

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, April 21, 2026

**Council Meeting:** Council convened at 6:30 pm in Council Chambers with the following council members present: Travis Wilges, Trey Steele, Curt Albers, and Craig Sherman. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), Jim Hearn (Solicitor), 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 April 7, 2026, Minutes:** Sherman and Osterloh motioned to accept the minutes from April 7, 2026 meeting. Motion passed unanimously.

Steel and Sherman motioned to excuse Councilwoman Clune. Motion passed unanimously.

**Visitors:** No Visitors

**ORDINANCE AND RESOLUTIONS:**

**Resolution 26-04-01: Discussion and second 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.

Steele and Albers motioned for the second reading of Resolution 26-04-01. Motion passed unanimously.

**Ordinance 26-04-01: Discussion and first reading of an ordinance approving an enterprise zone agreement with Globus Printing and Packaging Inc., pursuant to the enterprise zone regulations.**

The Village has received an enterprise zone application from the Globus Printing and Packaging Inc. The application details call for the construction of a 45,000 square foot building addition on to their facility. Globus would invest approximately \$3,250,000.00 in real property as part of the project. As part of the enterprise zone agreement, Globus has committed to hiring 5 new employees with an estimated payroll of \$200,000.00.

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 Globus be granted a ten year real property tax exemption equal to sixty percent for years one through five and thirty percent for years six through ten on the construction project.

In accordance with the enterprise zone regulations the School Board has received notification of this meeting along with the meeting the county commissioners will hold to consider the approval of the agreement. 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 Globus, 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 May 7, 2026. This would still allow the village to give the ordinance two full readings.

A motion for the first reading of Ordinance 26-04-01 by Osterloh and Steele. Motion passed unanimously.

**Ordinance 26-04-02: Discussion, acceptance of bids, suspend, pass and adopt an ordinance awarding the bid for the Paris Street Park Parking Lot Improvement Project and declaring an emergency.**

On April 9th, the Village opened the bids for the Paris Street Park Parking Lot Improvement Project. This project is to refurbish and expand the existing parking lot at Paris Street Park. The engineer's estimate for the project was \$463,101.00. Four bids were received and those are as follows:

|                         |                    |              |
|-------------------------|--------------------|--------------|
| Joe and Joe Contracting | Elida, Ohio        | \$404,132.25 |
| Tom's Construction      | St. Henry, Ohio    | \$430,079.00 |
| Spearman Brothers Inc.  | Sidney, Ohio       | \$450,293.50 |
| Fenson Contracting      | Ft. Jennings, Ohio | \$460,800.00 |

All the bids are under the engineer's estimate for the project. The low bid appears to be Joe and Joe Contracting out of Elida, Ohio. Since they have never performed work for the village, I spoke with two of their references, with the first being the Mayor of Ridgeway. I also spoke with Mark Doll from Hardin

County, who oversaw the project in Ridgeway and finally I spoke with a representative of the City of Sidney. For the village of Ridgeway, Joe and Joe installed a basketball court and for the city of Sidney, they completed a drainage ditch project

All of the people contacted stated that their work was fine and that they did not abuse the change order process. A common theme of all three were that Joe and Joe is a small company and that they were not the quickest to finish the projects. In both projects, completion deadlines had to be extended for the projects to be finished.

I am a little concerned about Joe and Joe Contracting's ability to get the parking lot finished in a timely manner given the comments from their references. The completion date for the project is September 1, 2026. My concern is that if they start in June, I don't want the project to drag out all summer.

The second lowest bidder is Tom's Construction of St. Henry. While they have never done a project for the village either, they are highly recommended and have done numerous projects for other villages in the area.

We can discuss whether or not we want to award the bid to Joe and Joe Contracting. If council wants to move forward with the project, they will need to accept the bid by passage of a motion and then pass the ordinance awarding the bid to either Joe and Joe or Tom's Construction.

A motion to accept the bids for the Paris Street Parking Lot Improvement Project by Wilges and Steele. Motion passed unanimously.

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

A motion to pass and adopt Ordinance 26-04-02 and award the bid to Tom's Construction by Steele and Sherman. Motion passed unanimously.

**Ordinance 26-04-03: Discussion and first reading of an ordinance establishing a two-hour limited parking area on Fourth Street in Minster, Ohio.**

In your packet is an ordinance which establishes a two-hour parking limit on Fourth street from the east right-of-way line of the alley between Hanover and Lincoln Street to the west right-of-way line of Lincoln Street.

The two-hour parking limit is at the request of two businesses in the area who state that cars are parked in front of their businesses for up to eight to nine hours a day and it prohibits their patrons from being able to park on the street.

The street committee has met several times to discuss the issue and would like to recommend to the entire council that such an ordinance be considered. If council wants to act on the ordinance, I suggest that the ordinance get the full three readings. Once passed, I will have the Public Works Department install two-hour parking signs in this area.

A motion for the first reading of Ordinance 26-04-03 by Albers and Sherman. Motion passed unanimously.

**Ordinance 26-04-04: Discussion and first reading of an ordinance to allow parking on the west side of South Lincoln Drive in Minster, Ohio.**

There is currently a no-parking designation for the west side of South Lincoln Drive. This area was designated no parking to allow semi-trucks to turn on the road to get to Duco Tool and Die's back loading dock. With Duco no longer there, it makes sense to allow parking on the west side of South Lincoln Drive. Several businesses in the old theatre building have requested that parking be permitted on that side and you see vehicles parked there now.

For council to allow parking on the west side of south Lincoln Drive, an ordinance should be passed by council. I have included such an ordinance in your packets. I would suggest that if council wants to allow parking in this area that they give the ordinance the full three readings. Once passed, I will have the signs removed. I will also research the parking limitations on North Lincoln Drive and get with the street committee about what I discover.

A motion for the first reading of Ordinance 26-04-04 by Osterloh and Steele. Motion passed unanimously.

**COMMITTEE REPORTS:**

**STREETS:** None.

**SAFETY:** None.

**PARKS:** Had discussions on Paris St. Park, upgrades to the softball fields, upgrades to the library including gathering space and elevator with the library raising funds to offset the cost, and the land exchange with the school.

**PERSONNEL:** None

**UTILITIES:** Had discussions with Danone about needing new transformers. Danone is willing to help with the cost. The electric department is needing a new 37' bucket truck. Wholesale power cost from AMP continues to rise. Had discussions about a Potomac Energy proposal from AMP. Also, had discussions about TDS variance request and correspondence with state representatives.

**ECONOMIC DEVELOPMENT:** None

**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** First quarterly update is ready, at the printers and should be out next week.

**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:

|                       |              |                          |
|-----------------------|--------------|--------------------------|
| FERGUSON WATERWORKS   | \$ 14,033.30 | HYDRANT BUDDIES AND PIPE |
| IRBY                  | \$ 14,800.00 | TRANSFORMER PADS         |
| MOELLER DOOR          | \$ 7,012.10  | LIBRARY DOORS            |
| VILLAGE OF NEW BREMEN | \$ 7,239.15  | STORM SUPPORT            |
| VILLAGE OF VERSAILLES | \$ 7,370.35  | STORM SUPPORT            |
| FERGUSON WATERWORKS   | \$ 4,197.75  | REPAIR CLAMP             |
| HOWELL RESCUE SYSTEMS | \$ 18,900.00 | NEW JAWS OF LIFE TOOL    |

|                               |               |                                      |
|-------------------------------|---------------|--------------------------------------|
| IRBY                          | \$ 11,017.00  | CROSS ARMS AND INSULATORS            |
| PAB CONSTRUCTION              | \$ 90,972.81  | HAMILTON ST.                         |
| VAUGHN INDUSTRIES             | \$ 23,135.00  | SETTING TRANSMISSION LINE POLES      |
| MINSTER BANK                  | \$ 100,831.83 | LOAN PAYMENT                         |
| PAB CONSTRUCTION              | \$ 83,974.91  | OPWC SHARE                           |
| ANIXTER INC                   | \$ 4,236.00   | DIELECTRIC BODY HARNESES             |
| BRIDGEWELL RESOURCES LLC      | \$ 25,714.00  | 45' ELECTRIC POLES                   |
| CHOICE ONE ENGINEERING        | \$ 10,462.50  | ENGINEERING GARFIELD CURB AND GUTTER |
| CLARKE MOSQUITO CONTROL       | \$ 5,585.52   | SPRAY                                |
| GARMAN MILLER                 | \$ 6,500.00   | LIBRARY STUDY AND ENGINEERING        |
| ANIXTER INC                   | \$ 5,304.00   | 3 PHASE METER TESTING                |
| HOMAN AND STUCKE CONSTRUCTION | \$ 29,637.00  | CONCRETE AT FOUR SEASONS             |
| WINNERS COMPUTER              | \$ 10,425.00  | LAPTOPS FOR CRUISERS                 |

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

**Discussion and motion to hire part time personnel for the summer.**

Below is a list of employees that Ryan would like to employ for the Parks this summer. These employees include the mowers and other personnel that Ryan usually hires to assist with Parks Maintenance. The employees are as follows:

|                  |                  |
|------------------|------------------|
| Carl Clune       | Employed in 2025 |
| David Kemper     | Employed in 2025 |
| Fred Sommer      | Employed in 2025 |
| Joseph Zumwald   | Employed in 2025 |
| Michael Bruns    | Employed in 2025 |
| Mark Oldiges     | Employed in 2025 |
| Tracy Dieringer  | Employed in 2025 |
| Carson Kaylor    | New Hire         |
| Taylor Fancher   | New Hire         |
| Bryce Prenger    | Employed in 2025 |
| Alex Schmitmeyer | Employed in 2025 |
| Nolan Wilges     | Employed in 2025 |
| Andrew Wiss      | Employed in 2025 |

If council wants to hire these individuals, the mayor will need to appoint, and council would need to pass a motion approving their hiring.

A motion to hire part time personnel for the summer by Osterloh and Sherman. Motion passed with Wilges and Steele abstaining.

**Discussion and motion to move Lucas Lazier from a Utility Laborer I to a Utility Laborer II.**

Luke Lazier has successfully completed and passed his Insecticide Core, Industrial Vegetation, Pest Control and Aquatic Pest Control license test. As with other individuals who have obtained licenses, our

wage ordinance allows those individuals to move up to a new classification based upon their obtaining a new license. Luke is currently classified as a Utility Laborer I at \$26.83 an hour. With his new licenses, Luke would move to a Utility Laborer II at \$27.75 an hour.

If council agrees to this recommendation, they will need to pass a motion allowing Luke to move to a Utility Laborer II.

Wilges and Steele motion to move Lucas Lazier to Utility Laborer II. Motion passed unanimously.

#### **ADMINISTRATOR REPORT:**

- 1) PAB Construction has fine graded the road base and have backfilled along the curb and gutter. The only part of the project that needs to be completed is the paving and this will occur once the paving plants open.
- 2) DL Smith continues to work on the 2026 sidewalk replacement project. They have begun pouring new sections of sidewalks, alley approaches, and handicap ramps that needed to be replaced. They will continue to work throughout the village over the upcoming week replacing sections of sidewalks that have been identified as not meeting the standards of the Village.
- 3) The Parks Department and the Tree Commission will be holding their annual Arbor Day event on Friday, April 24<sup>th</sup> at 2:00 pm. This event will be held at the Four Seasons Park and will involve a presentation and planting of a tree in the Park. Students from Minster Local schools will also be at the event to assist us in celebrating this day.
- 4) The high winds and torrential rains last Tuesday evening caused three of the new poles set along State Route 119 to start to lean. When these poles were originally set the ground was very wet and the high winds last Tuesday easily pushed them over. Electrical crews were dispatched Tuesday evening and made interim repairs to the poles. Crews returned on Wednesday morning and up righted the poles.
- 5) Vaughn Electric is back in town working on the transmission line between First and Fourth Street. All the 69 KVA transmission lines have been moved to the new ductile iron poles in this section. Work is now being done on the distribution under build. Vaughn should wrap up work on this project by the end of the week.
- 6) Water Odyssey was in town two weeks ago to replace the large water feature at the splash pad. Upon beginning work on the project, they discovered that the existing feature was set on a four-inch flange while the new feature requires a six-inch flange. Water Odyssey is reviewing the situation and will let us know how they plan to move forward.
- 7) The Village has received word from the Ohio Department of Natural Resources that we were not awarded a Land and Water Conservation Grant for the Parsi Street Park Improvements.

A motion to approve invoices totaling \$673,138.02 by Albers and Steele. Motion passed unanimously.

A motion to approve receipts of \$196,791.49 by Wilges and Osterloh. Motion passed unanimously.

**Adjournment:** Motion to adjourn was made by Steele and Albers at 7:08pm. Motion passed unanimously.

\_\_\_\_\_  
Craig Oldiges, Mayor

\_\_\_\_\_  
James Cain, Fiscal Officer

Recorded & typed by James Cain