

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday May 20, 2025

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

Attendance: Eric Morris (Police Chief), and Erin Gardner (Daily Standard).

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

Approval of May 6, 2025 Minutes: Steele and Sherman motioned to approve the minutes from the regular meeting on May 6, 2025. Motion passed on six aye votes.

Visitors:

Bob Griewe, President of Davis Williams and Associates, Jamie Mummey, Kim Wiford, Doug Hausfeld and Dawson Oldiges.

Jamie Mummey and Kim Wiford inquired about the delay in getting the splash pad installed. Bob Griewe from David Williams stated that changes in the plans for the building to house the equipment occurred and that delayed the project from its original 2024 completion date and because of this the subcontractor took on other work and he is finishing up those projects now. Griewe also said that all the wet weather that we have had has delayed the project as well. Griewe stated that the subcontractor has given him a start date of the last week in May and that if everything goes good with the plumbing and concrete installation it could be open for use by the 4th of July. Griewe did indicated that the vaults have been installed and he is waiting on the weather to do the excavation work that is needed.

ORDINANCE AND RESOLUTIONS:

Ordinance 25-04-04: Discussion, third and final reading of an ordinance establishing rules and regulations regarding the discharge of fireworks within the village corporation limits.

Earlier this year, Council began discussing the issue of setting off fireworks inside the village corporation limits and the possibility of regulating this activity. A couple of weeks ago, Jim Hearn was instructed to develop an ordinance that would adopt the rules and regulations regarding fireworks that were established by the State in the Ohio Revised Code, the Ohio Administrative Code, and the Ohio Fire Code. It was the thought that if the village adopted these regulations in an ordinance, then they could be enforced by the police department.

Mr. Hearn sent out a draft copy of an ordinance, that was shared with council, and which makes it illegal to discharge consumer grade fireworks in the Village that are in violation of an applicable section of the State's Revised Code, Administrative Code and/or Fire Code. The draft ordinance also states that any law enforcement officer shall have the authority to conduct investigations into the discharge of fireworks and issue citations asserting a violation of the ordinance. Also, the ordinance establishes fines for the offense and notes that if a second violation occurs the officer has the right to confiscate the fireworks.

Harrod has taken the draft language and put it into an ordinance which council can give the third reading to at the last council meeting. A copy of the ordinance is in council's packet of material. This would be the third and final reading of the ordinance and if passed would go in effect in thirty days.

Clune and Sherman motioned to give the third reading on **Ordinance 25-04-04**. Motion passed on six aye votes.

Ordinance 25-04-05: Discussion, third and final reading of an ordinance enacting Chapter 153 of the Codified Ordinances providing for the registration of vacant buildings.

While the village does not have many vacant buildings in the village, there are a couple and by adding this chapter it may aid in making owners reconsider whether they want to leave a vacant building go for an extended period of time. This chapter establishes a charge for vacant buildings; requires the owner to register the building; requires the owner to submit a vacant building plan; requires the owner to maintain the building in accordance with the village's standards; and requires the owner to maintain liability insurance on the property.

The fee to register a vacant building is based upon the duration of time the building has been vacant. The fee starts at \$500.00 for the first year and then every consecutive year the building remains vacant, the annual registration fee shall be double the previous year's registration fee capping out at \$8,000.00 for the fifth year and any consecutive years the building remains vacant.

The chapter also requires the owner of a commercial or industrial building to develop a vacant building plan. This plan should include one of the following items: If the building is to be demolished then the plan should include a schedule of when this is going to occur; If the building is going to be left vacant, then the plan must include a fire protection plan, a plan to remedy any public nuisances, a lighting plan for the exterior of the building, a plan for maintaining all structural openings, and a plan to maintain the building in accordance with the building standards. If the building is going to be razed, the plan shall include a removal time frame that does not exceed twelve months.

Finally, the vacant building shall be maintained in accordance with standards established in the chapter. Some of these standards include keeping the building's opening secured; installing a lock box for the fire department; and display a hazardous identification placard.

Also, the chapter establishes that if the owner does not maintain the building, then the village can do so and the cost of such work will be assessed to the property's taxes.

From the earlier e-mail regarding the draft ordinance, all the changes suggested by council and have been made and put in the language in the form of an ordinance. This would be the third and final reading of the ordinance. If passed, Harrod will notify the property owners that are known that they need to pay the registration fee.

Sherman and Steele motioned to pass **Ordinance 25-04-05** as an emergency, so that it takes effect immediately. Motion passed on six aye votes.

Albers and Steele motioned to pass **Ordinance 25-04-05** as amended. Motion passed on six aye votes.

Ordinance 25-04-06: Discussion, third and final reading of an ordinance enacting Chapter 154 of the codified ordinances relating to dangerous buildings within the Village of Minster.

This proposed chapter of the codified ordinances deals with dangerous buildings and outlines what a dangerous building is. A dangerous structure would be a structure that meets one of the following criteria:

- (a) A building, shed, fence or other man-made structure which is dangerous to the public health because of its condition and which may cause or aid in the spread of a disease or injury to the health of the occupants of such structure or neighboring structures;
- (b) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, is especially liable to fire and constitutes or creates a fire hazard;
- (c) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, constitutes or creates a safety hazard;
- (d) Any building, shed, fence or other man-made structure whose interior walls or other vertical structural members list, lean or buckle to an extent that a plumb line passing through the center of gravity falls outside the middle third of its base;
- (e) Any building, shed, fence or other man-made structure which has been damaged or defaced by fire, wind, graffiti or other cause as to be dangerous to the life, safety, morals or general health and welfare of the residents of the Village.
- (f) Any building, shed, fence or other man-made structure which, by reason of faulty construction or any other cause, is liable to cause injury or damage by collapsing or by the collapse or fall of any part of such structure;
- (g) Any building, shed, or other man-made structure which, because of its condition or because of lack of doors or windows, is available to and frequented by malefactors or disorderly persons who are not lawful occupants for such structure;
- (h) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have a working fixed heating system that is adequate for the size or needs of the structure;
- (i) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have functioning plumbing which is tied into a sanitary sewer system, one that remains free of blockage, and one that properly drains into the Village's sanitary sewer or on-site septic system and is adequate for the size or needs of the structure.

If such a structure meets one of the definitions above than it is a public nuisance. The chapter goes on to declare that no person shall permit the existence of any dangerous building in the village.

If such a dangerous building exists, it gives the Village Administrator or his designated representative the ability to notify the owner to either repair the building or to raze the building, within ninety days. It goes on to state that if any owner fails to comply with a repair or demolition order, the Village may cause the

structure or part thereof to be repaired or razed and that the cost of such repair or razing shall become a lien upon the property.

Harrod believes that with this ordinance, the village would be better protected when dealing with buildings that are left vacant and or are in dire need of repair. This ordinance is very similar to one that the City of St. Mary's uses to deal with vacant and dangerous structures.

Again, all of the suggested changes based upon feedback from council members were made to the ordinance. This would be the third and final reading of the ordinance.

Cluen and Sherman motioned to pass **Ordinance 25-04-06** as an emergency, so that it takes effect immediately. Motion passed on six aye votes.

Osterloh and Wilges motioned to pass **Ordinance 25-04-06** as amended. Motion passed on six aye votes.

Ordinance 25-05-01: Discussion and first reading of an ordinance authorizing the execution of an annexation agreement by the Village of Minster with Jackson Township, Auglaize County, Ohio.

Included in your packet is a copy of an Ordinance authorizing the execution of an annexation agreement between the Village and Jackson Township for a parcel of land containing 1.320 acres which is owned by Isaac and Danae Hoying and is located on State Route 119 west. The utility committee has been discussing this annexation as the Hoying's want to be able to connect to our water system

Ohio annexation laws provide for a special property annexation procedure when all parties involved consent. Under these special procedures an annexation agreement between the municipal corporation and any township involved must be approved. These annexation agreements may provide for the territory to be annexed; the provision of services and improvements to the property and who is responsible; payment of services fees; payment in lieu of taxes; and changes in township boundaries among other items. In some instances, where the township and the community do not have a good working relationship getting both parties to agree can be challenging.

This agreement is a mirror copy of the agreements approved previously. As with those agreements, this agreement simply states that both the Village and the Township consent to the annexation; that the Village will provide services to the property upon annexation; that the Village is responsible for zoning the property; and that the Township will continue to receive the real estate tax revenue, as in the case with the other areas of the village. Under this agreement everything proceeds along the normal annexation process, but does so at an expedited pace.

Harrod will provide the Jackson Township Trustees this agreement for their consideration. If Council wants to allow the annexation, then they would need to consider the agreement as well. It is Harrod's recommendation that since nothing will be different under this agreement than what normally occurs during a property annexation that the agreement be approved. Council has usually given this type of ordinance three readings.

Osterloh and Sherman motioned to suspend the rules of three readings for **Ordinance 25-04-04**. Motion passed on six aye votes.

Steele and Wilges motioned to pass **Ordinance 25-05-01**. Motion passed on six aye votes.

COMMITTEE REPORTS:

SAFETY: Clune reported that the committee will be meeting on Friday morning, May 23rd at 7:00 am.

Finance/Audit: Wilges reported that the committee met and conducted interviews on May 14th for the fiscal officer's position and that additional interviews will be held on Wednesday, May 21st.

UTILITIES: Osterloh reported that the utility committee met to discuss a cost-of-service proposal from Courtney and Associates for the electric department and a revenue requirements analysis for the water department. In addition, the committee was briefed on the Columbia Drive Water and Sewer Project and the AMP Distributive Generation project.

COMMUNITY ENGAGEMENT AND DEVELOPMENT: Sherman reported that the committee was going to meet after the council meeting.

OLD BUSINESS:

No old business was presented to the council.

NEW BUSINESS:

Discussion and motion to approve invoices over \$3,000.00.

A list of invoices over \$3,000.00 was presented to Council. The list below are purchases that were authorized by the Administrator per 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.

Osterloh and Sherman motioned to approve the invoices over \$3,000.00. Motion passed on six aye votes.

Discussion and Motion to seek bids for the Columbia Drive Water and Sanitary Sewer Extension Project.

Choice One Engineering is nearing completion of the plans and bid documents for the Columbia Drive Water and Sanitary Sewer Extension Project. This project involves extending the water line from in front of Machine Concepts down to the State Route 66 Industrial Park. Extending this water line will loop the system enabling better pressure and less stagnant water.

In addition, the project will eliminate the lift station at Progress Tool and extend a sanitary line down to the industrial park. This line will start at Progress Tool cross State Route 66 and head south along the west side of State Route 66 to the industrial park. This would allow us to eliminate the pump station at Progress Tool, which is in need of some major repairs.

Choice One would like to advertise for bids on the 28th of May and again on the 4th of June with a bid opening on June 11th. The bids can then be reviewed and presented to council at the next council meeting on the 17th of June.

If Council wants to seek bids for the project, they would need to pass a motion authorizing the administrator to seek bids.

Osterloh and Albers motioned to allow the Administrator to seek bids for the project. Motion passed on six aye votes.

Alumni Softball Tournament – Dawson Oldiges asked permission to hold the Alumni Softball Tournament at Four Season Park on August 8th – August 10th till midnight each day. Osterloh and Albers motioned to allow Alumni Softball Tournament and to sell alcohol. Motion passed on six ayes.

ADMINISTRATOR REPORT:

- 1) Baumer Construction has installed the roof on the new well house building at Four Seasons Park. Once they are completely finish, the electrical department will move the switch gear and generator into the new building. Once that is completed, we can raze the old well house building and finish the concrete walk path.
- 2) The electrical department has begun testing three phase electric meters throughout the village. The electric department brings in an independent meter tester each year to test all three phase meters for accuracy. This helps ensure that the meters are reading correctly. Testing began Monday the 12th and will last about two weeks, as the village has about 150 three phase meters to test.
- 3) The State Route 66 Cross Walk is complete and is functioning correctly. Crews from DL Smith installed the pavement markings and the bollards to wrap up the project. Chief Morris is working with the school to present an assembly where he can talk about the proper use of the cross walk.
- 4) Parks Crews are preparing the pool for this summer's use. Crews have been cleaning both the pool house and pool in preparation for the opening of the pool on Memorial Day. Season tickets will go on sale at the pool on Monday, May 19th. The pool will officially open on Memorial Day weekend.
- 5) The public works department has begun cutting in a drive off of Minster-Egypt Road at the Luedeke Farm. This drive will be for the police department to access the shooting range that will be built near the solar panels. Once the fence is moved, we will begin building the mound for the shooting range.

Receipts: There were no receipts presented to council

Invoices: Cluen and Osterloh motioned to approve the \$257,604.94 in invoices. Motion passed on six aye votes.

Motion to adjourn was made by Sherman and Albers at 7:45 pm. Motion passed on six aye votes.

Craig Oldiges, Mayor

Fiscal Officer

Recorded & typed by Donald W. Harrod