

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, December 16, 2025

Council Meeting: Council convened at 6:30 pm in Council Chambers with the following council members present: Josh Osterloh, Travis Wilges, Trey Steele, Curt Albers, Nicole Clune, and Craig Sherman. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), Jim Hearn (Solicitor), and Jim Cain (Fiscal Officer).

Attendance: The Evening Leader, The Daily Standard

Mayor Oldiges called the meeting to order with the Pledge of Allegiance.

Approval of December 2, 2025, Minutes: Sherman and Steele motioned to approve the minutes from the regular meeting on December 2, 2025. Motion passed 5 aye and Clune abstained.

Visitors: Alan Heitbrink (Choice One Engineering)

ORDINANCE AND RESOLUTIONS:

Ordinance 25-11-03: Discussion, third and final reading of an ordinance authorizing a mutual aid contract with the Loramie Fire District

The annual renewal of the mutual aid agreement for fire protection with the Loramie Fire District for 2026 is set for Council's approval. This agreement is for fire protection coverage of properties located within McLean Township, north of the north shore of Lake Loramie. The amount of payment is determined by the mils levied against property owners in McLean Township. This year the Minster-Jackson Township Fire Department will receive \$29,950.00. This is up \$5,990.00 from what we received in 2025.

This will be the third reading of the ordinance. Upon its passage, I will acquire all the necessary signatures and return the contract to the Loramie Fire District

A motion by Wilges and Osterloh for the third and final reading of 25-11-03. Motion passed unanimously.

Resolution 25-11-02: Discussion, third and final reading of a resolution designating Minster Bank as a depository for public funds.

Every five years, the Village must pass a resolution, declaring certain banks as depositories for public funds. At the end of this year, the five-year contract for Minster Bank to act as a depository will expire. Enclosed in your packet is a copy of the agreement with Minster Bank and a copy of the resolution approving them as a depository for the next five years. To continue to use Minster Bank, Council will need to pass this resolution. This would be the last of three readings that council could give this resolution.

A motion to have the third reading of Resolution 25-11-02 by Clune and Albers. Motion passed unanimously.

Ordinance 25-12-01: Discussion, suspend, pass and adopt an ordinance amending Ordinance 24-12-02 and establishing the salary administration plan providing for consideration of increases in compensation on an annual basis and to declare an emergency.

The personnel committee met last week to discuss changes to the pay ordinance for 2026. From that discussion, it is the recommendation of that committee to amend the pay ordinance to reflect a 2.8 percent pay increase for employees. This 2.8 percent increase along with the step increases that most employees will receive reflects on average a little under a five percent (4.88%) overall increase in the wages for employees.

The enclosed copy of the ordinance also reflects the changes that are necessary due to the change in minimum wage for most part-time employees along with an overall 2.8 percent increase in adjustment to the pay table.

The ordinance states that the effective date of the ordinance is December 29, 2025, for payment on January 09th. To meet the effective dates, council would need to suspend, pass and adopt the ordinance at this meeting.

The following salary positions' pay were also established.

Village Administrator	\$129,000
Chief of Police	\$79,000
Solicitor	\$18,000
Fiscal Officer	No change at this time due to probationary period.

A motion to suspend the three readings of Ordinance 25-12-01 by Albers and Steele. Motion passed unanimously.

A motion to pass and adopt Ordinance 25-12-01 by Osterloh and Steele. Motion passed unanimously.

Ordinance 25-12-02: Discussion, suspend, pass and adopt an ordinance approving an enterprise zone agreement with Fabcor Inc., pursuant to the enterprise zone regulations and to declare an emergency.

The Village has received an enterprise zone application from Fabcor Inc. The application details call for the construction of a 44,000 square foot building addition to their facility. Fabcor would invest approximately \$3,051,195.00 in real property as part of the project. As part of the enterprise zone agreement, Fabcor has committed to hiring 5 new employees with an estimated payroll of \$208,000.00.

The negotiating committee for these types of agreement, which consists of the head of the economic development committee, a representative from the school and a township trustee met to review the application and have recommended that Fabcor be granted a sixty percent exemption for years one through five and a thirty percent exemption for years six through ten for real property improvements made to the project site pursuant to Section 5709 of the Ohio Revised Code.

I have put a spreadsheet that outlines the tax abatement showing the tax Fabcor would pay without an abatement; what they pay with the proposed exemptions; and what the school receives with and without the abatement. These numbers are based on a 35% taxable value. This may be higher or lower depending on how the Auditor appraises the new investment.

I have included a copy of the application, the agreement and an ordinance in your packet for your review.

If council desires to approve the enterprise zone agreement with Fabcor, council will need to do so by passing the ordinance. I have written the ordinance as an emergency because the agreement, if passed by Council, still needs to go through the approval process of the County Commissioners which is scheduled for December 18th.

A motion to suspend the three readings of Ordinance 25-12-02 by Osterloh and Wilges. Motion passed unanimously.

A motion to pass and adopt Ordinance 25-12-02 by Steele and Clune. Motion passed unanimously.

Resolution 25-12-01: Discussion, suspend, pass and adopt a resolution increasing appropriations in certain accounts/funds; transferring funds and declaring an emergency.

In your packet is a copy of a resolution that does several things. First it increases appropriations in one fund. The second thing that the resolution does is increase appropriations and revenues in several accounts. Finally, the resolution transfers funds from one account to another for several accounts. These adjustments are necessary, since we either have additional revenues coming in over what was expected or we had some additional expenses above what was anticipated at the first of the year. We are recommending these adjustments so that we keep all funds positive, so we can keep a balanced budget.

A motion to suspend three readings of Resolution 25-12-01 by Albers and Clune. Motion passed unanimously.

A motion to pass and adopt Resolution 25-12-01 by Osterloh and Wilges. Motion passed unanimously.

Ordinance 25-12-03: Discussion, suspend, pass and adopt the interim appropriations for 2026 and declaring an emergency.

Enclosed in your packet is a copy of an ordinance establishing interim appropriations for 2026 by fund accounts rather than individual line items. These interim appropriations will be used as a budget until a final appropriations budget is passed in early 2026.

This budgeting process allows the Village to calculate final numbers for 2025 before compiling the final 2026 budget. It also allows the village to continue to operate during the time the final budget is being prepared. Total interim appropriations for 2026 are set at \$ 9,108,500.00. This is about a 3.75% increase over the interim appropriations for 2025.

Since the interim appropriations will need to be passed before the beginning of the year, council will need to suspend pass and adopt this ordinance at the meeting.

A motion to suspend the three readings of Ordinance 25-12-03 by Sherman and Steele. Motion passed unanimously.

A motion to pass and adopt Ordinance 25-12-03 by Albers and Osterloh. Motion passed unanimously.

COMMITTEE REPORTS:**STREETS:** None**SAFETY:** None**PARKS:** Met Dec. 9 to discuss Christmas in the park and discussion of new parks employee.**PERSONNEL:** Met and discussed health insurance options, wages, and COLA (Cost of Living Adjustment) and new parks employee.**UTILITIES:** None**ECONOMIC DEVELOPMENT:** None**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** None**FINANCE/AUDIT:** None**OLD BUSINESS:** None**NEW BUSINESS:****Discussion and motion to approve invoices over \$3,000.00.**

In your packet is a list of invoices that are over \$3,000.00. The list below are purchases that were authorized by the Administrator by the Ordinance that council passed authorizing the Administrator to make purchases up to \$25,000.00. However, the State Auditors have told us that any purchase over \$3,000.00 must be approved by Council utilizing this method. The purchases are as follows:

AMP Inc.	\$977,078.23	Power Bill
C & S Solutions	\$8,919.99	Wire for Push Camera
Gametime	\$424,038.68	Splash Pad
Peterson Construction Co.	\$12,495.00	Water Plant Valve Replacement
Western Ohio Asphalt Sealing	\$11,907.00	Street Repairs
Carolina Carports	\$6,544.55	Shed at Shooting Range
SAL Chemicals	\$14,327.00	Chemicals for Water Plant
Andover Bank	\$317,215.50	Bond Payment
Encompass	\$6,440.00	System Support – Electric
Fenson Contracting	\$125,929.16	Columbia Drive Water and Sewer
Hawkins Inc.	\$6,641.50	WWTP Chemicals

A motion to approve invoices over \$3,000 by Clune and Steele. Motion passed unanimously.

ADMINISTRATOR REPORT:

- 1) Feson Contracting is wrapping up the work on the installation of the sewer line and water line from Southgate Drive to Columbia Drive. They have removed the lift station and have finished installing the storm sewer and water lines. Currently, Feson is preparing the ground for landscaping and seeding, which will be completed in the spring.
- 2) Brumbaugh Construction continues to work on the State Route 66 Sidewalk Project. They have some of the drive approaches finished as well as some of the sidewalk installed. They are currently

installing the storm sewer that is on the project and then will continue to work on the sidewalks. There plan is to be completed by the end of the year.

- 3) Leaf Pick-up has come to an end. Crews went out last week to collect piles of leaves that were out before the recent snow. Anyone that still has leaves will need to take them out to the compost area off west Seventh Street.
- 4) The Parks Department hosted the Winter Festival on December 12th. Even with the cold weather the event had a great turnout. The skating rink and the Santa photos were a big hit. A special thanks goes out to Ryan Geise and Adam Olberding for planning the event
- 5) The replacement spray feature for the splash pad has been ordered and is currently in the design phase. This will be a customized piece that will reflect the German heritage theme. Water Odyssey will be covering the cost of the piece.
- 6) Village crew repaired a water line leak on Third Street on Friday the 12th. The water line had a hole in the bottom of the pipe that was causing the leak. Crews were able to excavate the line and repair the line by mid-morning.
- 7) Village offices will be closed on Wednesday the 24th and Thursday, December 25th for the Christmas holidays and then again on Thursday, January 1st for New Year's Day.

A motion to approve invoices totaling \$2,872,657.56 by Osterloh and Clune.

A motion to accept the receipts of \$2,763,012.22 by Sherman and Steele. Motion passed unanimously.

A motion to enter executive session at 5:01 to discuss the sale of land, employee compensation, wages and benefits with action by Osterloh and Albers. Motion passed unanimously.

A motion to exit executive session at 6:03 by Steele and Osterloh. Motion passed unanimously.

Adjournment: Motion to adjourn was made by Clune and Steele at 6:04pm. Motion passed unanimously.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain