

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, August 5, 2025

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

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

Councilman Albers called the meeting to order with the Pledge of Allegiance.

**Approval of July 15, 2025 Minutes:** Wilges and Osterloh motioned to approve the minutes from the regular meeting on July 15, 2025. Motion passed on 5 aye votes. Sherman abstained.

**Visitors:** None

**ORDINANCE AND RESOLUTIONS:**

**Resolution 25-08-01: A resolution granting a temporary utility easement across and through village owned property; authorizing the mayor to execute the easements and to declare an emergency.**

A few meetings ago, council passed a resolution approving a permanent easement out at the 7<sup>th</sup> Street Community Park for Centerpointe Energy. This easement was located in the northwest corner of the park and was for Centerpointe to replace the existing gas line and regulators located in this area.

Centerpointe is now requesting a temporary work easement along the west side of the park for construction purposes, including access, work space and equipment and materials storage. This proposed temporary easement would be on the east side of the access road (gravel drive to the pump station) and would be approximately a half-acre in size. This easement would not impact the use of the shelter house, the practice football field or the playground equipment located in the area.

Jim Hearn has reviewed the easement language and made a few suggestions which Centerpointe are incorporating into the legal documents. I have enclosed in your packet the exhibits that were included with the request.

If council is inclined to grant the easement, they can do so by passing the resolution.

It was moved to have the first reading of Resolution 25-08-01 by Osterloh and Steele. Motion carried on 6 aye votes.

**Ordinance 25-08-01: Discussion, motion to accept bids, suspend, pass, and adopt an ordinance awarding a contract for the lowest and best bidder for the purchase of the Hamilton Street Reconstruction Project; authorizing the execution of a purchase order; and to declare an emergency:**

On July 30th, the Village opened the bids for the Hamilton Street Reconstruction Project. This project would reconstruction Hamilton Street from Fifth Street north to Seventh Street. The engineer's estimate for the project was \$1,098,354.00. Six bids were received. The bids received are as follows:

PAB Construction Company	\$703,963.05
Hohenbrink Excavating Inc.	\$776,293.49
Tom's Construction	\$778,913.00
Fenson Contracting LLC	\$813,765.00
Brumbaugh Construction	\$869,496.00
Fenfrock Construction Company Inc.	\$874,000.00

The lowest bid appears to be PAB Construction from Coldwater with a bid of \$ 703,963.05. This bid is approximately \$400,000 lower than the estimate.

Part of this project's cost will be paid for by a grant and loan from the Ohio Public Works Commission.

While PAB Construction has not done any work in the Village, they have completed many other projects for other communities in the area and they are found to be a reputable company. Choice One is recommending that the bid be awarded to them.

In order to do so, Council would need to accept the bids and then pass an ordinance awarding the bid to PAB Construction. We are asking that this be done as an emergency so we can get started on the project as soon as possible.

A motion to accept the bids by Clune and Albers. Motion passed on 6 aye votes.

A motion to suspend the three readings by Wilges and Osterloh. Motion passed on 6 aye votes.

A motion to pass and adopt Ordinance 25-08-01, and award the project to PAB Construction by Steele and Albers. Motion passed on 6 aye votes.

#### **COMMITTEE REPORTS:**

**STREETS:** 66 sidewalk project had meeting with property owners and Choice One. Choice One is making adjustments to the plan. Minor Street resurfacing projects and concrete in/near canal needs addressed.

**SAFETY:** None

**PARKS:** Discussed Paris St. Park and Splashpad opening soon.

**PERSONNEL:** None

**UTILITIES:** None

**ECONOMIC DEVELOPMENT:** None

**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** None

**FINANCE/AUDIT:** None

## **OLD BUSINESS:**

### **Discussion on Code Enforcement Position:**

In order to discuss this topic, council would need to pass a motion to un-table the topic. Once the topic is un-tabled, we can discuss.

Sherman and Steele motioned to un-table the topic. Motion passed on 6 aye votes

In order to fill this position, we wanted to look at someone who is currently employed by the village that could handle the additional duties of code enforcement. I've spoken with several employees who work full time, that have expressed an interest in assuming the responsibilities of the position and a couple of employees have indicated that they would like to assume the role.

After talking with the personnel committee, we would like to recommend that Shelly Kemper be assigned these additional duties. There are a number of benefits in having Shelly fill this role. One benefit is that Shelly is in the office and usually answers phone calls, so when calls come into the office about property maintenance, she is here to take them. Secondly, she is familiar with the new software program and already has access to a computer and printer. Finally, Shelly does travel throughout the village either on her own time or to do readings on utility accounts, so she would be able to inspect and identify property concerns.

After talking with the personnel committee, it was their recommendation that Shelly be given a \$1.00 an hour increase upon assuming these duties. However, in the future if Shelly decides to no longer continue in this role, the \$1.00 increase would go away.

If council is in favor of allowing Shelly to assume these duties, I believe that a simple motion assigning the duties to Shelly and granting the \$1.00 an hour pay increase should be appropriate. When we complete the 2026 pay ordinance at the end of the year, I will reflect the increase in it.

Osterloh and Sherman motioned to give Shelly Kemper the position including a \$1.00/hr. increase. Motion carried on 6 aye votes.

## **NEW BUSIENSS:**

### **Discussion and motion to move Dustin Thobe from an Operator V to an Operator VI.**

Dustin Thobe has once again taken and passed another operator's license. This time, Dusitn has passed and obtained a water supply 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 V at \$30.37 an hour. With his new license Dustin would move to an Operator VI at \$31.48 an hour.

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

Motion by Sherman and Clune to move Dustin to Operator VI at \$31.48/hr. Motion passed on 6 aye votes.

### **Discussion and motion to seek bids for the 2025 Minor Street Resurfacing Program.**

Last week, the street committee held a meeting to discuss the Minster Street Resurfacing Program for 2025. In looking at various streets in the community and taking into consideration the budget appropriations of \$400,000.00, the committee has recommended that the following streets be considered for resurfacing this year.

Parkview Drive

Fourth Street from the Canal to the West Corporation Limit

Hanover Street from Second Street to Fourth Street

Alley between 2<sup>nd</sup> and 3<sup>rd</sup> Street and between Main and Lincoln Streets.

Alley east of Minster Supply

Alley between 5<sup>th</sup> and 6<sup>th</sup> Streets and between Hanover and Frankfort Streets

Alley Between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street and between Main and Garfield Streets

The estimated cost for repaving all for the streets and alleys is \$394,908.40. We budgeted \$250,000 for minor street resurfacing plus an additional \$50,000.00 from the permissive license fee fund. There are also some monies in the miscellaneous construction fund that could be used to pay for minor street resurfacing. The estimate is a over what we have appropriated but the numbers from a competitive bidding situation could come in lower than estimated or we also have the option of deleting a project once it is bid out.

If the recommendation is accepted by Council, a motion to seek bids would be necessary. If this occurs, we will put the bid packets together and set a date for a bid opening.

Motion to seek bids for Minor Street Resurfacing Program by Wilges and Albers. Motion passed on 6 aye votes.

### **Discussion and motion to purchase in the 2026 budget a new cruiser for the Police Department.**

Chief Morris is asking council to consider the purchase of a new cruiser in 2026. Chief Morris would like to replace the 2011 Expedition with a new vehicle. Due to the short build out window, in order to receive a cruiser in 2026, the order must be placed soon. Thus, the need to seek council's approval now to buy a vehicle in 2026.

Chief Morris would like to purchase a F-150 Responder, which is Ford's pursuit rated police truck. This vehicle will have all the capabilities that the other cruisers have and will be able to tow/haul safety equipment, firearms, and other equipment and materials to the range or other various events the department takes part in.

Chief did initially get quotes for another Ford Explorer, however, the difference between the Explorer and the Ford F-150 was roughly \$6,000.00. Chief Morris felt that the difference between the two vehicles in costs does not exceed the benefits that the department could get from having a truck in their cruiser fleet.

The cost of the F-150 responder, through the state purchasing program, is \$71,922.00. This number does not include a laptop, rifle or decals, which will be needed. The Expedition that the department currently

has was never outfitted with those items, so they cannot be transferred over. These expenses would occur no matter what cruiser the department would purchase.

If Council wants to proceed with the purchase of the vehicle, they can do so through the passage of a motion.

Motion by Clune and Albers to purchase new police vehicle for 2026 budget. Motion passed on 6 aye votes.

**Discussion and motion to allow the Oktoberfest Committee to utilize the Minster Machine Centennial Park and the Oktoberfest Park for the 2025 Oktoberfest and to prohibit dogs from being in the park during the Oktoberfest.**

Each year, the Oktoberfest Committee requests the use of both the Minster Machine Centennial Park and the Oktoberfest Park to hold the annual Oktoberfest. This request also includes the ability to serve alcohol for the annual Oktoberfest weekend as well as limiting pets on the grounds. As in the past, Council has granted permission by passing a motion.

Motion by Osterloh and Wilges. Motion passed with 6 aye votes.

**ADMINISTRATOR REPORT:**

- 1) The Parks Department has announced the closing date for the Minster Swimming Pool. The last day the swimming pool will be open is Sunday, August 17th. Once the pool is officially closed, the parks department will be in preparing it for the upcoming winter months.
- 2) With the recent hot weather, both PJM and AES have set new coincidental peaks. Two of those peaks were set on Monday, July 28<sup>th</sup>. To the best of our knowledge Minster has not set a new peak load yet this year, however, I have not received the data for the past couple of weeks from AMP. Our not setting new peaks can be contributed to the solar being on-line.
- 3) Public Works Crews have been out painting street markings throughout the village over the past several weeks. They should finish that project up in the near future.
- 4) Crews from the Public Works Department have also been out spraying streets for weeds and grass. They should finish that project up this week and then will go back out and spray the canal once more time this year.
- 5) The electric department is working on replacing several poles in the alley between Hanover and Lincoln streets and between Sixth and Fifth Streets. There are several old poles in this area and these are being replaced.
- 6) Electric Department crews also continue to install the electrical feeds for Image Tool and Purpose Energy out at the State Route 66 Industrial Park. In addition, they will shortly begin installing the electrical services for the new Eagles Nest Subdivision.
- 7) The Parks Department finished the landscaping around the administration building last week. All of the mulch was removed and stone was put in its place. In addition, several large bushes were

removed and replaced with new vegetation. They will begin landscaping work on the library building this week.

- 8) Heyne Construction has finished up the new shelter house at Paris Street Park. They had their final inspection last week and received their certificate of occupancy. In addition, the grass around the shelter house and the splash pad were seeded.
- 9) The State Auditors have begun to conduct their pre-audit information gathering in anticipation of Auditing the village's financials for 2024. We expect the auditors to be in the village in the near future to gather information.
- 10) The Public Works Department is currently conducting their annual hydrant testing. They have completed the testing of over 100 hydrants so far. Once they are completed, Scott Langenkamp will prepare a report for the Fire Department and any hydrants that need maintenance will be serviced.
- 11) Work on the installation of the splash pad and shelter house at Paris Steet Park is wrapping up. Crews from PSS Construction have finished the installation of the splash pad and are awaiting the final inspection from the Ohio Department of Health. Heyne Construction has received their final inspection and are wrapping up work on the shelter house.

**Receipts:** \$1,954,299.60 for July

Motion to accept the receipts by Clune and Albers. Motion passed with 6 aye votes.

**Adjournment:** Motion to adjourn was made by Steele and Albers at 7:55pm. Motion passed on 6 aye votes.

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Craig Oldiges, Mayor

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James Cain, Fiscal Officer

Recorded & typed by James Cain