt that would otherwise settle on our buildings and sidewalks.
- Across the US, villages and cities are incorporating green spaces more and more. Holmes County should continue to embrace this trend.
- DORA and outdoor spaces. If we want people to stroll, explore and enjoy our new DORA area, then we must provide a comfortable, shaded, and enjoyable area.

Tracy Van Keuren, Modern Farmhouse/Urban Farmgirl

In addition to their downtown businesses, the VanKeurens, operate a tree growing farm. Trees purify and oxygenate the air and provide a welcoming green space. Contrary to comments made at the last council meeting, many merchants are not aware of Tree City Board meetings or are not able to make it because of schedule conflicts. The letter submitted to council this evening with the signature of many downtown merchants makes it clear where they stand on the topic of eliminating trees from the downtown area. VanKeuren would like to share with the Tree City Board some information and resources for finding the proper species.

Arlie Rodhe

Rodhe echoes all the opinions stated so far. In 2014, Rodhe, along with Mike and Tracy McDowell and Kim Kellogg approached council and urged them to designate Millersburg as a Tree City. For many years, Millersburg had a great team of people who served on the Tree City Board. The board has lost many members. Rodhe would love to see increased members and a revitalization of the Tree City Board. Rodhe was terribly upset when he heard the council is considering eliminating the downtown trees. Rodhe said we need to work together and get this right.

Hoffee recapped some topics that were discussed and decided upon by council previously. Conn, Hofstetter, and Cline along with visitors discussed the Golden Ginko along with other species and a mixed variety of trees. Columnar trees are a good option.

The recent trimming of the downtown trees was also commented upon. The trees do not look good.

Hoffee thanked everyone for their input and invited anyone interested in serving on or with the Tree City Board to reach out.	
TOPIC:	Employee Leave Donation Policy
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee asked if any progress in this topic has been made. There is nothing to report.	
ACTION ITEM: This topic will remain in our unfinished business list.	

TOPIC:	2026 Landscaping/Hanging Basket Bids
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee asked if solicitation of quotes/bids have gone out. Troyer and Curry affirmed that they were sent out on 9/9/25 via email correspondence to many local landscaping businesses. A social media post was also published. No quotes have been received as of this date. The deadline is October 31 st .	
ACTION ITEM: Review submitted quotes after deadline date.	

TOPIC:	Missing speed limit sign on E Jackson at Crawford St.
PRESENTED BY:	Hofstetter
DISCUSSION: Hofstetter thinks there is a missing 35 MPH speed limit sign missing along E Jackson St right around Crawford Street where the speed limit changes from 25 to 35.	
ACTION ITEM/ASSIGNED TO: Cline with check with ODOT and ask them to install the missing sign.	

TOPIC:	Smart Traffic Signals
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee is going to reach out to ODOT and ask someone to attend the next council meeting to share data on smart traffic signals.	
ACTION ITEM/ASSIGNED TO: Mayor Hoffee will reach out to ODOT to arrange a visit to our next regular meeting.	

NEW BUSINESS

TOPIC:	Traffic Issues at the Square
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee received an angry phone call this week about traffic issues at the square. Hoffee has experienced the same issues. Many motorists are breaking traffic laws at the square. The intersection is often improperly blocked, and many drivers continue through the intersection after the light turns red. This creates even more backups because drivers with a green arrow or light cannot proceed through the intersection without causing an accident. The caller suggested the use of traffic cameras.	

Hoffee researched traffic cameras. She learned that ORC mandates that an officer be present on site while the camera is operating. She also learned that state funding is reduced for municipalities that utilize traffic cameras for issuing citations. Hoffee also researched the cost of the cameras. A low-end estimate for the village is \$70,000.00. For these reasons, utilizing cameras is not a viable option. Hoffee has spoken to Chief Shaner about this topic. Shaner said he will continue to have the officers patrol the downtown area

TOPIC:	Bed Tax Grant – Lions Club
PRESENTED BY:	Hofstetter
DISCUSSION: Hofstetter asked council to consider the distribution of bed tax grant funds. The Lion’s Club currently receives \$1,000.00 each year in bed tax funds. Each year, the Lion’s Club puts up Christmas decorations and lights in the downtown area. The cost of supplies has gone up considerably. For that reason, the club is asking for increase in their awarded bed tax grant award. Hofstetter suggests increasing their grant to \$1,500.00 each year. Kellogg said that Lion’s Club does a great job, and many people comment on how nice the downtown looks for the Holidays. All council members agree and are in favor of revising the bed tax ordinance to increase the grant for the Lions Club to \$1,500.00.	
ACTION ITEM/ASSIGNED TO: The solicitor will begin work to revise the Transient Occupancy Tax Ordinance.	

EXECUTIVE SESSION 7:45PM

PURPOSE: To discuss the compensation of a public employee or official.			
INVITED INTO EXECUTIVE SESSION: Mayor, Council, Administrator, Fiscal Officer, Solicitor, Chief, 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 8:05PM

EXECUTIVE SESSION ACTION

ACTION: After discussion, council is ready to vote on Res 2025-25	
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 and Declaring an Emergency.	
CLASSIFICATION:	Resolution

STATUS:		Passage	
MOTION TO APPROVE 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 5 NO: 1	

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	

NEXT SCHEDULED MEETINGS

TYPE OF MEETING:	Special
DATE:	<u>10/6/2025</u>
TIME:	4:30 PM
LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654
TYPE OF MEETING:	Public Hearing then Regular Session
DATE:	<u>10/13/2025</u>
TIME:	6:45PM, 7:00 PM
LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	9/25/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	10/13/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	10/13/2025