

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, May 5, 2026

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

**Attendance:** Bryan Koesters (Minster Police), The Evening Leader, The Daily Standard

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

**A Public Hearing was held on an application for a zoning map change.** Dave Meyer, Curt Baumer and Jerry Baumer were in attendance. Jerry and Curt both opposed the change. With no more conversation the public hearing was closed.

**Approval of the April 21, 2026, Minutes:** Osterloh and Sherman motioned to accept the minutes from April 21, 2026 meeting. Motion passed unanimously.

Albers and Wilges motioned to excuse council members Clune and Steele. Motion passed unanimously.

**Visitors:** Dave Meyer, Curt Baumer, Jerry Baumer

**ORDINANCE AND RESOLUTIONS:**

**Resolution 26-04-01: Discussion, third and final 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 purchased 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. This would be the third and final reading of the resolution.

Wilges and Albers motioned for the third and final reading of Resolution 26-04-01. Motion passed unanimously.

**Ordinance 26-04-01: Discussion, suspend, pass and adopt 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 Globus' 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.

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 second reading of Ordinance 26-04-01 by Osterloh and Sherman. Motion passed unanimously.

**Ordinance 26-04-03: Discussion and second 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 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 to have the second reading of Ordinance 26-04-03 by Sherman and Albers. Motion passed unanimously.

**Ordinance 26-04-04: Discussion and second 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 meet with the street committee about what I discover.

A motion was made for the second reading of Ordinance 26-04-04 by Wilges and Osterloh. Motion passed unanimously.

**Ordinance 26-05-01: Discussion, acceptance of bids, suspend, pass and adopt an ordinance awarding the bid for the Fourth Street Brick Repair Project and declaring an emergency.**

On April 9th, the Village opened the bids for the Fourth Street Brick Repair Project. This project is to replace the brick pavement over the canal on west Fourth Street. The engineer's estimate for the project was \$188,765.00. Four bids were received and those are as follows:

Tom's Construction	\$192,762.00	St. Henry, Ohio
D.L. Smith Concrete LLC	\$197,202.00	Norwalk, Ohio
Fenson Contracting	\$ 208,000.00	Ft. Jennings, Ohio
Milcon Concrete	\$243,213.00	Troy, Ohio

The low bid appears to be Tom's Construction, Inc. out of St. Henry, Ohio. Even though Tom's Construction has not performed work for the village previously, they have been highly recommended by other communities in the area. They also are the low bidder for the Paris Street Park Parking Lot Project.

If council wants to move forward with the project, they will need to accept the bids by passage of a motion and then pass the ordinance awarding the bid to Tom's Construction.

A motion to accept the bids by Albers and Wilges. Motion passed unanimously.

A motion to have the first reading of Ordinance 26-05-01 awarding the bid to Tom's Construction by Osterloh and Wilges. Motion passed unanimously.

**Ordinance 26-05-02: Discussion and first reading of an ordinance to uphold the Minster Planning Commission's recommendation to deny the zoning map amendment to change the current zoning from a General Commercial (C-2) Zone to a Single-Family Residential (R-1) Zone on South Garfield Street.**

Prior to the council meeting, council will hold a public hearing on a zoning map amendment request by Dave and Tina Meyer. The Meyer's are requesting that the zoning be changed on both sides of South Garfield from just south of Wagners to Third Street on the west side of the street and the entire length between Fourth Street and Third Street on the east side of the street. The Meyer's would like to have the zoning changed from its current General Commercial (C-2) to Single and Double Family Residential (R-1).

The Planning Commission held a public hearing and a meeting on February 25, 2026, to consider the same request. At that meeting, the planning commission denied the request and sent the recommendation to council. According to the Zoning Code, council needed to set a public hearing date for Council to consider the request. Council passed a resolution on March 17<sup>th</sup> setting the public hearing for the 5<sup>th</sup> of May. Once the public hearing is concluded, council can act on the request.

In your packet is a copy of an ordinance that accepts and adopts the recommendation to deny the zoning map amendment. The ordinance goes on further to state that the current zoning classification of General Commercial (C-2) for the subject properties shall remain in full force and effect. If council is inclined to reject the recommendation of the planning commission and agree to change the zoning, council would need at least three-fourths approval to overrule the planning commission's recommendation.

We can give the ordinance the full three readings if so desired.

A motion for the first reading of Ordinance 26-05-02 upholding the Minster Planning Commission's recommendation by Osterloh and Sherman. Motion passed unanimously.

**Ordinance 26-05-03: Discussion, suspend, pass and adopt an ordinance amending Ordinance 25-12-01 and establishing a salary administration plan providing for consideration of increases in compensation on an annual basis and declaring an emergency.**

In your packet is a copy of Ordinance establishing a pay rate for part time seasonal interns. A month or so ago, we met with the Personnel Committee to discuss the possibility of hiring an intern for the summer. Earlier in the year we were approached by Sofia Werling, a recent Minster High School graduate, about the possibility of an internship with the Village. Ms. Werling is a student at Miami University and is interested in public administration and wants to gain some experience in the field. I have spoken to her several times, and she seems to be very intelligent and articulate. There are several projects that I have in mind that she can work on for the village during the summer.

After talking to the personnel committee, everyone was in favor of hiring her as an intern. In our old ordinance, we had a pay range for part time seasonal interns that we used when we hired an intern to assist Scott Langenkamp with the GIS program. However, the pay scale has not been updated in a while. Since that was the case, I did some research on pay rates for interns. What I found is that undergraduate interns are being paid anywhere from \$15.00 an hour to \$20.00 an hour throughout Ohio. Based upon that research I revised the pay range to the following:

C-3) PART-TIME – SEASONAL INTERNS

	YEARS	1ST	2ND	3RD	4TH
		\$15.70	\$16.05	\$16.40	\$16.75

This puts us in line with other internship possibilities in the area. If council is agreeable to the change, we should amend the existing pay ordinance and add this new pay rate to the ordinance. Because Ms. Werling is available to start in mid-May, I've made this ordinance to be passed as a emergency.

A motion to have the first reading of Ordinance 26-05-03 by Albers and Sherman. Motion passed unanimously.

**Resolution 26-05-01: Discussion and first reading of a resolution declaring it necessary to improve certain streets within the Village of Minster. Such improvements will include the installation of drive approaches, curb and gutter.**

Choice One is currently engineering improvements for the North Garfield Street water line and curb and gutter replacement project and will finish up the design in the next couple of weeks.

In anticipation of the village seeking bids for the project, I have drafted a Resolution of Necessity which declares it a necessity to reconstruct the water line, curb and gutter and drive approaches and declares it is the intention of the village council to assess a portion of the cost of these improvements to the property owners along North Garfield Street.

Once passed the adjacent property owners will be notified about the assessment process and what their preliminary assessments could be. A public open house will be held to explain the project to the residents along North Garfield Street and to answer any questions residents may have. After the project is bid out and completed, the village then sends out final assessments based upon the bid numbers received

If Council wants to move forward with the project and the assessment of a portion of the costs of the project to the property owners, they will need to pass the resolution of necessity.

A motion to have the first reading of Resolution 26-05-01 by Wilges and Osterloh. Motion passed unanimously.

**Ordinance 26-05-04: Discussion and first reading of an ordinance enacting sections 75.022, 75.023, 75.024 and 75.025 of the codified ordinances of the village of Minster to require helmets to be worn by individuals under the age of 18 while operating or riding on an electric bicycle or low-speed micromobility devices; to require such devices to have headlights and taillights and to prohibit class three electric bicycles from operating on public sidewalks.**

I have enclosed a copy of Ordinance 26-05-04 in your packet. This ordinance has been something that the street committee has been discussing for the past several meetings and we finally have a draft that the street committee approved.

The ordinance does three things. First, it mandates that helmets be worn by individuals under the age of eighteen while operating or riding an electric bicycle or low speed micromobility device. Secondly it enforces the Ohio Revised Code section that requires e-bicycles and low speed micromobility devices to have a functional headlight and taillight. Finally, the ordinance prohibits class three electric bicycles from being rode on public sidewalks or paths.

The ordinance defines the different classes of electric bicycles and low-speed micromobility devices and establishes a fine that can be enforced if someone violates the ordinance. This ordinance has been vetted by the Police Chief as something that he can easily enforce.

The street committee has reviewed the proposed ordinance and is recommending its adoption by the entire council. If council is inclined to adopt the ordinance, I would suggest that the ordinance be read all three times.

A motion for the first reading of Ordinance 26-05-04 by Albers and Osterloh. Motion passed unanimously.

**Ordinance 26-05-05: Discussion, acceptance of bids, suspend, pass and adopt an ordinance awarding the bid for the 2026 Minor Street Resurfacing Project and declaring an emergency.**

On April 30th, the Village opened the bids for the 2026 Minor Street Resurfacing Project. This project is to resurface several streets and alleys in the village. The estimate for the project was \$294,150.70. Two bids were received and those are as follows:

Barrett Paving	\$307,332.00	Middletown, Ohio
Buehler Paving	\$308,964.75	St. Marys, Ohio

The low bid appears to be Barret Paving out of Middletown, Ohio. Barrett Paving has done other projects for the village and we find their work to be acceptable.

If council wants to move forward with the project, they will need to accept the bids by passage of a motion and then pass the ordinance awarding the bid to Barrett Paving.

A motion to accept the bids by Wilges and Sherman. Motion passed unanimously.

A motion to have the first reading of Ordinance 26-05-05 awarding the bid to Barret Paving by Osterloh and Sherman. Motion passed unanimously.

**COMMITTEE REPORTS:**

**STREETS:** Discussed 4<sup>th</sup> St. Brick repair, sidewalks on vacant lots and a future project possibly on 6<sup>th</sup> and Jefferson.

**SAFETY:** None.

**PARKS:** None

**PERSONNEL:** None

**UTILITIES:** None

**ECONOMIC DEVELOPMENT:** None

**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** First quarterly update is ready should go out by the end of the week.

**FINANCE/AUDIT:** Discussed new financial and payroll software for the village, a brief discussion on outstanding loans, and brief discussion on investment options as interest rates change.

**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:

ATLANTIC EMERGENCY SERVICES	\$ 8,070.00	HOSE (PART OF GRANT)
CITY OF PIQUA	\$ 9,982.35	STORM SUPPORT
FIREFIGHTER SAFE	\$ 18,514.00	CONFINED SPACE RESCUE EQUIP (GRANT)
JULIAN & GRUBE	\$ 10,250.00	2025 RECONCILIATION ASSISTANCE AND AUDIT PREP
SAWVEL AND ASSOCIATES	\$ 4,682.87	REVIEW AMP PROJECTS
CDM SMITH	\$ 8,449.00	ENGINEERING SERVICES FOR WATER TOWER 2020
WINNERS COMPUTER	\$ 4,533.39	MONTHLY SUPPORT AND IT
BROWN EQUIPMENT CO.	\$ 5,309.78	SEWER CAMERA REPAIR

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

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

In your packet is a list of employees that Ryan would like to employ at the pool this summer. Right now, we have 29 lifeguards, 9 employees for Kinderkamp and 2 maintenance people at the pool. The Pool Manager is also returning for a fourth year and will oversee the operation of the pool.

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 at the pool for the summer by Osterloh and Albers. Motion passed with Wilges abstaining.

**Discussion and motion to move Mathew Dawson from Operator IV to an Operator VI in the water/wastewater department.**

Mathew Dawson has successfully completed and passed his class three water supply license test and has been awarded his class three license. Mathew now has a class 3 license in Water Supply and Wastewater Treatment. 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. Mathew is currently classified as an Operator IV at \$29.74 an hour. With his new licenses, Mathew would move to an Operator VI at \$31.55 an hour.

If council agrees to this recommendation, they will need to pass a motion allowing Mathew to move to an Operator VI position.

Wilges and Osterloh motioned to move Matt Dawson to Operator VI. Motion passed unanimously.

**Discussion and motion to purchase a Kubota Side by Side for the Public Works Department.**

The public works department is requesting to purchase a Kubota side by side utility vehicle to replace a 1998 John Deere Gator. This utility vehicle would have an extra long bed and would be fully equipped with a windshield, mirrors, turn signals and a strobe light. The department would use it for spraying streets among other duties.

Affolder Equipment has such a vehicle available at a cost of \$26,910.92. In the 2026 appropriations we budgeted \$26,500.00 for the purchase of a unit. Because the vehicle is over \$25,000.00, council would need to approve its purchase by passage of a motion.

This item was tabled to seek new price with cab and options for the side by side.

**Discussion and motion to purchase financial and accounting software through the cooperative purchasing program Sourcewell.**

For the past few months, Jim Cain and I have been researching and going through demonstrations of financial and accounting software. As you know, the village has been using Harris Local Government Software for some time. The Harris system is very manual intensive and inefficient in that it is very repetitive in terms of data entry. The bank reconciliation process is not efficient and the system for managing requisitions and purchase orders creates account payable inefficiencies. It is also very hard to create detailed reports that would be beneficial for departments heads, administration and council members.

As we started this process, it was our goal to find a financial and accounting software that replaces the Harris system and enhances efficiency, accountability and compliance across all financial operations, including accounting, budgeting, payroll and eventually utility billing. We have looked at four software providers, those being Open Gov, Civica, Edmunds Govtech, and Harris Spectrum.

Out of those four software providers, we believe that Open Gov is the best choice moving forward. While not the cheapest, we believe that the software program gives the village a financial and accounting system that will allow us to handle all the financial management, budgeting, and payroll in the most efficient way possible. The Open Gov system is all cloud based with unlimited users, data storage and includes all future software enhancements, fixes and updates. The software also allows us to create detailed reports for council, administration and department heads, something that we are unable to do with the Harris Software.

The OpenGov system is also expandable, as they also have a utility billing module, asset management module and permitting and licensing module that could be added. It is our recommendation that we look at implementing the financial and accounting modules this year and then in the future transition the utility billing to Open Gov as well.

The cost of purchasing the Open Gov software is as follows:

6/1/2026 to 12/31/2026

Financial Management and Budgeting \$14,286.20

Payroll \$1,285.75

Implementation \$114,932.95  
TOTAL \$130,504.90

1/1/2027 to 12/31/2027

Financial Management and Budgeting \$25,715.14  
Payroll \$2,314.37  
TOTAL \$28,029.51

1/1/2028 to 12/31/2028

Financial Management and Budgeting \$27,000.91  
Payroll \$2,430.09  
TOTAL \$29,431.00

1/1/2029 to 12/31/2029

Financial Management and Budgeting \$28,350.96  
Payroll \$2,551.58  
TOTAL \$30,902.54

1/1/2030 to 12/31/2030

Financial Management and Budgeting \$29,768.52  
Payroll \$2,679.16  
TOTAL \$32,447.68

Pricing is through Sourcewell, which is a national cooperative purchasing program that the village belongs to, therefore the village is not required to bid the software package out. In the 2026 appropriations, there is budgeted \$127,500.00 for software and computer upgrades.

Jim and I met with the finance committee last week to review the proposals and to discuss the financial and accounting software. After the discussion, the committee was in favor of moving forward with Open Gov. I have enclosed a copy of a power point presentation that was put together by Open Gov that gives an overview of the project for your reference. If council is in favor of moving forward and since the purchase of the software is through Sourcewell, a motion to purchase is all that is needed.

A motion to purchase the software by Osterloh and Albers. Motion passed unanimously.

**Discussion and motion to seek bids for four 2500 KVA electrical transformers.**

Earlier this month, the utility committee meet to review the need to purchase four 2500 KVA transformers. Currently, there are four 2500 KVA pad mount transformers at Danone that need to be replaced. These transformers have been in place for a number of years in a very tight area between the powerhouse at Danone and large stainless-steel silos. Because of the tight area that the transformers sit in there is very little cool air that gets to them. In addition, the sun reflects off of the stainless-steel silos on to the transformers and causes the transformers to build up a considerable amount of heat. The electrical department is worried that one day when there is a large load on the transformers they are going to get too hot and fault causing a major outage for Danone. Because of the tight area that the transformers sit in, it will take major planning and effort to change out the transformer, especially in times of an outage.

The electrical department would like to be proactive and change these transformers before we have problems. They would like to purchase new transformers with external cooling fans that will keep the transformers cool even in the tight space and sun shining on them from the silos. We have spoken with Danone about the transformers and the fact that Danone has built around them, cutting off the necessary air supply. They understand the issue and have agreed to pay \$374,000.00 for the cost of the new transformers. This is approximately half of the estimated cost of the transformers.

To purchase these transformers, we would need to seek bids given the cost of each transformer. We are currently working on developing a bid package to send out to potential bidders. However, to do so, council would need to authorize us to seek bids. This can be done by the passage of a motion.

A motion to seek bids for four 2500 KVA transformers by Wilges and Sherman. Motion passed unanimously.

**Discussion and motion to purchase a 37-foot aerial bucket truck for the electrical department through the cooperative purchasing program.**

The electrical department is requesting the purchase of a new 37-foot aerial bucket truck to replace a 2012 aerial bucket truck mounted on a Dodge chassis. The current model has more than 50,000 miles and has over 5,800 hours on it. The current vehicle is used on electrical work in tight spaces or when electrical repairs need to be made without damaging residential yards. In addition, the department uses the vehicle for hanging banners, flags and Christmas lights.

A new unit from Utility Truck Equipment is a year and a half out on production meaning that current vehicle will have more hours and time on it when taken out of service. A new unit very similar to the current model based upon a Dodge chassis would be \$212,302.00 through the cooperative purchasing program. Because the vehicle is through cooperative purchasing, we do not need to go through the bidding process. If council is in favor of purchasing the vehicle, they can do so through the passage of a motion authorizing its purchase.

A motion to purchase the 37-foot aerial bucket truck by Osterloh and Sherman. Motion passed unanimously.

**Discussion and motion to employ Sofie Werling as a summer intern for the Village.**

As noted previously, we would like to hire Sofie Werling as a summer intern for the village. Earlier in the year we were approached by Sofia Werling, a recent Minster High School graduate, about the possibility of an internship with the Village. Ms. Werling is a student at Miami University and is interested in public administration and wants to gain some experience in the field. I have spoken to her several times, and she seems to be very intelligent and articulate. There are several projects that I have in mind that she can work on for the village during the summer. After talking to the personnel committee, everyone was in favor of hiring her as an intern.

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

A motion to employ Sofie Werling as a summer intern by Wilges and Sherman. Motion passed unanimously.

**Discussion and motion to purchase a Kubota 72" commercial zero turn mower for the Parks Department.**

The parks department is requesting to purchase a new Kubota 72" commercial zero turn mower to replace a 2018 Kubota Mower with 1500 hours and an emissions issue. The new mower would be purchased from Affolder Equipment Sales. Affolder has quoted a price of \$27,400.00 but are willing to give the village \$8,000.00 dollars trade-in value for the current mower. In addition, there is an incentive available that would bring the cost of the mower down to \$17,620.00.

In the 2026 appropriations we budgeted \$23,000.00 for the purchase of a unit. Council would need to approve its purchase by passage of a motion.

A motion to purchase the new Kubota 72" mower by Albers and Osterloh. Motion passed unanimously.

**ADMINISTRATOR REPORT:**

- 1) PAB Construction has indicated that the paving of Hamilton Street should occur in the week of May 4<sup>th</sup>, weather permitting.
- 2) DL Smith has completed the pouring of sidewalks, alley approaches, and handicap ramps that needed to be replaced throughout the Village. They need to finish up some landscaping throughout the village and once that is completed, we can wrap up the project.
- 3) The electrical department and Vaugh Electric have finished working on the transmission line between First and Fourth Street. All the 69 KVA transmission lines and the distribution under build have been switched over to the new poles.
- 4) Plieman Landscaping is expected to be in this week to complete the seeding of the State Route 66 sidewalk project and the Columbia Drive Water and Sewer Extension Project. Once this is completed, those projects can be wrapped up.
- 5) We have scheduled a pre-construction meeting for the Paris Street Park Parking Lot Project for Wednesday morning, May 6<sup>th</sup>. Both Choice One and Tom's Construction will be at the meeting. At that time, we will discuss the schedule for completion of the project.
- 6) Choice One has sent over a preliminary engineering drawings for the North Garfield Street water line and curb and gutter project. These drawings are being reviewed by staff.
- 7) Preparations are being made for the opening of the swimming pool. This week, the parks department will take off the pool cover and begin the cleaning of the pool. The first day the pool will be open will be on Memorial Day, May 25<sup>th</sup>.
- 8) Utilities Instrument Service has been in the last two weeks conducting testing and maintenance of the Northwest Substation. So far, there have been no major issues discovered by USI. We also had USI inspected and tested the transformers and switch gear at the Minster Machine Centennial Park and

the Oktoberfest Park while they were in town. They found one transformer that was bad and this has been replaced.

- 9) Employees have been taking and completing the required cybersecurity training offered by O-PCI and the State of Ohio. All employees are required to take the training.

A motion to approve invoices totaling \$1,004,014.87 by Wilges and Sherman. Motion passed unanimously.

A motion to enter executive session to discuss the purchase of land with no action by Osterloh and Sherman at 7:20. Motion passed unanimously.

A motion to exit executive session by Albers and Sherman at 7:45. Motion passed.

**Adjournment:** Motion to adjourn was made by Wilges and Osterloh. Motion passed unanimously.

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Craig Oldiges, Mayor

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James Cain, Fiscal Officer

Recorded & typed by James Cain