

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, July 15, 2025

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

There was a motion to excuse Craig Sherman by Osterloh and Steele. Motion passed on five aye votes.

Attendance: Eric Morris (Police Chief), Tom Millhouse (Daily Standard) and Skylar Mitchell (Evening Leader/Community Post).

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

Approval of June 17, 2025 Minutes: Wilges and Albers motioned to approve the minutes from the regular meeting on May 20, 2025. Motion passed on four aye votes with Steele abstaining.

Visitors:

Jason Monfort, Doug Speiles, Derek Speiles, Ben Baumer, Jerry Baumer

ORDINANCE AND RESOLUTIONS:

Resolution 25-06-01: 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 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 has completed the engineering and design for these improvements and we are ready to seek bids. After the last meeting, we held a public meeting where several business owners expressed concerns about installing the sidewalks.

As is customary, the village usually assesses a part of the cost of these improvements back to the property owners. In anticipation of the village seeking bids for the project, I have 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.

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. This would be the third and final reading of the Resolution.

There was lengthy discussion with those in attendance, ultimately the Resolution 25-01-01 was tabled by Clune and Steele. Motion to table passed with 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 has completed the engineering for these improvements. After the last meeting, we held a public meeting where only one resident expressed any comments and those comments were in favor of the project.,

I have 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.

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. This would be the third and final reading of the resolution.

Osterloh and Steele motioned to pass the third and final reading of Resolution 25-06-02. Motion passed on five aye votes.

Ordinance 25-07-01: Discussion, motion to accept bids, and first reading of an ordinance awarding a contract for the lowest and best bidder for the purchase of the Columbia Drive Water and Sewer Extension Project; authorizing the execution of a purchase order; and to declare an emergency:

On June 11th, the Village opened the bids for the Columbia Drive Water and Sewer Extension Project. This project is designed to install both a water line and sanitary sewer line from Southgate Drive to Columbia Drive. The purpose of the project is to loop the water line and to be able to remove the sanitary lift station at Progress Tool. The engineer's estimate for the project was \$784,770.00. Three bids were received. The bids received are as follows:

Fenson Contracting	\$532,447.50
VTF Excavation	\$597,487.75
Tom's Construction Inc.	\$702,399.00

The lowest bid appears to be Fenson Contracting from Ft. Jennings with a bid of \$ 532,447.50. This bid is approximately \$252,000 lower than the estimate.

In this year's appropriations, we budgeted \$512,000.00 for the project in the capital improvement fund.

Fenson Contracting has completed other work for the village and we find them a reputable company and would recommend that the bid be awarded to them.

Wilges and Steele motioned to suspend the three readings. Motion passed with 5 aye votes

Albers and Osterloh motioned to accept bids. Motion passed with 5 aye votes

Osterloh and Steele motioned to authorize the Village Administrator to execute a purchase order for \$532,447.50 to Fenson Contracting LLC. Motion passed on five aye votes.

COMMITTEE REPORTS:

STREETS: Need to set meeting for 66 sidewalk project that was tabled

SAFETY: None

PARKS: Discussed Paris St. Park update from Mayor

PERSONNEL: None

UTILITIES: None

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

OLD BUSINESS:

Albers and Steele motioned to seek bids on Hamilton St. Reconstruction Project. Motion passed on five aye votes.

Code enforcement position was left tabled.

NEW BUSIENSS:

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.

American Municipal Power	\$798,233.63	Invoice for May Power
Best Rents	\$11,555.00	Rental for Vac Truck
Hawkins, Inc.	\$12,933.30	Chemicals for Water and Waste Water Plants
Baumer Construction	\$20,425.00	Construction of Well Pump House at Four Seasons
SAL Chemical	\$7,875.00	Chemicals for Water and Waste Water Plants
Anixter Power Solutions	\$8,591.80	Three Phase Meter Testing

Buschur Electric	\$3,375.31	Work at Well House Building
McGill Home Improvement	\$3,360.00	Repainting of Street Lights
Moody's Investor Services	\$3,000.00	Renewal of Bond Rating for Village
Winner's Computers	\$3,195.84	Monthly Service Fees
Buschur Electric	\$3,575.39	Switchgear and Work at Water and Waste Water
Madison Energy Investments LLC	\$50,132.65	Power from Solar Field II
Madison Energy Investments LLC	\$13,469.15	Power from Solar Field III

Clune and Wilges motioned to approve invoices over \$3,000. Motion passed on five aye votes.

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

Dustin Thobe has once again taken and passed another operator's license. This time, Dustin has passed and obtained a water reclamation III 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 III waste water treatment license. Dustin is currently classified as an Operator IV at \$29.57 an hour. With his new license Dustin would move to an Operator V at \$30.37 an hour.

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

Albers and Osterloh motioned to move Thobe to Operator V. Motion passed on five aye votes.

Discussion and motion to accept the resignation of Bradyn Adams from the Police Department.

Bradyn Adams, an officer with the Police Department has submitted a letter of resignation. Bradyn has accepted a position with the City of St. Marys. His last day of employment will be Friday, July 13, 2025.

Wilges and Clune motioned to accept Bradyn Adams resignation. Motion passed with five aye votes.

ADMINISTRATOR REPORT:

- 1) Brian Brothers Painting has started painting the trim, overhangs and doors at the library. They should finish up work this week.
- 2) I meet with Corey from Taylor Painting and we looked at the tennis court that has the paint peeling (East Court). He stated that this is common when the concrete is power troweled out and it gets to smooth. Taylor Painting is going to provide us with a quote on shot blasting the court and repainting it.

- 3) Public Works Crews have gone out and reworked the ground in some of the areas around the handicap ramps in Parkview. They have also replanted grass in these areas.
- 4) The meter tester testing the three phase electric meters in the village has completed his work. This is an annual project that the village undertakes. Just a few minor issues were encountered from the testing.
- 5) The electric department has completed the work on the service rebuild at Eagle Acres Plaza. They need to schedule a shutdown of the plaza so the services can be changed over. They are trying to coordinate a date and time for this shutdown.
- 6) Work continues on the installation of the splash pad at Paris Steet Park. Crews from PSS Construction continue to work at the site. They have installed the plumbing and have received their inspections on the plumbing. Henye Construction and PSS Construction are scheduled to bring in stone next week and pour concrete beginning on the 7th of July. After a few days of the concrete curing, PSS will set the equipment for the pumps. SecurCom has installed the cameras on the shelter house and NKTELCO is in the process of installing the emergency phone that is required with the splash pad.
- 7) Scott Langenkamp has developed a lead and copper map that details all of the water services in the village and provides details on each water service. A link to this map is posted on the Village's website as required by the Ohio EPA. Most of this information was obtained from the lead and copper surveys that the village conducted last year and from various records that the village maintains along with some field work completed by the public works department.

Receipts: There were no receipts presented to council.

Invoices: Clune and Wilges motioned to approve the \$964,306.70 in invoices. Motion passed on five aye votes.

Comments:

The mayor discussed the following topics:

No fireworks complaints to PD over the 4th of July

Commended the new Fiscal Officer on doing a good job so far.

Cross training for payroll took place over the last couple weeks in the office.

AES has started staging materials for transmission lines between Minster and Ft. Loramie.

Congratulated Morgan Moeller on birth on new son Coleson Robert.

Presented the Star Ohio Acct. update.

Adjournment: Motion to adjourn was made by Steele and Cluen at 8:10pm. Motion passed on five aye votes.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain