

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES

Tuesday, June 2, 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), and Jim Hearn (Solicitor).

Attendance: Bryan Koesters (Police Sergeant), The Evening Leader, The Daily Standard, Nate Saintignon (AMP), Ben Koverman, Katie Koverman and Jake Koverman.

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

Approval of the May 19, 2026, Minutes: Clune and Wilges motioned to accept the minutes from May 19, 2026, meeting. Motion passed unanimously.

Visitors:

Nate Siantignon from AMP: Nate gave a brief history of Amp and the Richard H. Gorsuch Scholarship Program before presenting Jake Koverman the son of Ben and Katie Koverman the Richard H. Gorsuch Scholarship.

ORDINANCE AND RESOLUTIONS:

Ordinance 26-05-02: Discussion, third and final 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.

The ordinance for consideration tonight, 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.

A motion to have the third and final reading of Ordinance 26-05-02 by Steele and Osterloh. Motion passed unanimously.

Resolution 26-05-01: Discussion, third and final 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, 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, needs to be passed by Council.

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

A motion to have the third and final reading of Resolution 26-05-01 by Sherman and Wilges. Motion passed unanimously.

Ordinance 26-05-04: Discussion, third and final 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.

This ordinance has been something that the street committee has been discussing for the past several meetings and have drafted an ordinance 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 passed the ordinance would go into effect on July 2, 2026.

A motion for the third and final reading of Ordinance 26-05-04 by Albers and Clune. Motion passed unanimously.

Ordinance 26-05-06: Discussion and second 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.

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 could 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 was done 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.

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

COMMITTEE REPORTS:

STREETS: Clune reported that the committee met with Matt Quinter about the development of East Sixth Street and the development of Jefferson Street between Fifth and Sixth Streets and the East Village Subdivision. She also reported that the Fourth Street Brick Repair Project would likely begin in July and that it was decided to close Fourth Street to traffic for two weeks while the project occurred. Finally, she reported that the committee discussed the assessments for the North Garfield Street Water Line and Curb Replacement Project.

SAFETY: Clune reported that the committee met with the Fire Chief and he presented a plan for future equipment purchases and that they were looking at purchasing a new pumper truck to replace the 1987 pumper. She also reported that the safety committee would be meeting with the township trustees to discuss the purchase request. Finally, she reported that the committee met to discuss the hiring of a part time police officer for the police department.

PARKS: Albers reported that the committee met to discuss submitting an application into ODNR for improvements to Paris Street Park through the Nature Works Grant program. He also stated that the committee discussed improvements to the Girl's Softball Field and the library renovation project. Finally, he reported that the Paris Street Parking lot project should start in the middle of June.

PERSONNEL: Albers reported that the committee met to discuss the hiring of a part-time officer for the police department and discussed the request to move Carter Elking from introductory status to permanent status.

UTILITIES: Osterloh reported that the committee met with Courtney and Associates regarding the cost-of-service studies for both the water department and electrical department. He stated that the water rates look good, but there may be some adjustment in the electrical rates. He also reported that the committee discussed the purchase of a transformer for Wagner's IGA and the purchase of replacement wire for the electrical department. Finally, he reported that the committee received an update on the TDS variance request to the Ohio EPA.

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

OLD BUSINESS:

There was no old business presented to the council.

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:

	\$ 5,444.07	INCOME TAX REFUND
911 FLEET AND FIRE	\$ 24,994.15	TURNOUT GEAR
BL ANDERSON	\$ 4,622.21	MARLOW PUMP
CHEMICAL SERVICES	\$ 13,135.00	BARRELS OF POLYMER
COUNTRYSIDE CONSULTING	\$ 9,920.00	CHEMICALS AND FERTILIZER
FERGUSON WATERWORKS	\$ 20,927.04	CATCH BASINS AND GRATES
IRBY	\$ 19,330.00	SECTIONALIZING CABINET
VAUGHN INDUSTRIES	\$ 39,424.00	69KV POLE CHANGE OUT
MINSTER VFW	\$ 3,500.00	FLAGS
		SEEDING SR 66, HAMILTON AND
PLEIMAN LANDSCAPING	\$ 48,827.03	COLUMBIA DR.
SAL CHEMICAL	\$ 8,794.20	WWTP CHEMICALS
TREASURE OF STATE	\$ 10,417.32	OPWC LOAN 7TH AND PARIS
AFFOLDER EQUIPMENT	\$ 17,620.00	NEW MOWER
ENCOMPASS	\$ 5,055.97	SYSTEM SUPPORT
UTILITIES INSTRUMENTATION		
SERVICES	\$ 44,050.00	TESTING AT SUBSTATIONS

BALDWIN SOURS	\$ 3,614.00	SR 66 CROSSWALK
HAWKINS	\$ 5,846.49	WATER CHEMICALS

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

Discussion and motion to purchase a 1,000 KVA pad mount transformer for the electrical department.

The electric department has been working with Wagner's IGA on upgrading the transformer that serves Wagners. With the additional electrical load that Wagner's has put in recently, the existing 500 KVA transformer has become overloaded. This transformer was probably undersized when it was installed twenty-five years ago as well.

Because the transformer is overloaded, the department would like to change it out. Given the load that Wagner's now has, a new 1,000 KVA transformer needs to be installed at Wagner's.

John Neuman has received quotes on the purchase of a new 1,000 KVA transformer, with the lowest quote being from Sunbelt Solomon. Solomon has quoted a cost of \$40,900 for the transformer. There is a line item in the budget for the purchase of transformers and to date and there is still \$291,654.00 out of \$500,000.00 in that fund.

A motion to approve the purchase of a 1,000 KVA transformer was made by Albers and Steele. Motion passed unanimously.

Discussion and motion to approve the purchase of wire for the electrical department.

With the storm back in April that knocked down the poles along State Route 119 east, the wire attached to those poles was also damaged. At the time, the department had wire in stock to replace the damaged wire. However, we have depleted our inventory of wire and need to replace it. John Neuman has ordered replacement wire but because the cost of the wire exceeds \$25,000.00, council needs to approve its purchase.

Two kinds of wire were needed to replenish our stock. The first is 336 ACSR wire and the second is 1/0 ACSR wire. Cost of 336 wire was \$28,702.80 and the cost of the 1/0 wire was \$6,988.80 for a total cost of \$35,691.60.

A motion to approve the purchase of a wire for the electrical department was made by Clune and Wilges. Motion passed unanimously.

If council could approve the purchase of this wire, that would make the auditors happy.

Discussion and motion to move Carter Elking from introductory status to permanent status with the Parks Department.

Carter Elking has reached the end of his six-month introductory period with the Village. Carter is currently paid \$22.51 per hour.

Both Harrod and Geise believe that Carter has met or exceeded the job requirements for the position in the Parks Department and should be appointed to a full-time position. Carter seems to have adapted very well into the Parks Department staff and has easily picked up on new tasks. He also seems to be a very hard worker who is not afraid to tackle projects.

It is Harrod's recommendation that Carter be removed from introductory status and be appointed as a full-time employee with the Village. With the appointment to full-time status, Harrod recommended that Carter be given a step increase as well. His new pay if approved by council would be \$23.21.

Craig Oldiges recommended to Council that Carter Elking be removed from introductory status and be appointed as a full-time permanent employee with a pay increase to \$23.21. Council approved the appointment by passage of a motion made by Osterloh and Sherman. Motion passed unanimously.

Administrator's Report:

- 1) Pleiman Landscaping has seeded the areas around the State Route 119 sidewalks, the Columbia Drive Water and Sewer Extension and Hamilton Street. They will be back in the village to touch up a few spots that were washed out by heavy rains.
- 2) Both the pool and the splash pad are now open for the summer. The pool opened on May 25th and the splash pad opened on May 18th. A sign that identifies the rules of the splash pad has been hung in the new shelter house and a sign is being created that outlines the rules of the playground at Paris Street Park as well.
- 3) The electrical department is working on several new electrical feeds for several businesses in town. These new feeds are to serve expansions by Fabcor, Globus and Spring Creek Building Supply. In addition, they are working on getting new feeds into the Stonegate Subdivision and the Eagle's Nest Subdivision.
- 4) The inspections of the interior of the water towers and of the aeration chamber and clear well at the water plant started last week. No major issues were found with the aeration chamber and clear well at the water plant.
- 5) I have spoken with Dave Faler at ODNR. He is waiting on the state surveyors to survey the canal lands before he starts work on the canal path. Village crews will begin work on the crosswalk at canal road in the next couple of weeks.
- 6) The village continues to work with the Ohio EPA on a TDS variance. We have submitted an initial draft of a variance, and the Ohio EPA has reviewed the draft and made suggestions on how we can improve the request. The Village and CDM are revising the draft based upon the feedback we received from the Ohio EPA.
- 7) The utility committee met with Courtney and Associates last week to review the cost-of-service studies that Courtney is doing for both the electric department and the water department. Based upon feedback from the utility committee, Courtney and Associates will finish up the study and have some recommendations for the council in the near future.

8) Harrod updated council on the incident at the pool that took 14 swim members to the hospital for precautionary checks.

A motion to approve invoices totaling \$1,397,283.31 by Albers and Osterloh. Motion passed unanimously.

A motion to approve receipts of \$30,509.78 by Clune and Steele. Motion passed unanimously.

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

A motion to exit executive session by Steele and Osterloh at 8:24. Motion passed unanimously.

Adjournment: Motion to adjourn at 7:25 was made by Osterloh and Wilges. Motion passed unanimously.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by Donald W. Harrod