

Village of Minster, Ohio
Council Meeting Minutes
Tuesday, June 16, 2026

Call to Order

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, Curt Albers. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), Jim Hearn(Solicitor), and Jim Cain (Fiscal Officer).

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

Approval of the meeting minutes of June 2, 2026.

June 2, 2026 Meeting Minutes

A motion to Approve the June 2, 2026 minutes by Nicole Clune and Travis Wilges. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Introduction of Visitors:

Representatives from the Minster Alumni Softball Tournament

Fred Sommer, Stonegate resident, concerned about traffic westbound on 7th running the stop sign. Trey Steele agreed.

Mr. Sommer was also concerned with 4th and Cleveland, to dress property up and the banks of canal, to dress up that.

Dawson Oldiges, the representative from the Alumni Softball Tournament, is requesting use of diamonds 6, 7, and 8, for August 7-9. Keep an eye on Facebook for updates. Mr. Oldiges also requested to be allowed to sell alcohol as in the past. Don would help with the paperwork to allow that.

A motion to to approve the softball tournament and allow alcohol sales by Trey Steele and Josh Osterloh. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Ordinances and Resolutions:

Ordinance 26-05-06: Discussion and third 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.

Ordinance 26-05-06

A few meetings 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 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 Second Street should go through has been a topic of discussion for 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. This would be the third and final reading of the ordinance.

A motion to approve Ordinance 26-05-06 with the third and final reading by Nicole Clune and Craig Sherman. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Ordinance 26-06-01: Discussion and first reading of an ordinance levying special assessments for the improvements to North Hamilton Street in the Village of Minster, Ohio; such improvements include the installation of asphalt; the installation of curb and gutter and drive approaches.

Ordinance 26-06-01

In your packet is the final piece of legislation for the North Hamilton Street Improvement Project. This ordinance establishes the final assessment numbers based upon the actual costs submitted by PAB Construction as part of the bid for the project. In addition, it establishes a

period of forty-five days from the passage of the ordinance to allow property owners along the project to pay all or a part of the final assessment. Finally, it instructs the Fiscal Officer to provide to the County Auditor any assessments that remain unpaid after the forty-five days, so that the Auditor can place the remaining assessments on the tax duplicate and collect the unpaid assessments over a ten-year period.

The total amount of the assessment that property owners will be required to pay is \$ 154,702.33. If any of that remains unpaid, the County Auditor will collect it through an assessment on the property taxes of those affected parcels. Once the final unpaid amount is determined, the Village would need to seek bids for a note in that amount, so that an interest rate can be determined.

A motion to approve the first reading of Ordinance 26-06-01 by Curt Albers and Travis Wilges.
Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Resolution 26-06-01: Discussion, suspend, pass and adopt a resolution authorizing the village administrator to submit a Nature Works Grant application to the Ohio Department of Natural Resources and declaring an emergency.

Resolution 26-06-01

Resolution 26-06-01 was not discussed during the meeting.

Summary of Agenda Items

Committee Reports and Discussion Items:

Streets: Nicole, Trey, and Travis

Nothing

Safety: Nicole, Curt, Josh

After last council the Safety Committee talked with twp about new fire truck for the fire department. The township agreed about the need to replace the 1988 engine and to the standard 2/3 village and 1/3 township share.

Parks: Curt, Josh, Nicole

Nothing

Personnel: Curt, Craig, Josh

The personnel committee met and discussed adding a part time police officer.

Finance/Audit: Travis, Craig, Trey

Nothing

Utilities: Josh, Nicole, Travis

Nothing

Econ. Development: Trey, Travis, Craig

Nothing

Community Engagement and Development: Craig, Curt, Trey

Held a meeting on June 12 and discussed 3 items. First we are looking at doing another community survey. Second discussion topic was property maintenance code, how to enforce and how to deal with repeat offenders. Shelly and Don are doing a good job identifying problems and taking action before citizens file complaints. The third topic was the cable/communication lines hanging low around town. The hope is to eliminate unnecessary lines stressing the power poles and tidy up the ones that are hanging to low.

Old Business

There was no old business discussed.

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:

BL ANDERSON	\$ 8,565.80	2 REPLACEMENT PUMPS, \$4,282.90/EA
COURTNEY AND ASSOCIATES	\$ 8,150.00	WATER AND ELECTRIC RATE STUDY
FERGUSON WATERWORKS	\$ 4,188.50	8" PIPE AND LUBE
FORTY NINE DEGREES	\$ 6,000.00	WINDSCREEN BALL DIAMOND
PAB CONSTRUCTION	\$ 109,524.75	N. HAMILTON ST. PAY 6 INSPECT AND CLEAN WATER TOWER
IN DEPTH, INC	\$ 23,825.00	PAINT LIGHT POLES
MCGILL HOME IMPROVEMENT	\$ 8,400.00	ROOF AT POOL HOUSE
RIETHMAN BUILDERS	\$ 7,000.00	REPAIR ROADS IN TOWN
WESTERN OHIO ASPHALT	\$ 9,295.00	INTEREST PAYMENT ON WATER TOWER PROJECT
ANDOVER BANK	\$ 24,924.50	HAUL SLUDGE
RUMPKE WASTE	\$ 8,251.13	MONTHLY PICKUP
RUMPKE WASTE	\$ 22,495.10	NORTH GARFIELD CURB AND GUTTER
CHOICE ONE ENGINEERING	\$ 7,640.00	EMERGENCY MASS NOTIFICATION
CIVIC PLUS	\$ 3,969.00	RENEWAL
GARMANN MILLER	\$ 3,625.00	LIBRARY STUDY

A motion to approve invoices over \$3,000 by Josh Osterloh and Trey Steele. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Discussion and motion to purchase a Pumper Truck for the Fire Department through the Sourcewell Cooperative Purchasing Program.

Stuphen Proposal

A few weeks ago, the Safety Committee met with Chief Alan Winner to discuss the purchase of a new fire truck for the department. The department would like to replace a 1988 pumper with a new pumper from Sutphen Fire Equipment. The 1988 pumper will be approximately 30 years old by the time a new truck would be built and delivered to the department. This would fall into the department's 30-year rotation for replacing trucks.

The proposed new truck would be a pumper with a 2500-gallon water tank and a pump capable of pumping 2000 gallons a minute. The truck would also have the capability of using foam. A deck gun capable of shooting water onto a fire would be mounted on the top of the truck. The truck will hold 1000 feet of three-inch hose and 1000 feet of five-inch hose and be able to transport six firefighters to a fire.

Since the township would cover a portion of the cost of the truck, the safety committee met with the township trustees after the last council meeting to discuss the purchase of the truck. The township trustees were in favor of moving forward with the purchase and would pay one-third of the cost of the truck.

The cost of the truck would be \$1,295,929.00. However, if a down payment of \$647,964.50 is made at the time of purchase, the truck would be discounted to \$1,259,481.00, a savings of \$36,448.00. Given the cost sharing agreement that the village has with the township, the village's total costs would be \$839,653.91.

In the Fire and EMS tax levy fund, the village has \$1,013,761.00 in the fund with about \$300,000.00 added each year. The money in the fund would need to be appropriated by council as we did not budget for the purchase of a truck this year. Delivery time for a new truck would be 30 to 36 months, so final payment would not be until early 2029.

The truck can be purchased through the Sourcewell Cooperative Purchasing Program, so the village would not need to seek bids for the truck, but could purchase the truck with the passage of a motion.

A motion to approve the purchase of a new pumper/engine from the Sutphen proposal by Curt Albers and Travis Wilges. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Discussion and motion to approve the May 2026 Income Tax Report from the City of St. Marys.

May 2026 Income Tax Report

The City of St. Mary's is reporting that we received \$288,778.65 in income tax dollars for the month of May 2026. This brings us to a total of \$2,113,702.84 for the first five months of the year. Council usually accepts the report from the City of St. Mary's by the passage of a motion. A motion to approve the May 2026 Income Tax Report submitted by the City of St. Mary's by

Josh Osterloh and Craig Sherman. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Discussion and motion to employ a part time officer for the Police Department

The Safety Committee and the Personnel Committee both met with Chief Morris to understand the need for a part-time officer. Both committees supported the hiring after the meetings and recommended that council approve the hiring. Steele asked if there was an intent to make this into a full-time position. Morris stated that it was not his intent. Sherman agreed with the hiring, noting Morris would not require additional funding to his budget and acknowledging how it would allow more flexibility in scheduling and boost moral in the department.

A motion to hire a part time police officer for the Police Department by Josh Osterloh and Nicole Clune. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Discussion and motion to purchase electrical poles from Bridgewell Resources

A motion to approve the purchase of electrical poles from Bridgewell Resources by Trey Steele and Curt Albers. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Administrator's Report

Administrator's Report

1. Tom's Construction is to start the Paris Street Park Parking Lot Improvement Project this week. The temporary work fence has been installed, and we have posted on social media that the work will commence.
2. The Public Works Department has started work on the road crossing for the multi-use trail between Minster and Ft. Loramie. We are still waiting for both the Department of Natural Resources and the Heritage Park District to begin construction of the path.
3. The fund-raising efforts for the renovations of the library have begun. Within the next week or two, the district library will be sending out a mailer explaining the proposed renovations and where residents can donate.

4. The electric department has installed a switch on the recirculating pump at the pool that when the recirculating pump shuts off, the chemical feed pumps also shut off. This will help prevent the situation that occurred a couple of weeks ago at the pool. In addition, we are exploring a notification system that alerts someone from the parks department when the recirculating pump loses power.
5. The electric department has replaced the rotten laminated pole at the corner of Paris and Seventh Street. This was one of two poles that the department discovered were starting to rot. The other pole was replaced early this year.
6. Paulus Excavating will begin work on finishing Columbia Drive within the next couple of weeks. Paulus will finish out the curb and gutter around the cul-de-sac and pave the remaining part of Columbia Drive.
7. Signs that prohibit e-bikes and e-scooters on the walkways at Four Season Park have been ordered and will soon be installed. We have had several reports of riders riding e-bikes on the walkways and even on the ball diamonds.

Police Chief Report

Police Chief's Report

Invoices: \$490,990.76

A motion to approve invoices for \$490,990.76 by Craig Sherman and Curt Albers. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Receipts: \$2,137,721.68

A motion to approve receipts of \$2,137,721.68 by Trey Steele and Nicole Clune. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Motion to adjourn

A motion to adjourn at 7:11 by Curt Albers and Josh Osterloh. Motion: .
Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain