

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, July 7, 2026

Council Meeting: Council convened at 6:30 pm in Council Chambers with the following council members present: Travis Wilges, Josh Osterloh, Nicole Clune, and Craig Sherman. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), and Jim Hearn (Solicitor).

Attendance: Eric Morris (Police Chief), The Evening Leader, The Daily Standard, members of the Minster Police Department and the family of Luke Borns.

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

Mayor Oldiges performed the swearing in ceremony for Luke Borns, a new part-time police officer with the Village.

Approval of the June 16, 2026, Minutes: Sherman and Osterloh motioned to accept the minutes from June 16, 2026, meeting. Motion passed unanimously.

Osterloh and Clune motioned to excuse Councilman Steele and Albers. Motion passed unanimously.

Visitors:

Members of the Minster Police Department and the family of Luke Borns for the swearing in ceremony.

ORDINANCE AND RESOLUTIONS:

Ordinance 26-06-01: Discussion and second 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.

The final piece of legislation for the North Hamilton Street Improvement Project was discussed. 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 their 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 have the second reading of Ordinance 26-06-01 by Sherman and Osterloh. Motion passed unanimously.

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.

This is a resolution authorizing the village administrator to submit a Nature Works Grant application into ODNR. The grant application would be for the addition of a disc golf course at the Four Seasons Park.

The allocation for Auglaize County has been set at \$14,263.00. That means any village or city in Auglaize County can apply for any amount allocated to the county.

The Nature Works Program is a 75/25 grant so the Village would need to match whatever we request with a minimum of a 25% match. Given the low amount of the allocation to Auglaize County, Harrod suggested that the village apply for the total amount allocated, which would mean if the Village was awarded the grant, we would need to spend an additional \$3,565.75 to meet the 25% match requirement.

Final details about the cost to construct a disc golf course are still being developed, but Harrod believes that the village can buy the materials and construct it for less than the amount allocated to the county.

One of the requirements of the grant is to have a resolution passed by council that authorizes the grant application. Since the application needs to be submitted by July 15th and the council does not meet again before that date, this would be the only time that we can pass a resolution.

Harrod has prepared the resolution required by the Ohio Department of Natural Resources and a motion to pass Resolution 26-06-01 was made by Clune and Wilges. Motion passed unanimously.

Ordinance 26-07-01: Discussion, acceptance of bids, and first reading of an ordinance awarding a contract to the lowest and best bidder for the purchase of four 2500 KVA Three Phase Pad Mount Transformers; authorizing the execution of a purchase order and declaring an emergency.

On Wednesday, June 10th, bids were opened for the purchase of four 2500 KVA Three Phase Pad Mount transformers. These transformers are to replace four existing transformers at the Danone facility that risk the possibility of overheating and failing. The four existing transformers are in a narrow area that Danone has built around and blocked off the movement of air to the transformers. The proposed new transformers have a self-sustained cooling system built into them, like a substation transformer. Danone has agreed to pay one half of the cost of the transformers plus installation.

Two bids were received for the four transformers. Given the cost of the transformers, Encompass Engineering reviewed the bids and made a recommendation. A letter from Encompass Engineering that shows the two companies who bid, and the bid prices submitted were distributed to council. The Two bids are as follows;

Solomon Sunbelt -	\$628,880.00
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WESCO -

\$661,007.42

Solomon Sunbelt has submitted the lowest bid, however, the transformers proposed by Solomon are remanufactured transformers, which means that the transformers are used transformers that have had the oil changed in them and have been repainted. In the bid documents, it was specificized that the transformers were to be newly constructed transformers.

WESCO, even though it was a little higher than the Solomon bid, has indicated that the transformers that would be sold to the village would be new transformers. It is Encompass Engineering's recommendation that the village purchase the new transformers given the small difference in price.

If council agrees with the recommendation of Encompass, and wants to award the bid to WESCO, they will need to pass an ordinance awarding the bid to WESCO.

A motion to accept the bids was made by Wilges and seconded by Osterloh. Motion passed unanimously.

A motion to have the first reading of Ordinance 26-07-01 by Osterloh and Clune. Motion passed unanimously.

Ordinance 26-07-02: Discussion, and a first reading of ordinance amending Ordinance 25-12-01 and establishing the pay range for part-time police officers within the village and declaring an emergency.

Previously, the pay ordinance for part-time (auxiliary) police officers outlined the pay range from \$16.38 to \$19.26. That range had not been updated for some time do to not having any part time officer employed.

A proposed new pay range is based upon the recommendation of Chief Morris that was presented to both the safety committee and the personnel committee. The proposed pay ranges are as follows:

EXPERIENCE LEVEL	HOURLY RATE
New with less than 1 year of experience	\$23.32 to \$24.50
1 to 3 years of experience	\$24.51 to \$27.50
3 to 5 years of experience	\$27.51 to \$29.50
Senior/Specialized PT Officer	\$29.51 to \$30.27

In doing some benchmarking with other communities (New Bremen and Coldwater), this proposed pay scale is in line with those other communities are paying their part-time officers.

If council agrees with the pay ranges and recommendation of Chief Morris, they should adopt the ordinance.

A motion to have the first reading of Ordinance 26-07-02 by Sherman and Clune. Motion passed unanimously.

COMMITTEE REPORTS:

STREETS: None

SAFETY: Clune reported that the committee met and discussed several topics including the wage rates for part-time police officers, replacing siding at the fire department building and the number of runs by the rescue squad for the second quarter of 2026.

PARKS: Osterloh reported that the committee met to discuss submitting an application into ODNR for improvements to Four Seasons Park through the Nature Works Grant program. He also stated that the committee met with representatives from the school to discuss improvements to the Girl's Softball Field. Finally, he provided an update on the Paris Street Parking lot project.

PERSONNEL: None.

FINANCE: Wilges reported that the committee will be meeting soon to discuss expenses for 2026 and he also provided an overview of the reasons why the income tax dollars are lower for 2026 than 2025.

UTILITIES: Osterloh reported that the committee met to discuss the transformer bids for Danone and discussed the need to work with CDM Smith to develop a new surcharge rate ordinance for high strength wastewater.

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: Sherman reported that the committee reviewed the quarterly report for council and will also be meeting to discuss the community needs survey.

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:

MARIA STEIN GRAIN	\$ 4,754.00	WEED CONTROL SUBSTATIONS
P&R COMMUNICATIONS	\$ 3,717.76	PAGERS FOR FIRE DEPT
SAL CHEMICAL	\$ 8,399.00	WWTP CHEMICALS
CHEMICAL SERVICES, INC.	\$ 5,921.16	CHEMICALS WATER PLANT

CITY OF ST. MARYS	\$ 26,215.45	2ND QUARTER ADMIN FEE
AFFOLDER EQUIPMENT	\$ 34,661.92	NEW KUBOTA RTV
BRIDGEWELL RESOURCES	\$ 23,736.00	PINE POWER POLES
WINNERS COMPUTER	\$ 8,166.39	MONTHLY MAINTENANCE AND CYBER

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

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

The City of St. Mary's is reporting that the village received \$459,431.57 in income tax dollars for the month of June 2026. This brings the total to \$2,573,134.41 for the first six 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 report as submitted by the City of St. Marys was made by Sherman and Clune. Motion passed unanimously.

Administrator's Report:

- 1) Tom's Construction continues to work on the Paris Street Park Parking Lot Improvement Project. They have poured the curb around the new parking lot and have backfilled around the curb. They are scheduled to pave the new parking area this week and once finished will begin to work on removing and refinishing the existing parking lot.
- 2) Two PJM Peak Alert events were called last week. The first event was on Thursday, July 2nd and the second event was on Friday, July 3rd. During these emergency peak alerts, PJM asks that the generators that are registered through PJM be run to add capacity onto the grid. This is the first time in a while that PJM has asked the generators to run during a summer peak event.
- 3) Paulus Excavating will begin installing curb and gutter along the Columbia Drive extension shortly. Once that is completed, they will begin laying asphalt along this section of street.

A motion to approve invoices totaling \$1,285,669.52 by Clune and Osterloh. Motion passed unanimously.

A motion to approve receipts of \$2,289,546.28 by Sherman and Wilges. Motion passed unanimously.

A motion to enter executive session by Wilges and Clune at 7:00 pm to discuss the sale and purchase of land with no action. Motion passed unanimously.

A motion to exit executive session by Sherman and Osterloh at 7:15. Motion passed unanimously.

Adjournment: Motion to adjourn at 7:17 PM was made by Clune and Wilges. Motion passed unanimously.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by Donald W. Harrod