

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 1/12/2026

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	Kellogg	Present
Vaughn	Present	Zollars	Present
Hofstetter	Present	Hershberger	Present

MOTION TO EXCUSE:	Appoint Council President Brent Hofstetter		
MOTION BY:	Shoemaker	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zollars	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	Abstained
VOTING RESULTS: Abstain Brent Hofstetter		YES: 5 NO: 0	

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nathan Troyer	Village Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Melissa Patrick	Media/Reporter	Adam Barnett	Visitor

COMMUNITY CALENDAR/EVENTS

Community Calendar

- Jan 15-17 - Northeast Ohio Sportsman's Show Mt Hope Event Center
- Jan 16 - Family Fort Building Ages 6-11 from 5:30-6:30pm at Main Library in Millersburg

- Jan 18 - Bubbles and Ballads, Dolly Parton Sing-Along Brunch at Leroy's in Wooster from 11am-2pm, ticket price sponsors a child in Wayne and Holmes County for the Imagination Library.
- Jan 23-24 Berlin Pajama Party, special discounts for wearing your pajamas to stores Saturday.
- Feb 7 - Colton Dixon at Ohio Star Theater
- Feb 28 - Girls Night Out in Downtown Millersburg
- March 28 - Hop Around Millersburg- Scavenger Hunt for Kids, Open House at all of our Downtown Businesses, Adult Easter Egg Hunt with store discounts.
- April 3 - 5-8pm, First Friday Kickoff in Downtown Millersburg! Take the tour throughout town, stop at each participating business, and collect their favorite recipe cards! Throughout the tour you can find different DORA specials, food samples, live entertainment, and other fun activities!

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		12/22/2025	
MOTION TO SUSPEND THE READING BY:	Hofstetter	MOTION SECONDED BY:	Kellogg
VOTING ROLL CALL:			
Hofstetter	<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	Zollars	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO APPROVE BY:	Vaughn	MOTION SECONDED BY:	Zollars
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Zollars	<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	Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2026-1	Bills \$181,285.75	Payroll \$77,484.10	Total \$258,769.85
QUESTIONS/COMMENTS/DISCUSSION: Councilman Vaughn asked if Civic Plus is an annual fee- Fiscal Officer Curry answered that is in fact an annual fee.			
MOTION TO APPROVE BY:	Kellogg	MOTION SECONDED BY:	Hershberger
VOTING ROLL CALL:			
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hershberger	<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	Zollars	<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> There may be a preliminary review scheduled for the next meeting.</p> <p><u>Sidewalk Project</u> Meeting with engineers (The Spicer Group) and County on 1/15 to review preliminary design plans.</p> <p><u>Airport Park</u> New poles are in production now. Will be installed when weather permits.</p> <p><u>Housing Study</u> Stakeholder interviews began last week, 5 more scheduled for this week. So far, the interviews have been very good and gathering lots of good insights.</p> <p><u>Downtown Traffic Signals</u> No update, awaiting scheduling.</p> <p><u>Phone System</u> No update, waiting on fiber installation.</p> <p><u>ECOHBA Invitation</u> Will be at 1/26 Council meeting. Administrator Troyer passed along exactly what Councilwoman Kellogg requested. Administrator Troyer will have some applications printed up for people to review. Kellogg would like the public to be aware of this visit and would like to invite the public to come to the meeting to learn and ask questions.</p> <p><u>EPA Generator Grant</u> Submitted-waiting on announcement</p> <p><u>Alley Vacation Update</u> No update</p> <p><u>Marijuana Moratorium</u> Troyer received an email asking if council will be taking any formal action (legislation) on a marijuana moratorium for the Village of Millersburg since all three marijuana issues were voted down at the last election. Solicitor Gilman stated that they are ready to draft whatever the Village decides. Councilwoman Kellogg stated that she would argue that the majority said no because there was a low voter turnout. Councilman Shoemaker stated that there was not enough argument on the benefits for the Village. Kellogg wants council to vote on this topic.</p>	

Discussion ensued about whether to vote on allowing a dispensary or a moratorium. All council members agreed to a vote. Hoffee asked whether the vote should take place now or be tabled until next meeting. Zollars suggested waiting until the next meeting. Shoemaker said he wants someone here to promote it and explain the benefits. He said that has never been done.

Solicitor Gilman asked council if they would like sample moratorium legislation for the next meeting. Vaughn and Kellogg agreed that they would like to see sample legislation for the next meeting.

Curry asked Solicitor Gilman for any sources that could explain the benefits of allowing a dispensary. Gilman is familiar with the issue because of his solicitor position with the Village of Loudonville. He explained Loudonville’s history with first having passed legislation for a moratorium then later – after hearing from the dispensary company wishing to open their business – passed legislation allowing the dispensary. Gilman went on to explain that the State of Ohio has made many statements about expected tax revenue for municipalities allowing dispensaries, however, the tax issues are not entirely resolved.

Hershberger asked about the Village’s burden of oversight and compliance with dispensaries should they be allowed. Gilman answered that the State has heavily regulated these operations so it is unlikely the Village would be responsible for regulations or enforcement.

Solicitor Gilman, later in the meeting, added a follow-up comment. He searched the internet and found that the Ohio Department of Taxation made their first distribution of dispensary tax just 5 days ago, on January 7th. The press release indicates that a total of \$33,000,000.00 was distributed to municipalities for the period from July of 2024 through November of 2025.

Kellogg noted that there is income tax revenue is another benefit. She said she has a list of benefits but that everyone seems to be basing their opinions on emotion. Kellogg added that council represents more than those who voted no. Vaughn said that residents had the choice whether to show up to vote or not. If they did not vote that was their choice.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE’S NAME:	CHIEF, MATT SHANER
Chief Shaner stated that he has another patrol officer candidate that is a certified officer. Shaner would like permission to hire this individual once all interviewing/pre-employment testing is completed. Council members each agreed to proceed with hiring. Councilman Shoemaker would like to meet the candidate, if hired.	

DEPARTMENT:	FISCAL
REPRESENTATIVE’S NAME:	FISCAL OFFICER, BOBBIE CURRY
-December financials recognized. Vaughn recognized that the Village’s carryover this year was about \$700,000.00 more than the previous year. He thanked the administrative staff for their stewardship of public funds.	

-Curry is seeking a second signer for the bank warrants. Councilwoman Kellogg agreed to be the second signer.

-New Council member updates: Emails for Hershberger and Zollars are set up. Trainings: Hershberger, Zollars, Shoemaker and Hofstetter are as follows: Sunshine Law and Fraud & Ethics. These are available on demand online. An email with the links to the on-demand training courses has been or will be sent by Curry.

-New water/sewer billing update - we are up and running things are going well. Customers are encouraged to set up their accounts online. You will need your account number and phone number to set up your new account. If residents have trouble establishing their online account, it is due to the phone number we have on file. Residents should call the Village office to update their phone number on file with us.

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<u>2026 COMMITTEE APPOINTMENTS</u>	
<p>FINANCE / AUDIT Ryan Hershberger, Chairman Andrea Kellogg Tom Vaughn Village Administrator Village Fiscal Officer Department Heads Mayor Solicitor (As needed)</p> <p>PUBLIC WORKS Andrea Kellogg, Chairwoman Tom Vaughn Andy Zollars Village Administrator Utility Superintendent Street Superintendent Mayor</p> <p>POLICE Bob Shoemaker, Chairman Brent Hofstetter Andy Zollars Mayor</p>	<p>PERSONNEL Tom Vaughn, Chairman Ryan Hershberger Brent Hofstetter Village Fiscal Officer Village Administrator Police Chief Mayor Solicitor (as needed)</p> <p>PARK/CEM/BLDG Andrea Kellogg, Chairwoman Tom Vaughn Andy Zollars Village Administrator Street Superintendent Cemetery Sexton Mayor</p> <p>PLANNING & ZONING Bob Shoemaker Adrea Kellogg Mayor</p> <p>HO CO PLANNING COMM REP</p>

TREE CITY

Brent Hofstetter

Nate Troyer

FIRE DISTRICT #1 REP

Mayor

DESIGN REVIEW BOARD REP

Bob Shoemaker

BUSINESS & HOUSING

Brent Hofstetter

Ryan Hershberger

Mayor

VOLUNTEER POLICE OFFICERS DEPENDENT FUND COMMITTEE

Les Roach, Dan Baker, Andy Zollars, Bob Shoemaker, Ryan Hershberger

RECORDS COMMISSION

Mayor, Fiscal Officer, Solicitor, Les Roach (Roach is the citizen Rep)

Hofstetter motioned to approve the 2026 Committees appointments. Second by Kellogg. All in favor. 6 Aye, 0 No. Motion passed.

Hoffee reminded Council Members to come to meeting prepared to report on their respective committee meetings that have occurred.

Council Calendar

- Jan 26 - Council Meeting 7pm
- Feb 4 - DRB & Planning and Zoning Meetings 6pm and 6:30pm
- Feb 9 - Council Meeting 7pm
- Feb 23 - Council Meeting 7pm

STATE OF THE VILLAGE REPORT – MILLERSBURG, OHIO

Delivered Pursuant to Ohio Revised Code 733.41

Good evening, Council Members, Village staff, community partners, and residents of Millersburg. As required by Ohio Revised Code 733.41, it is my honor to present the annual State of the Village report and to share the progress we made in 2025, as well as the exciting initiatives ahead in 2026.

This past year has been a productive and forward-moving time for Millersburg. Together, we focused on strengthening infrastructure, enhancing public safety, improving quality of life, and making smart, responsible investments for our future.

One of our significant accomplishments was the completion of the Street Department Storage Building, which provides much-needed space and will improve efficiency for our staff and operations.

We also continued important work downtown. Pathmaster visited to discuss a modern smart traffic light system designed to improve traffic flow and pedestrian safety. I am pleased to report the Holmes County Commissioners generously committed \$20,000 toward this project, and Council voted to move forward. This collaboration is a perfect example of how agencies working together can maximize benefits for our residents.

Council also voted to allow a Designated Outdoor Refreshment Area (DORA) in the downtown district during designated times. This has already generated positive activity for local businesses and offers a more vibrant environment for community events.

To support our ongoing infrastructure needs, we purchased a Durapatcher, which enables quicker and more efficient street repairs. We also completed upgrades to the crosswalks at the Post Office and at Pomerene Hospital, improving visibility and safety for pedestrians.

Council worked diligently to review and improve our internal operations, and this year we successfully updated and passed the revised Council Rules, helping ensure transparency, consistency, and professionalism in our processes.

Visitors and residents alike may have noticed another improvement—new “Welcome to Millersburg” signs installed at the major entrances into town. These signs reflect both our pride in our community, and the ongoing revitalization of our village’s identity.

Parks and recreation were also a key focus. At Deer Run Park, the restrooms and concession stand floors were professionally coated for better durability and cleanliness. At Airport Park, new playground equipment was installed, giving local families a safer and more enjoyable play area.

As part of our Bicentennial celebration, we held a coloring contest at Millersburg Elementary. The winning pages were transformed into large banners that decorated our downtown—an uplifting showcase of creativity from our kids and hometown pride.

In 2025, we also welcomed Kick & Gilman as our new Village Solicitor, and Council voted to move forward with the Housing Study with financial assistance from the Commissioners. This study will give us the data we need to make informed decisions about residential development and long-term growth.

There is much to look forward to in the coming year.

This Spring, we will begin Phase 1 of the Downtown Sidewalk Project, which will improve accessibility, walkability, and overall appearance throughout our historic downtown district.

The Smart Street Light System will be installed and brought online this year, completing the project initiated in 2025. This will mark a major advancement in traffic management and safety.

We will also be paving Monroe Street, addressing a substantial infrastructure need and improving daily travel for residents.

Additionally, by the end of this week, we expect to know whether we can proceed faster than expected with the Wooster Road Waterline Project. This is a crucial upgrade, and we are optimistic about moving forward.

In short, there is a lot happening in 2026, and Millersburg is moving forward with momentum and purpose.

We take our responsibility to steward your tax dollars very seriously and remain committed to ensuring every expenditure is made with transparency, accountability, and long-term value in mind. So, I am pleased to report that Village Council has been fiscally responsible with your taxpayer dollars. We began 2025 with \$7.5 million dollars and we are beginning 2026 with over \$8 million dollars. That means we completed all these projects, upgrades, and improvements while maintaining a stable financial position. This is the result of careful budgeting, responsible spending, and thoughtful planning.

Millersburg is a strong community, built on cooperation, hard work, and dedication to progress. I want to thank our Council, our employees, the Commissioners, local organizations, and most importantly, our residents. Your support, feedback, and involvement make these accomplishments possible.

The state of our Village is strong, and the future ahead is bright.

Thank you, Mayor Kelly Hoffee

2026 Council Goals

Mayor Hoffee asked each council member to identify their goals for the Village Council and bring them to the next council meeting to share.

COMMITTEE REPORTS

COMMITTEE:	Fire Department
PRESENTED BY:	Mayor Hoffee
DISCUSSION: 696 Fire and EMS calls in 2026. Average turnout time for fire was 1.45 minutes. EMS turn out time was 1.17 minutes; the fire engine 2.27 minutes; and command unit was 1.17 minutes.	

LEGISLATION

NUMBER: 2025-33	
TITLE: Annexing 1.220 acres to the Village of Millersburg (Jordan Properties)	
CLASSIFICATION:	Resolution

STATUS:		Third Reading and Passage	
MOTION TO APPROVE BY:	Vaughn	MOTION SECONDED BY:	Shoemaker
VOTING ROLL CALL:			
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	Zollars	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

OLD/UNFINISHED BUSINESS

TOPICS:	Smart Traffic Signals, New Water/Sewer Billing System, Downtown Sidewalk Project, Housing Study, New Phone System, and Airport Park Lighting Project
PRESENTED BY:	Administrator Troyer
DISCUSSION: See Administrator’s Report and Fiscal Officer Report.	

TOPIC:	Wooster Rd Project
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Funding has been approved in the House of Representatives. It needs to pass in the Senate this week. Hoffee will verify the dollar amount the next time she talks to Rep. Troy Balderson. Hoffee thanked those who wrote letters to support the funding.	

TOPIC:	Streetlights
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Many burnt out streetlights have been reported to AEP by both the Village and residents. Some have been fixed but many others have not.	

TOPIC:	Old Terrace View Property
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee asked Fire Chief Rafferty for an update about the Old Terrace View property. According to Rafferty, the complaint is currently in the Court of Common Pleas in Holme County. Neither the owner nor the occupant has answered the complaint at this time. A reinspection was done in December, but property still failed. The issue will move to the Ohio building authority.	

TOPIC:	Cross Walk Safety Upgrades
PRESENTED BY:	Administrator Troyer
DISCUSSION: Pathmaster is researching options and will report to Troyer. Troyer said that there were many streetlights out in the downtown area that Millersburg Electric has replaced. There are more to be replaced. There has been improvement with lighting.	

Kellogg suggested that traffic lights be programmed to turn red in all directions to allow pedestrians to cross safely. Troyer said that is an option. Vaughn suggested that we explore other safety options first. He worries that traffic back-up will worsen if traffic is stopped in all directions. Other traffic light concerns were discussed. Hoffee hopes that some of those issues are resolved or improved once our new Smart Traffic Light system is implemented.

ACTION ITEM/ASSIGNED TO: Kellogg will add pedestrian safety to her 2026 goals.

TOPIC:	Trailer Park
PRESENTED BY:	Hershberger
DISCUSSION: Hershberger asked for periodic updates about the Millersburg Mobile Home Park. Hoffee reported that the bank that currently owns the property has assigned its 5 th receiver. There is a property manager. The park's bills (trash pick-up and water/sewer) are getting paid, and the trash is getting picked up. The receiver seems to have done what they are obligated to do. For example, due to neglect by the owner of the park last year, there were many, many water line breaks. The receiver has been proactive in hiring plumbers to fix issues before a water main break occurs. There is still a lot to be done, and many improvements still needed which will be the responsibility of the new owner once the property is sold. As for buyers, there have been two bids that were withdrawn. It has been better for the residents with a receiver.	
ACTION ITEM/ASSIGNED TO: Periodic updates will be discussed as available.	

NEW BUSINESS

TOPIC:	250 Anniversary of the United States
PRESENTED BY:	Shoemaker
DISCUSSION: Councilman Shoemaker wants a big party and a parade. The county is planning a celebration at Harvest Ridge in late July.	
ACTION ITEM/ASSIGNED TO: Shoemaker may add this as a goal for 2026.	

ADJOURNMENT

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

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>1/26/2026</u>
TIME:	7:00 PM

LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654
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MINUTES PREPARED BY

SIGNATURE: Bobbie Curry (JK)	TITLE	DATE
	Fiscal Officer	1/16/2026

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	1/26/2026

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	1/26/2026