

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, June 17, 2025

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

There was a motion to excuse Trey Steele by Wilges and Clune. Motion passed on aye votes.

**Attendance:** Eric Morris (Police Chief), Tom Millhouse (Daily Standard) and Skylar Mitchell (Evening Leader/Community Post). Brian Barhorst, Allan Heitbrink and Tyler Stueve of Choice One Engineering

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

**Approval of June 3, 2025 Minutes:** Sherman and Albers motioned to approve the minutes from the regular meeting on May 20, 2025. Motion passed on five aye votes.

**Visitors:**

None

**ORDINANCE AND RESOLUTIONS:**

**Resolution 25-06-01: 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 concrete sidewalks.**

At previous meetings, we have discussed the idea of installing sidewalks on the east side of Main Street north of Eagle Plaza. Choice One is currently engineering these improvements and will finish up the design in the near future. In anticipation of the village seeking bids for the project, Harrod has drafted a Resolution of Necessity which declares it a necessity to install sidewalks in this area and declares it is the intention of the village council to assess a portion of the cost of the improvements to the property owners along North Main Street.

Property owners have been notified about the assessment process and what their preliminary assessments could be. The Village would hold a public meeting with adjacent property owners after this council meeting. Once 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. Council can give the full three readings to this resolution.

Osterloh and Albers motioned to pass the second reading of Resolution 25-06-01. Motion passed on five aye votes.

**Resolution 25-06-02: Discussion and second reading of a resolution declaring it necessary to improve North Hamilton Street from Fifth Street to Seventh Street. Such improvements will include excavation, grading, curbing, gutters, drive approaches, asphalt, water mains with service laterals, sanitary sewer systems, storm sewer systems and other facilities.**

At previous meetings, we have discussed the improvements to North Hamilton Street from Fifth Street to Seventh Street. Choice One is currently engineering these improvements and will finish up the design in the near future. In anticipation of the village seeking bids for the project, Harrod has drafted a Resolution of Necessity which declares it a necessity to install curbing, gutters, drive approaches, and asphalt in this area and declares it is the intention of the village council to assess a portion of the cost of the improvements to the property owners along North Hamilton Street.

Property owners have been notified about the assessment process and what their preliminary assessments could be. The Village will hold a public meeting with adjacent property owners after this council meeting. Once 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. Council can give the full three readings to this resolution

Wilges and Sherman motioned to pass the first reading of Resolution 25-06-02. Motion passed on five aye votes.

**Resolution 25-06-03: Discussion, suspend, pass and adopt a resolution opposing House Bill 335 and urging the Ohio General Assembly to reject legislation that eliminates inside millage and transfers local budgetary authority to county budget commissions.**

Harrod informed council that the Ohio Municipal League has asked municipalities to pass a resolution in opposition of HB 335. House Bill 335 would eliminate inside millage and would transfer local budgetary authority to county budget commissions. Harrod stated that if the inside millage was eliminated it would cost the village approximately \$350,000.00 a year in revenue that would be used for financing the general fund which includes police, fire, parks and public works.

Sherman and Wilges motioned to suspend the three readings. Motion passed with five aye votes

Osterloh and Clune motioned to pass Resolution 25-06-03. Motion passed with five aye votes.

## **COMMITTEE REPORTS:**

**STREETS:** None

**SAFETY:** None

**PARKS:** Discussed Paris St. Park project and long term plans for the park.

**PERSONNEL:** None

**UTILITIES:** None

**ECONOMIC DEVELOPMENT:** Members went to Celina to gain ideas on a spec building for the industrial park.

**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** None

**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 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.

**Discussion and motion to move Mathew Dawson from an Operator II to an Operator III.**

Mathew Dawson has successfully completed and passed his water supply II test and has obtained his license. As with other individuals who have obtained licenses, our wage ordinance allows those individuals to move up to a new classification based upon them obtaining a new license. Mathew currently holds both a Class II water treatment and a Class I waste water treatment license. Mathew is currently classified as an Operator II at \$26.40 an hour. With his new license Mathew would move to an Operator III at \$28.26 an hour.

If council agrees with this recommendation, they would need to pass a motion allowing Mathew to move to an Operator III.

Sherman and Albers motioned to move Dawson to Operator III. Motion passed on five aye votes.

**Discussion and motion to move Dustin Thobe from an Operator III to an Operator IV.**

Dustin Thobe has successfully completed and passed his wastewater reclamation II test and has obtained his license. As with other individuals who have obtained licenses, our wage ordinance allows those individuals to move up to a new classification based upon them obtaining a new license. Dustin currently holds both a Class II water treatment and a Class II waste water treatment license. Dustin is currently classified as an Operator III at \$28.78 an hour. With his new license Dustin would move to an Operator IV at \$29.57 an hour.

If council agrees with this recommendation, they would need to pass a motion allowing Dustin to move to an Operator IV.

Clune and Osterloh motioned to move Thobe to Operator IV. Motion passed with five aye votes.

**ADMINISTRATOR REPORT:**

- 1) Public Works crews have sprayed the banks of the canal for weeds and have also gone out and sprayed for mosquitoes. Crews will start spraying streets in the near future.
- 2) The electrical department has finished the installation of all the tantalus meters throughout town except for a couple of totalizing meters. Utility Hawk continues to work with Harris Local Government to finalize the transfer of data correctly from Harris to Utility Hawk, so that we can put the portal in operation.
- 3) Bids were opened for the Columbia Drive Water and Sewer Extension Project on Wednesday, June 11th. Three bids were received for the project. All three bids were significantly lower than the engineer's estimate. Choice One is currently reviewing the bids and will make a recommendation to the village. We will have the award on the agenda at the next council meeting
- 4) Work continues on the installation of the splash pad at Paris Steet Park. Crews from PSS Construction have excavated the area and are starting to install the fixtures and the piping for the fixtures.
- 5) The electricals department's fifty-foot bucket truck has a leak on one of the outrigger cylinders. The department is making preparations to have the cylinder fixed.
- 6) We have been having some problems with well #9. Village crews and Quinter Well Drilling are currently evaluating the issue and will make the necessary repairs. In addition, we will look at cleaning wells 11 and 8 this summer. This is part of our ongoing program to clean all of the wells as we cleaned two wells last year.
- 7) Hess Fencing is scheduled to make repairs to the pickleball fence. Hess Fence has also given the village a quote of \$1,200.00 to install a four-foot fence between the pickleball courts. If there are no objections from council, we will move forward with this installation.

**Receipts:** There were no receipts presented to council.

**Invoices:** Clune and Osterloh motioned to approve the \$1,415,894.01 in invoices. Motion passed on five aye votes.

**Comments:**

The mayor discussed topics from the Mayor's Conference. Topics included HB 335, HB296(O-PF Pension), HB331(Dissolution of villages), mentioned AI, Cannabis Intoxicating Hemp, and Heavy Engineering.

**Adjournment:** Motion to adjourn was made by Osterloh and Wilges at 7:40pm. Motion passed on five aye votes.

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Craig Oldiges, Mayor

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James Cain, Fiscal Officer

Recorded & typed by James Cain