

**ENTITY NAME: VILLAGE OF MILLERSBURG**

**BOARD NAME: MILLERSBURG VILLAGE COUNCIL**

**TYPE OF MEETING: Regular**

**VOTING SESSION: Yes**

**DATE: 6/10/2024**

**START TIME: 7:00 P.M.**

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

**CALLED TO ORDER BY: MAYOR, KELLY HOFFEE**

## **RECORD OF PROCEEDINGS**

### **COUNCILMEMBERS ROLL CALL**

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

### **IN ATTENDANCE**

<b>NAME:</b>	<b>TITLE/POSITION</b>	<b>NAME:</b>	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Bobbie Curry	Fiscal Officer	Melissa Patrick	Media/Reporter
Kevin Lynch	Media/Reporter		

### **COMMUNITY CALENDAR/EVENTS**

- June 10 - Village Council Meeting - 7pm
- June 13 - Exploring Food From Other Cultures @ Library (adults & teens, Registration Required) - 3pm
- June 15 - A Walk in the Past- Oak Hill Cemetery Tour - 2pm
- June 15 - Love Inc Golf Scramble - 9am
- June 17 - Space Adventure @ Library (families) 11am - June 27
- June 27 - Child’s Homestead @ Library (families) - 11am
- June 29 - Thunder Over Holmes County/Bicentennial Kick-Off Parade in Millersburg
- July 8 - Village Council Meeting - 7pm
- July 13 - Bicentennial Tea at The Castle Club - 1:00-3:30pm

#### **Bicentennial Celebration Updates from Mayor Hoffee**

Letters to 58 local public officials have been sent. On June 29<sup>th</sup> at approximately 3PM, on the 3<sup>rd</sup> floor of the Holmes County Court House State and County Officials will be speaking. After these speeches/discussions are completed, a photograph of current local officials will be taken on the Court House steps.

Bicentennial Parade line up and participation. Hoffee advised that parade lineup will begin at 10:30am at Lakeview Drive. The committee is still looking for a driver to haul the float in the parade. Hoffee is hoping that each council member will participate. Those riding on the float can bring candy to hand out.

**APPROVAL OF PREVIOUS MINUTES**

<b>TYPE OF MEETING:</b>		Regular	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		5/28/2024	
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<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
Kellogg	<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	
<b>CORRECTIONS (If any):</b>			
<b>MOTION TO APPROVE BY:</b>		Shoemaker	
<b>MOTION SECONDED BY:</b>		Kellogg	
<b>VOTING ROLL CALL:</b>			
Shoemaker	<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	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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2024-13</b>	Bills \$215,449.68	Payroll \$69,659.44	Total \$285,109.12
<b>MOTION BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
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	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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR, NATE TROYER</b>

**DRB & P&Z Commission**

DRB met June 5<sup>th</sup> and approved a COA application from Wayne Savings/Main Street Bank at 90 N. Clay for their temporary signage. P&Z also met June 5<sup>th</sup> at 6:30 to review a variance application submitted by JH Company (Tobacco Hut) for 815 S. Washington Street for side and rear yard setback variances and use of a freight container as a storage building. This request was denied, and the applicant was given 2 weeks to remove the container. : Troyer, Hoffee and Hines will meet soon to further discuss container legislation changes to clarify regulations and update the village’s ordinance.

**2024 Resurfacing**

No update-waiting on AEP to remove pole in intersection before remainder of contract work can be completed.

**Budgeted Items**

Loader-September delivery

St. Dept. Storage Bldg.-plans are completed and approved, soliciting quotes from contractors now.

Office improvements-no update

**Street Closing Request**

Sue Dye asked for permission to have Court Street closed on 8/17 from 5-9 PM. The Air Force Band will be performing on the Courthouse lawn, and they would like the street closed for band/equipment parking and unloading/loading. A motion to approve closure of court street for Air Force Bank performance on 8/17/24 was made by Conn. However, it was suggested that the amphitheater would be a perfect venue for the performance. The motion was withdrawn for now. Troyer will discuss the amphitheater option with the requestor, Sue Dye.

**Cleanup Day**

Village Cleanup Day was successful. The 4 30-yrd dumpsters filled up quickly. For next year, we will increase the dumpster size. About 1000 lbs of shredding was collected. Conn commended the village employees and council member, Hofstetter who worked the cleanup event. All were nice, friendly folks who worked hard. A special thank you was received from a disabled veteran whose items were picked up and transported by the street dept employees to the dumpsters.

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
<p>-May Financials sent and acknowledged.          -2025 budget draft was distributed. Final Budget draft will be sent the council and mayor prior to the next meeting. Budget hearing is scheduled for July 8<sup>th</sup> at 6:45PM.          -While Council Meetings will be held only once per month in June, July and August, Curry will need to pay bills twice per month. <b>Motion made by Hofstetter allowing bills to be paid twice per month in June, July, and August. Vaughn seconded the motion. All voted aye.</b></p>	

<b>DEPARTMENT:</b>	<b>SOLICITOR</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>ROBERT HINES</b>
<p><b><u>Speed Limit Changes</u></b>          Hines was hoping for an update from ODOT about proposed speed limit changes in the village, however, he has not received an update. This topic will likely be discussed at the July meeting.</p>	

<b>Indigent Burial Site</b> A meeting with Attorney Chad Troyer will take place this week.
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<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
<b>Council &amp; Committee Meetings:</b>	
<ul style="list-style-type: none"> <li>- June 10 - Public Hearing for Alley Vacation - 6:45pm</li> <li>- June 10 - Village Council Meeting - 7pm</li> <li>- June 12 - Business/Housing Committee Meeting - 6pm</li> <li>- July 8 - Zoning – Big Ten Properties – Public Hearing - 6:30pm</li> <li>- July 8 - Budget Hearing - 6:45pm</li> <li>- July 8 - July Council Meeting - 7pm</li> <li>- August 12 - August Council Meeting - 7pm</li> </ul>	

**LEGISLATION**

<b>NUMBER:</b>	2024-103
<b>TITLE:</b>	An Ordinance To Authorize The Sale Of Municipal Tangible Personal Property Through The Internet
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	2024-104
<b>TITLE:</b>	An Ordinance Vacating Parts of Streets and Alleys in the Village of Millersburg
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	1st Reading

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Employment Postings Update</b>
<b>PRESENTED BY:</b>	Administrator Troyer
<b>DISCUSSION:</b> Schoemaker and Hoffee asked Troyer for an update for the selection and hiring process for the positions of Street Department worker and Assistant Administrator. Troyer reports that there are no updates at this time. He is hoping for a few more applicants for the Assistant Administrator position before proceeding with interviews, etc.	

<b>TOPIC:</b>	<b>Flag Project at South Y/Gateway</b>
<b>PRESENTED BY:</b>	Hofstetter
<b>DISCUSSION:</b> Previously, council approved a contribution of \$1500.00 to cover the electric hook up for the flagpole lighting. However, the estimate received is over twice that. Kellogg would like to see more estimates before we proceed with the project.	

<b>TOPIC:</b>	Traffic issues
<b>PRESENTED BY:</b>	Mayor Hoffee
<p><b>DISCUSSION:</b> The timing of the traffic lights needs to be adjusted for better traffic flow. The left turn arrows are green for only about 5 seconds. This allows little time to move traffic. Troyer says that the timing of the traffic signals requires an engineer. Hofstetter asked about smart traffic signals. Troyer said we can initiate the discussion of smart signals with ODOT. He does, however, worry that due to the short distance between east/west traffic lights will prove to be a problem even with smart signals. Troyer sees smart signals working well during low traffic flow however, he doesn't know if they will really help during peak traffic times. Troyer will initiate a conversation with Pathmasters about Smart Signals and how they could work to help the traffic flow in the downtown area in the village. Hoffee would also like to move forward with better signage/pavement markings at East Jackson St and Monroe for the left turn lane for S Monroe. Troyer will plan to add better signage.</p>	

**NEW BUSINESS**

<b>TOPIC:</b>	<b>Tour Bus Parking</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<p><b>DISCUSSION:</b> Mark Boley from the Holmes County Historical Society contacted Hoffee to discuss the need for one tour bus parking space in the village. Several streets and other locations were discussed as potential parking areas within walking distance to downtown businesses. Hoffee said that this inquiry came after a tour bus parked along Jackson Street resulting in complaints to the police department who then advised the tour bus driver to move the bus. This was not received well by the bus driver who then spread the word to other tour companies that Millersburg is not tour-bus friendly and to avoid the village. This is not good for tourism in the village. Hoffee would like to see the village designate a tour-bus parking space and spread the word that busses are welcome in the village. Troyer thinks that West Clinton St would be an ideal spot. Two or three current parking spots can be designated for bus parking. Suggestions and ideas are welcomed. This topic will be further discussed at future meetings.</p>	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>7/8/2024</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St.; Millersburg, OH 44654

**ADJOURNMENT**

<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	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

Kellogg	<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

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	6/29/2024

**ATTESTED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	7/8/2024

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	7/8/2024