

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, May 19, 2026

Council Meeting: Council convened at 6:30 pm in Council Chambers with the following council members present: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, and Curt Albers. 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 May 5, 2026, Minutes: Sherman and Wilges motioned to accept the minutes from May 5, 2026 meeting. Motion passed unanimously.

Visitors:

John Sacksteder: Ordinance 26-05-06 dealing with the narrowing of the right of way

Jerry Baumer: Ordinance 26-05-02 upholding the Zoning Commission's recommendation

Grayson Moyer: Knights of Columbus. The KOC is planning an America 250 celebration for June 14 at 6:30pm at Centennial Park. The celebration will include a presentation of "Flags of America", a narrated story of all 35 flags in our history and 6 service flags and POW flag. They are working with the historical society, St. Augustine Chior, for patriotic music, and the Cub and Boy Scouts. The scouts will do a flag retirement towards the end of the celebration. All veteran organizations have been invited. Planning on under two hours for the event and it will be a family event and alcohol free.

Rachel Homan: Concerned about new pool steps.

ORDINANCE AND RESOLUTIONS:

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 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 held 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 has been passed by the County Commissioners (May 7th) and we have only fifteen days after passage by the Commissioners to submit the application to the Department of Development.

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

Ordinance 26-04-03: Discussion, third and final 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, this would be the third and final reading of the ordinance. Once passed, I will have the Public Works Department install two-hour parking signs in this area.

A motion for the third and final reading of Ordinance 26-04-03 by Clune and Albers. Motion passed unanimously.

Ordinance 26-04-04: Discussion, third and final 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 is your packet. This would be the last reading necessary for this ordinance. Once passed, I will have the signs removed.

A motion for the third and final reading of Ordinance 26-04-04 by Osterloh and Sherman. Motion passed unanimously.

Ordinance 26-05-01: Discussion, 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
Milcon Concrete

\$ 208,000.00
\$243,213.00

Ft. Jennings, Ohio
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.

Council accepted the bids at the last meeting and gave a first reading of the ordinance. If council wants to move forward with the project, they will need to pass the ordinance awarding the bid to Tom's Construction.

A motion to suspend the three readings of Ordinance 26-05-01 and declare an emergency by Albers and Steele. Motion passed unanimously.

A motion to pass and adopt Ordinance 26-05-01 by Osterloh and Wilges. Motion passed unanimously.

Ordinance 26-05-02: Discussion and second 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 last council meeting, council held 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 17th setting the public hearing for the 5th of May.

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, of which this will be the second reading. Jerry Baumer was concerned about one person's ability to request change in zoning affecting other residents and landowners.

There was a short discussion on how to change the procedure for zoning change. Clune was concerned about making changes and would like to see how others are doing it. Sherman asked about Ohio Revised Code. Hearn says zoning uses broad language and has to be very thorough. You need to be careful before making changes for unique situations.

A motion to have the second reading of Ordinance 26-05-02 by Sherman and Clune. 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 suspend the three readings of Ordinance 26-05-03 and declare an emergency by Albers and Sherman. Motion passed unanimously.

A motion to pass and adopt Ordinance 26-05-03 by Clune and Wilges. Motion passed unanimously.

Resolution 26-05-01: Discussion and second 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 second reading of Resolution 26-05-01 by Steele and Sherman. Motion passed unanimously.

Ordinance 26-05-04: Discussion and second 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.

The Village has supplied a letter to the school to get information out to the community. Albers raised the point to pass as an emergency to try and get in place for summer. There were concerns that the issued flyer had already gone out. Sherman advised that the officers could warn violators over the summer before the ordinance was set to take effect.. Chief Morris agreed.

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

Ordinance 26-05-05: Discussion, 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 pass the ordinance awarding the bid to Barrett Paving.

A motion to suspend three readings of Ordinance 26-05-05 and declare an emergency by Albers and Wilges. Motion passed unanimously.

A motion to pass and adopt Ordinance 26-05-05 by Osterloh and Clune. Motion passed unanimously.

Ordinance 26-05-06: Discussion and first reading of an ordinance narrowing a portion of the right-of-way of Second Street between Garfield Street and Stallo Road and Stallo Road and Lakewood Drive within the Village of Minster.

A couple of weeks ago, council passed an ordinance narrowing a portion of the right-of-way of Second Street from Lakewood Drive to Hamilton Street. This narrowing was at the request of the property owners who live in that area. Since then, the property owners along the other sections of Second Street are now requesting that their portion of the right-of-way be narrowed. I have attached their request letter to your packet.

As you know, Second Street going east stops at Garfield Street, however, east of Garfield a 50-foot right-of-way remains between Garfield Street and Hamilton Street. This right-of-way exists so that Second Street can be extended through to Hamilton Street, if that was ever the desire. Originally, the right-of-way went through to Paris Street, however, this part of the right-of-way was vacated at the request of Weigandt Development so that their Park Place Subdivision could be constructed.

To give council a little history on the discussion, back in 1974 an ordinance was passed that states that Second Street is to be opened by the property owner or the Village by written request only. Then in 1991 another ordinance was passed that states that Second Street is to be opened by property owners or Village only by mutual agreement of the Village and a majority of lot owners (1 vote per lot) on Second Street between Garfield Street and Hamilton Street. So, the topic of whether or not Second Street should go through has been a topic of discussion for several years.

Narrowing the right of way allows the village to keep the sidewalk in place. By narrowing the right-of-way, the village maintains ownership of the right-of-way portion for the sidewalk and the remaining land outside of the right-of-way becomes the property of the adjacent homeowners. My suggestion is to narrow the right-of-way from its original 50 feet to 15 feet, just like we did on the other section. This allows the village to keep the sidewalk in place and have five feet on either side of the sidewalk for maintenance of the sidewalk.

I have prepared the ordinance for the narrowing of the right-of-way. I would suggest that council give the full three readings to the ordinance.

A motion to have the first reading of Ordinance 26-05-06 by Steele and Osterloh. Motion passed unanimously.

Resolution 26-05-02: Discussion, suspend, pass and adopt a resolution transferring funds and declaring an emergency.

Jim needs Council to pass an ordinance approving a transfer of \$591.00 from the Clerk-Professional Services Account to the Health Screenings Account within the general fund. Apparently, \$591.00 was applied to the wrong account and this transfer eliminates a negative balance in the Health Screenings Account.

The resolution is written as an emergency, with the hope that council can suspend, pass and adopt the resolution so that the negative balance can be eliminated.

A motion to suspend three readings of Resolution 26-05-02 and declare an emergency by Clune and Albers. Motion passed unanimously.

A motion to pass and adopt Resolution 26-05-02 by Steele and Wilges. Motion passed unanimously.

COMMITTEE REPORTS:

STREETS: None

SAFETY: None.

PARKS: None

PERSONNEL: None

UTILITIES: None

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

OLD BUSINESS:

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. At the last meeting, it was asked if the village should look at putting a cab on the unit for plowing snow. We inquired about the cost of the cab and found that it would cost an additional \$4,798.08 for a total cost of \$31,700.00. 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.

A motion to purchase the new side by side with the added cab and snow removal equipment by Osterloh and Clune. Motion passed unanimously.

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:

BRUMBAUGH CONSTRUCTION	\$ 6,156.40	ST. RT 66 SIDEWALKS
CITY ELECTRIC SUPPLY	\$ 3,214.80	PVC FITTINGS
IRBY	\$ 6,435.00	69KV POST INSULATORS AND SADDLES
JM TEST SYSTEMS	\$ 4,135.00	TESTING OF HOTSTICKS AND EQUIPMENT
RIETHMAN BUILDERS	\$ 3,252.00	REPAIR SHELTER HOUSES FROM STORM
VAUGHN INDUSTRIES	\$ 24,390.50	POLE CHANGE OUT
VAUGHN INDUSTRIES	\$ 24,846.25	STORM HELP
LEXIPOL	\$ 5,059.28	ANNUAL POLICY MANUAL AND SUPPLEMENTALS
ORKIN	\$ 5,164.00	BEE REMOVAL AT LIBRARY AND 4 YR. CONTRACT
RUSSEL SITE SOLUTIONS	\$ 3,000.00	DUMPSTER RENTAL
SAL CHEMICAL	\$ 8,794.20	WWTP CHEMICALS
CHOICE ONE	\$ 11,780.00	GARFIELD CURB AND GUTTER
GARMANN & MILLER	\$ 3,625.00	LIBRARY STUDY
HAWKINS, INC	\$ 6,750.00	WATER CHEMICALS
KLEEM, INC	\$ 3,323.23	SIGNS FOR MULTIUSE TRAIL
PAULUS EXCAVATING	\$ 4,000.00	24" SEWER LINE REPAIR
SUNBELT SOLOMON SERVICES	\$ 62,800.00	1500KVA TRANSFORMER
SUNBELT SOLOMON SERVICES	\$ 62,800.00	1500KVA TRANSFORMER
MESCO	\$ 3,333.21	WIRE

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

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

The City of St. Mary's is reporting that we received \$749,812.75 in income tax dollars for the month of April 2026. This brings us to a total of \$1,824,924.19 for the first four months of the year. Council usually accepts the report from the City of St. Mary's by the passage of a motion. Wilges requested information about the decline in revenue and would like to see where the decline might stem from.

A motion to accept the April 2026 Income Tax Report submitted by the City of St. Marys by Osterloh and Steele. Motion passed unanimously.

Discussion and motion to hire four additional part time personnel for the pool.

Tanya had submitted four more applications for help at the pool after the last council meeting. This motion would allow for those four applicants to be hired for the summer.

A motion to hire the additional four applicants by Wilges and Steele. Motion passed unanimously.

ADMINISTRATOR REPORT:

- 1) PAB has completed the paving of Hamilton Street and Mister Manhole has placed concrete around the manhole covers along Hamilton Street. The Village will rest the signs along Hamilton Street and Pleiman Landscaping is scheduled to plant grass.
- 2) Pleiman Landscaping arrived last week and started work on seeding of the State Route 66 sidewalk project, Columbia Drive Water and Sewer Extension Project and Hamilton Street.
- 3) DWA was in last week and replaced the large water feature at the splash pad at Paris Street Park. Final inspections for the splash pad occurred last Friday and with the higher temperatures expected this week, the parks department activated the splash pad on the 18th.
- 4) Preparations are being made for the opening of the swimming pool. The parks department have cleaned and filled the pool. We had a few minor issues with the heaters and the pumps, but these have been resolved. The first day the pool will be open will be on Memorial Day, May 25th.
- 5) Brian McGill will begin painting streets light poles throughout the village. Paining of various streetlights is something we do on an annual basis, as the black poles seem to fade rather quickly. It will take Brian a couple of weeks to finish the painting.
- 6) The Electric Department has begun putting up flags and military banners on Main Street and East Fourth Street. We will have all the banners and flags installed prior to Memorial Day.
- 7) The inspections of the interior of the water towers and of the aeration chamber and clear well at the water plant will start the week of May 25th. This inspection and cleaning will take several days to complete.
- 8) The parks department have been mulching the trees along State Route 66 at Parkview. They should complete the mulching in this area by the end of the week.
- 9) We have scheduled a pre-construction meeting on the Fourth Street Brick Repair Project for June 2nd. Tom's Construction has provided us with a reduction in cost for the project if they are allowed to close down Fourth Street and complete the project in one phase. Currently, the project has been designed to do one half of the street and keep the other half open to truck traffic. Toms' Construction feels that the village would get a better job and that workers would be safer if the entire road was closed to truck traffic. The closure would last approximately two weeks.
- 10) The Village has received a check for \$28,606.39 from Efficiency Smart and AMP. AMP has determined that Efficiency Smart consultant, VEIC, for various reasons outside of their control, did not achieve Minster's Minimum Performance Guarantee. As a result, the Village was reimbursed to address this shortfall.

A motion to approve invoices totaling \$498,217.89 by Sherman and Albers. Motion passed unanimously.

A motion to approve receipts of \$2,422,720.11 by Osterloh and Steele. Motion passed unanimously.

Adjournment: Motion to adjourn at 7:23 was made by Clune and Steele. Motion passed unanimously.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain