

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 4/24/2023

START TIME: 7:00 P.M.

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

CALLED TO ORDER BY: MAYOR, JEFF HUEBNER

RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

NAME:		NAME	
Polen	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Not Present
Conn	Present	Hofstetter	Present

MOTION TO EXCUSE:	Vaughn & Shaner		
MOTION BY:	Hoffee	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Hoffee	Yes	Shoemaker	Yes
Hofstetter	Yes	Conn	Yes
Polen	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

IN ATTENDANCE

NAME		NAME	
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Bobbie Curry	Assist Fiscal Officer
Karen Shaffer	Clerk-Treasurer	Melissa Patrick	Visitor
Jeff Lay	Captain	Kevin Lynch	Visitor

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING 4/10/2023:	Regular		
TYPE OF MEETING 4/19/2023:	Special		
SUSPEND READING OF MINUTES:	4/10/2023 4/19/2023		
MOTION BY:	Polen		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Polen	Yes	Shoemaker	Yes
Conn	Yes	Hoffee	Yes
Hofstetter	Yes		
VOTING RESULTS:	YES: 5 NO: 0		
MOTION TO APPROVE BY:	Hoffee		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Hoffee	Yes	Hofstetter	Yes
Conn	Yes	Shoemaker	Yes
Polen	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

APPROVAL OF BILLS

BILL RESOLUTION 2023-13	Bills \$93,750.76	Payroll \$61,158.54	Total \$154,909.30
MOTION BY:	Shoemaker		

MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Shoemaker	Yes	Conn	Yes
Hofstetter	Yes	Hoffee	Yes
Polen	Yes		
VOTING RESULTS:		YES: 5 NO: 0	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER

DRB & P&Z Commission
P&Z will review a change of use request from Sparhard Martial Arts and Simply Pure Health at 1207 Wooster Road at the 5/3 meeting.

Design Review Ordinance and Guideline Revisions
The Design Review Guidelines and Ordinance drafts have been distributed to the committee members for a final review before we sent it out to the DRB and Council for their review.

ODOT Sidewalk TAP Project
The preconstruction meeting was held on April 19th. The contractor, Barbicas, indicated an anticipated start date within the next 3-4 weeks.

ARPA
Review of bid opening held 4/21: There were 4 plan holders, 3 of which submitted bids. Lowest bid was from Rising Son Company, LLC at \$312,212.00. Other bids received: Eclipse Co., LLC - \$331,179.00 and Stull Excavating, LLC - \$317,972.85.

Motion to approve contract reward to Rising Son Co., LLC contingent on Village Solicitor review of contract details.

MOTION BY:		Conn	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Conn	Yes	Hofstetter	Yes
Shoemaker	Yes	Hoffee	Yes
Polen	Yes		
VOTING RESULTS:		YES: 5 NO: 0	

Demolition Project
Asbestos was found in both properties; fortunately, it was a relatively small amount and the abatement/removal will be part of the contract for the demolition contractor. Specs have been finalized and there should be a contractor selected soon according to the County.

Appalachian Community Grant
OHM has been selected as the consultant for our projects. The grant steering committee met on 4/24/2023 to lay out a scope and timeline for the full grant application. Some different data is emerging. Details are changing. While the project will remain the same, there is a change with whom we are partnered. The state wants several counties to partner up under one project. How this will work is still unclear but details will emerge as we move forward.

2023 Resurfacing Projects
SJL working on contract/bid documents and design.

HC Soil & Water
I recently met with Karen Gotter and they will be planting some additional trees and shrubs on the hillside behind the amphitheater that will fill in the layers of the existing trees and provide additional screening from the dog park/skate park area. They will also be planting trees and shrubs in and around the pollinator area that was established at Old Airport Park a few years ago to continue to develop that area. We also discussed a future project(s) that would extend into the disc golf area that would focus on bank stabilization of the streams throughout the course.

Discussion: Shoemaker asked about the mowing of the Disc Golf Course. He has been told that the Disc Golf group will not be mowing and wants to make sure the village will be mowing. Troyer reiterated that the original agreement stands: The Village will mow the course as we can, but no promise was made that it would be done weekly or even regularly.

Mosquito Spraying

Annual spraying has begun and is being done weekly.

Personnel

I'm very happy to report that as of 4/17 the Utility and Street Departments are all at full staffing levels and the three newest hires are all doing very well.

Kimble - Extension of Contract (Refuse)

Our current Kimble contract will expire on June 30th. They have offered to provide 5 additional one-year extensions to the village. Our options are:

- 1- Accept Kimble's offer and extend our current contract.
- 2- Rebid the contract.
- 3- Have no contract in place.

Discussion: Each extension would include an inflation-based price increase each year. Shoemaker thinks that we should consider rebidding the contract to show the community that we are making the effort to secure the best price. However, there is a risk to that. In doing so, the offer for extension from Kimble will be revoked. New bids could come back significantly higher. Hines said that Kimble seems to be the current lowest bidder in many communities. Hoffee is skeptical of rebidding currently due to the rising cost of 'everything' right now. She doubts any other bid would come in lower than our current price with Kimble. Troyer will contact Kimble and request contract details for the extension offer. Solicitor Hines will review the contract and more details will be shared at the next council meeting.

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	SOLICITOR BOB HINES

Liquor License TREX

Daybreak Bistro which will be located on S. Washington St. in the old Burger King building has applied for a liquor license transfer (TREX) with the State of Ohio. The TREX can only be done if the Village of Millersburg Council approves the transfer as an economical development project. Factors to consider are the total investment, jobs created, and tax revenue. The issue at hand is NOT whether to approve the transfer. It is whether it is an economic development project; Will this business which will serve alcohol, be an economic asset to the Village?

Discussion: While Polen would like to see estimated revenue comparisons for the bistro with and without liquor sales, Conn and Hofstetter agree that any revenue is better than the building sitting empty.

Motion to approve the liquor license TREX for Daybreak Bistro as an Economic Development Project and authorize Mayor Huebner to sign the TREX form.

MOTION BY:	Conn		
MOTION SECONDED BY:	Shoemaker		
VOTING ROLL CALL:			
Conn	Yes	Hofstetter	Yes
Shoemaker	Yes	Hoffee	Yes
Polen	No		
VOTING RESULTS:	YES: 4 NO: 1		

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	JEFF HEUBNER

Certificate of Estimated Property Tax Revenue

Mayor Huebner presented council with the Certificate of Estimated Property Tax Revenue for the proposed renewal levy. Estimated revenue is \$130,061.00.

Motion to accept the estimate certificate.			
MOTION BY:		Hoffee	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Conn	Yes
Hofstetter	Yes		
VOTING RESULTS:		YES: 5 NO: 0	

Poppy Day Proclamation
 As a symbol of honoring the deceased men and women of our armed forces and to assist in the rehabilitation of our living victims of war, the American Legion Auxiliary, Unit 192, Millersburg, Ohio and Rim-Rock Riders 4-H Club will be distributing poppies as part of the auxiliary annual Poppy Day program. I urge all citizens of Millersburg to support this worthwhile program as I, Jeff Huebner, Mayor of the Village of Millersburg, do hereby proclaim that Saturday, May 13, 2023 be designated as “Poppy Day” in the Village of Millersburg, Holmes County, Ohio.

LEGISLATION

NUMBER:		Resolution 2023-12	
TITLE: A Resolution Authorizing Participation In The ODOT Road Salt Contracts Awarded in 2023			
CLASSIFICATION:		Resolution	
STATUS:		2nd Reading	
MOTION TO:		Suspend the 3rd Reading	
MOTION BY:		Shoemaker	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Shoemaker	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
Hofstetter	Yes		
VOTING RESULTS:		YES: 5 NO: 0	

MOTION TO:		Pass & Adopt	
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Hoffee	
VOTING ROLL CALL:			
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Conn	Yes
Polen	Yes		
VOTING RESULTS:		YES: 5 NO: 0	

NUMBER:		Resolution 2023 -14	
TITLE: A Resolution Determining To Proceed With The Submission To The Electors Of The Question Of Levying A Tax In Excess Of The Ten-Mill Limitation Orc 5705.19, Orc 5705.191, Orc 5705.25, Orc 5705.26			
CLASSIFICATION:		Resolution	
STATUS:		1st Reading	

COMMITTEE REPORTS

COMMITTEE:		TREE CITY	
PRESENTED BY:		Brent Hofstetter	
DISCUSSION: The board met last week and wrapped up plans for the Arbor Day Celebration with Millersburg Elementary first grade students which will be held this Friday.			

OLD BUSINESS

TOPIC:		Village Cleanup Day	
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PRESENTED BY:	Nathan Troyer
DISCUSSION: Saturday's Village clean up day went very well and was very busy. The service was well utilized this year. Thank you to those who worked the event.	

NEW BUSINESS

TOPIC:	Summer Council Meeting Schedule		
PRESENTED BY:	Kelly Hoffee		
DISCUSSION: During summer months, council will meet once per in June, July and August of 2023. Meeting dates are as follows: June 12, 2023, July 10, 2023, August 14, 2023 Motion to approve summer meeting schedule.			
MOTION BY:	Conn		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:			
Conn	Yes	Hofstetter	Yes
Hoffee	Yes	Shoemaker	Yes
Polen	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

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NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>5/8/2023</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Polen	Yes	Conn	Yes
Hofstetter	Yes	Hoffee	Yes
Shoemaker	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	4/26/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	5/8/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	5/8/2023