

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, April 7, 2026

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

**Attendance:** Eric Morris, (Police Chief), The Evening Leader, The Daily Standard

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

**Approval of the March 17, 2026, Minutes:** Wilges and Clune motioned to accept the minutes from March 17, 2026 meeting. Motion passed unanimously with Osterloh abstaining.

**Visitors:** Paul Heuker was in with questions about the upcoming project to N. Garfield St.

**ORDINANCE AND RESOLUTIONS:**

**Resolution 26-04-01: Discussion and first reading of an ordinance adopting a sales tax reimbursement policy in compliance with Ohio Auditor of State Bulletin 2025-013.**

Late in 2025, the Auditor of State released a bulletin that provided guidance to public offices who are exempt from the payment of Ohio's retail sales tax about reimbursing their officials and/or employees when those individuals have made lawful expenditures on behalf of the public office using their own personal credit card or checking account.

In this guidance document it states that the sales tax exemption is not transferable to an individual employee of the tax-exempt entity. The exemption applies only when the sale is made to and paid for by the tax-exempt organization. Therefore, purchases made by a local government employee (who will later seek reimbursement from their government employer) are subject to the Ohio Sales or use tax, since the employee is considered the purchaser not the government. It further advises that "if an individual makes a purchase by check or credit card that is solely in the name of the individual and does not clearly indicate the exempt organization's name on the check or credit card, the individual has not shown that the purchase is by the exempt organization, and accordingly any applicable tax must be charged. The bulletin states that the tax-exempt public office should adopt a policy on the use of the entity's tax-exempt certificate and when an official or employee is allowed to pay sales tax the public office will reimburse.

I have put together such a policy, and it is included as exhibit "A" attached to an approval resolution. The policy states that purchases made directly by the Village must be made pursuant to a proper government purpose; be paid using public office funds, be made in the name of the public office and not include sales tax. It goes on to state that employees shall not use the Village's tax-exempt status when making purchases with personal funds and that sales tax must be paid at the time of purchase. If an employee purchases a good or service using their own personal funds, reimbursement may include the cost of the good or service purchases and the applicable sales tax, provided the purchase was authorized and properly documented. It goes further to state that an employee who seeks reimbursement needs to include an itemized receipt, proof of payment, statement of public purpose and all required approvals. It also sets a \$500.00 limit on purchases made with personal funds unless specifically authorized.

This policy should put the village in compliance with the bulletin released by the Auditor's office. Council should consider adopting this policy by the passage of a resolution.

A motion for the first reading of Resolution 26-04-01 by Sherman and Wilges. Motion passed unanimously.

**Resolution 26-04-02: Discussion, suspend, pass and adopt a resolution appointing Randy Lamarr Jr. to serve a magistrate of the Village of Minster's Mayor's Court and to declare an emergency.**

In your packet is a resolution appointing attorney Randy Lamarr Jr. as the Mayor's Court Magistrate. Randy would replace Thomas Guillozet, who has served as our magistrate for the past several years and has recently retired. The Mayor's Court is required to have a magistrate to hear disputed cases that the Mayor cannot hear.

Randy is a graduate of Ohio Northern Law School and has served in the military. He currently is a lawyer with Wilson law Offices in St. Marys.

Randy has agreed to handle the Mayor's Court duties for the village at an annual compensation rate of \$750.00 plus \$250.00 an hour. Randy would not be an employee of the village but would be an independent contractor for the village. If council so desires to employ Randy, they should pass and adopt the resolution.

A motion to suspend the three readings of Resolution 26-04-02 and declare an emergency by Wilges and Osterloh. Motion passed unanimously.

A motion to pass and adopt Resolution 26-04-02 by Albers and Steele. Motion passed unanimously.

**Resolution 26-04-03: Discussion, suspend, pass and adopt a resolution expressing gratitude to the Village of New Bremen for their assistance to the Village of Minster in repairing storm damaged electrical infrastructure.**

On Thursday evening, March 26<sup>th</sup> the village was hit by a storm that took down 19 poles along State Route 119 east of the Village. That evening the decision was made to call in mutual aid to assist the village electrical department in repairing the damage caused by the storm. A call went out to four communities and one electrical contractor for assistance. The Village of New Bremen, the Village of Versailles, the City of Wapakoneta, the City of Piqua along with Vaughn Electric all responded to the request by sending equipment and manpower to assist the village. Work on removing the debris, setting new poles and pulling in new wire began around 5:00 am. Crews worked all day and power was restored to those affected by the storm around 6:00 pm Friday evening.

As John Neuman stated this was the first time in over thirty years that the Village had to rely on mutual aid to restore power and to repair damage caused by a storm. The manpower and equipment from the four communities and Vaughn Electric greatly decreased the amount of time needed to restore power to those affected and the electric department is grateful for their assistance.

This resolution expresses the village's gratitude to the Village of New Bremen for assisting the village during the recovery from the storm. Once passed by council, I will have it signed, framed and delivered to New Bremen.

**Resolution 26-04-04: Discussion, suspend, pass and adopt a resolution expressing gratitude to the Village of Versailles for their assistance to the Village of Minster in repairing storm damaged electrical infrastructure.**

On Thursday evening, March 26<sup>th</sup> the village was hit by a storm that took down 19 poles along State Route 119 east of the Village. That evening the decision was made to call in mutual aid to assist the village electrical department in repairing the damage caused by the storm. A call went out to four communities and one electrical contractor for assistance. The Village of New Bremen, the Village of Versailles, the City of Wapakoneta, the City of Piqua along with Vaughn Electric all responded to the request by sending equipment and manpower to assist the village. Work on removing the debris, setting new poles and pulling in new wire began around 5:00 am on the 27<sup>th</sup>. Crews worked all day and power was restored to those affected by the storm around 6:00 pm Friday evening.

As John Neuman stated this was the first time in over thirty years that the Village had to rely on mutual aid to restore power and to repair damage caused by a storm. The manpower and equipment from the four communities and Vaughn Electric greatly decreased the amount of time needed to restore power to those affected and the electric department is grateful for their assistance.

This resolution expresses the village's gratitude to the Village of Versailles for assisting the village during the recovery from the storm. Once passed by council, I will have it signed, framed and delivered to Versailles.

**Resolution 26-04-05: Discussion, suspend, pass and adopt a resolution expressing gratitude to the City of Piqua for their assistance to the Village of Minster in repairing storm damaged electrical infrastructure.**

On Thursday evening, March 26<sup>th</sup> the village was hit by a storm that took down 19 poles along State Route 119 east of the Village. That evening the decision was made to call in mutual aid to assist the village electrical department in repairing the damage caused by the storm. A call went out to four communities and one electrical contractor for assistance. The Village of New Bremen, the Village of Versailles, the City of Wapakoneta, the City of Piqua along with Vaughn Electric all responded to the request by sending equipment and manpower to assist the village. Work on removing the debris, setting new poles and pulling in new wire began around 5:00 am. Crews worked all day and power was restored to those affected by the storm around 6:00 pm Friday evening.

As John Neuman stated this was the first time in over thirty years that the Village had to rely on mutual aid to restore power and to repair damage caused by a storm. The manpower and equipment from the four communities and Vaughn Electric greatly decreased the amount of time needed to restore power to those affected and the electric department is grateful for their assistance.

This resolution expresses the village's gratitude to the City of Piqua for assisting the village during the recovery from the storm. Once passed by council, I will have it signed, framed and delivered to Piqua.

**Resolution 26-04-06: Discussion, suspend, pass and adopt a resolution expressing gratitude to the City of Wapakoneta for their assistance to the Village of Minster in repairing storm damaged electrical infrastructure.**

On Thursday evening, March 26<sup>th</sup> the village was hit by a storm that took down 19 poles along State Route 119 east of the Village. That evening the decision was made to call in mutual aid to assist the village electrical department in repairing the damage caused by the storm. A call went out to four communities and one electrical contractor for assistance. The Village of New Bremen, the Village of Versailles, the City of Wapakoneta, the City of Piqua along with Vaughn Electric all responded to the request by sending equipment and manpower to assist the village. Work on removing the debris, setting

new poles and pulling in new wire began around 5:00 am. Crews worked all day and power was restored to those affected by the storm around 6:00 pm Friday evening.

As John Neuman stated this was the first time in over thirty years that the Village had to rely on mutual aid to restore power and to repair damage caused by a storm. The manpower and equipment from the four communities and Vaughn Electric greatly decreased the amount of time needed to restore power to those affected and the electric department is grateful for their assistance.

This resolution expresses the village's gratitude to the City of Wapakoneta for assisting the village during the recovery from the storm. Once passed by council, I will have it signed, framed and delivered to Wapakoneta.

**Resolution 26-04-07: Discussion, suspend, pass and adopt a resolution expressing gratitude to Vaughn Electric for their assistance to the Village of Minster in repairing storm damaged electrical infrastructure.**

On Thursday evening, March 26<sup>th</sup> the village was hit by a storm that took down 19 poles along State Route 119 east of the Village. That evening the decision was made to call in mutual aid to assist the village electrical department in repairing the damage caused by the storm. A call went out to four communities and one electrical contractor for assistance. The Village of New Bremen, the Village of Versailles, the City of Wapakoneta, the City of Piqua along with Vaughn Electric all responded to the request by sending equipment and manpower to assist the village. Work on removing the debris, setting new poles and pulling in new wire began around 5:00 am. Crews worked all day and power was restored to those affected by the storm around 6:00 pm Friday evening.

As John Neuman stated this was the first time in over thirty years that the Village had to rely on mutual aid to restore power and to repair damage caused by a storm. The manpower and equipment from the four communities and Vaughn Electric greatly decreased the amount of time needed to restore power to those affected and the electric department is grateful for their assistance.

This resolution expresses the village's gratitude to Vaughn Electric for assisting the village during the recovery from the storm. Once passed by council, I will have it signed, framed and delivered to Vaughn.

Wilges and Steele motioned to suspend the three readings of Resolution 26-04-03, Resolution 26-04-04, Resolution 26-04-05, Resolution 26-04-06 and Resolution 26-04-07 and declare an emergency. Motion passed unanimously.

Osterloh and Albers motioned to pass and adopt Resolution 26-04-03, Resolution 26-04-04, Resolution 26-04-05, Resolution 26-04-06 and Resolution 26-04-07. Motion passed unanimously.

**COMMITTEE REPORTS:**

**STREETS:** Met 4/7 and discussed multiple items. Parking on Lincoln Dr., discussion on how to slow traffic coming on Bensman Rd. through State Route 66, the modification of main and 7<sup>th</sup> with a possible left turn signal, the Safecross School Plan, developing safety ordinance/regulations for e-bikes within the Village, and parking concerns on 4<sup>th</sup> St. across from the Post Office.

**SAFETY:** Minster Area Life Squad reported 53 runs for the first quarter. 40 in Minster, 9 McClean Twp, and 4 Jackson Twp.

**PARKS:** None.

**PERSONNEL:** None

**UTILITIES:** None

**ECONOMIC DEVELOPMENT:** None

**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** First quarterly update is ready waiting on feedback.

**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:

|                              |               |                            |
|------------------------------|---------------|----------------------------|
| CHEMICAL SERVICES            | \$ 8,015.34   | CHEMICALS                  |
| DELTA STAR                   | \$ 593,191.50 | DEPOSIT ON NEW TRANSFORMER |
| HARRIS COMPUTER              | \$ 33,077.09  | ANNUAL SUPPORT             |
| SAL CHEMICAL                 | \$ 7,847.00   | WWTP CHEMICALS             |
| 911 FLEET AND FIRE EQUIPMENT | \$ 3,630.00   | BOOTS AND PPE              |
| COUNTRYSIDE CONSULTING       | \$ 4,480.00   | BALL DIAMOND SUPPLIES      |
| FERGUSON WATERWORKS          | \$ 4,922.25   | UNDERLAYMENT FOR TRAIL     |
|                              |               | PARTS AND REPAIR OXIDATION |
| PETERSON CONSTRUCTION CO.    | \$ 22,532.00  | DITCH                      |
| SAWVEL AND ASSOCIATES        | \$ 3,900.29   | WASG REVIEW                |
| TOM AND JERRYS               | \$ 3,568.04   | BACKFLOW REPAIR AT WWTP    |
| FERGUSON WATERWORKS          | \$ 19,682.34  | METERS AND REPAIR COUPLERS |
| ICC COMMUNITY DEVELOPMENT    | \$ 5,250.00   | LASERFISCHE SUPPORT        |
| NEW KNOXVILLE SUPPLY         | \$ 9,275.00   | HEATERS FOR FILTER BAY     |
| OSGOOD BANK                  | \$ 150,000.00 | LOAN PAYMENT               |
| RIDGECREST PRODUCTS          | \$ 4,300.00   | PD BADGES                  |
| CDM SMITH                    | \$ 3,035.25   | TDS STUDY                  |
|                              |               | WATER CHEMICALS AND POOL   |
| HAWKINS INC                  | \$ 17,091.99  | SUPPLIES                   |
| MINSTER AREA LIFE SQUAD      | \$ 24,125.00  | 1ST QTR PAYMENT            |
|                              |               | INSPECT AND TREAT          |
| ALPHA UTILITY SERVICES LLC   | \$ 14,400.00  | TRANSMISSION LINE POLES    |
|                              |               | MONTHLY MAINTENANCE AND    |
| WINNERS COMPUTERS            | \$ 4,025.65   | SUPPORT                    |
| HAWKINS INC                  | \$ 6,673.99   | WATER CHEMICALS            |

A motion to approve invoices over \$3,000.00 by Osterloh and Albers. Motion passed unanimously.

**Discussion and motion to approve the March 2026 Income Tax Report as submitted by the City of St. Marys.**

The City of St. Mary's is reporting that we received \$340,805.33 in income tax dollars for the month of March 2026. This brings us to a total of \$1,075,111.44 for the first three months of the year. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

A motion to accept the Income Tax Report submitted by the City of St. Mary's by Steele and Wilges. Motion passed unanimously.

**Discussion on renewal of liquor permits for the village.**

The Village has received notice from the State of Ohio that all permits to sell alcoholic beverages within the Village are set to expire on June 1, 2026. Ohio Revised Code Section 4303.271(B) provides the legislative authority with the right to object to the renewal of a permit and to request a hearing. If a hearing is requested it must be done by May 4, 2026.

No hearing is requested at this time.

**ADMINISTRATOR REPORT:**

- 1) PAB Construction continues to work on the reconstruction of North Hamilton Street. Crews have completed the installation of all utilities, prepared the road base and have strung the curb and gutter for pouring. Weather permitting the curb and gutter should be poured this week. They will then finish up some concrete flat work and get ready for asphalt.
- 2) DL Smith has moved into the village and has begun to remove sections of sidewalks, alley approaches, and handicap ramps that need to be replaced. They will continue to work throughout the village over the upcoming weeks replacing sections of sidewalks that have been identified as not meeting the standards of the Village.
- 3) With the recent storms that came through the village, several items were damaged. These include some roofing shingles at the pool as well as on a couple of the shelter houses at Four Seasons Park. In addition, one of the concession stands had some soffit damage and the wind screen on Field 5 had some damage.
- 4) On Monday April 27<sup>th</sup>, the Public Works Department fixed a water line leak on Frankfort Street just north of Fourth Street. The leaking water line was found to have a hole in the bottom of the pipe.
- 5) The Public Works Department, with the assistance of Dan Paulus, fixed a leak in the force main from the Second Street Lift Station to the storm tank at the Wastewater Treatment Plant. The leak developed south of First Street along the drive back to the treatment plant.
- 6) The electric department had all the laminated wood poles tested after we found the one at the corner of Paris and Seventh to be rotten. Two additional poles have been found to have hollow cavities in them. The laminated wood company that we purchased the poles from have been notified and have been in the village looking at the poles. We are awaiting feedback from the company.

- 7) Within the next two weeks Utilities Instrumentation Service will be in to do the annual substation testing. This year the Northwest Substation falls into the rotation. Crews will test the substation to make sure that there are no problems with its operation.
- 8) Homan and Stucke are at Four-Season Park pouring the section of walkway from the main parking lot to the large diamond complex that was removed as part of the wellfield control building project. They should wrap up the week, weather permitting.
- 9) The Village Electric Department has been notified by the American Public Power Association that we have achieved national recognition for achieving exceptional electric reliability in 2025. The electric department is in the top twenty-five percent of utilities in the nation for System Average Interruption Duration index. SAIDI is the average duration in minutes of an interruption per customer during a specific time frame. The average interruption for customers in the village was 13.75 minutes.
- 10) Choice One Engineering is in the process of rebidding the 4th Street Brick Replacement Project. A bid opening date of April 16<sup>th</sup> has been set. Choice One has reached out to several additional contractors who have expressed interest in bidding the project.
- 11) Bid documents for the Paris Street Park Parking Lot Improvements have been sent out to prospective bidders. A bid opening has been set for April 9<sup>th</sup> for this project.

A motion to approve invoices totaling \$2,130,305.57 by Wilges and Steele. Motion passed unanimously.

A motion to approve receipts of \$3,067,563.33 by Wilges and Osterloh. Motion passed unanimously.

A motion to enter executive session by Albers and Steele at 7:12 to discuss the purchase of land with no action. Motion passed unanimously.

A motion to exit executive session by Albers and Osterloh at 8:06. Motion passed unanimously.

**Adjournment:** Motion to adjourn was made by Wilges and Steele at 8:07pm. Motion passed unanimously.

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Craig Oldiges, Mayor

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James Cain, Fiscal Officer

Recorded & typed by James Cain