

Village of Minster, Ohio
Council Meeting Minutes
Tuesday, July 21, 2026

Call to Order

Council convened at 6:30 PM in Council Chambers with the following council members present: 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.

Attendance: Eric Morris (Police Chief), The Evening Leader, The Daily Standard

Approval of the meeting minutes of July 7, 2026.

Minutes from July 7, 2026

A motion to Approve the Minutes from July 7, 2026 by Josh Osterloh and Nicole Clune.

Motion: Passed.

Yae: Josh Osterloh, Nicole Clune, Craig Sherman

Nay: None

Abstain: Trey Steele, Curt Albers

Steele and Sherman motioned to excuse Councilman Wilges. Motion passed unanimously.

Introduction of Visitors:

None

Ordinances and Resolutions:

Ordinance 26-06-01

Ordinance 26-06-01: Discussion, third and final 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.

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 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 for the third and final reading by Curt Albers and Trey Steele. Motion: Passed.

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

Nay: None

Abstain: None

Ordinance 26-07-01

Ordinance 26-07-01: Discussion, suspend, pass and adopt 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 are undersized and 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, similar to 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, we had Encompass Engineering review the bids and make a recommendation. In your packet is a letter from Encompass Engineering that shows the two companies who bid, and the bid prices submitted.

Solomon Sunbelt - \$628,880.00

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, we 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 suspend three readings and declare an emergency by Nicole Clune and Trey Steele. Motion: Passed. Yae: Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

A motion to pass and adopt Ordinance 26-07-01 by Curt Albers and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

Ordinance 26-07-02

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

In your packet is a copy of an ordinance which establishes a new pay range for part-time police officers. Previously, the pay ordinance had the part-time (auxiliary) police officer's 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.

The new pay range proposed 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, this proposed pay scale is in line with what other communities are paying their part-time officers.

With Chief Morris hiring Luke Borns as a part-time officer and wanting to get him started with his training, Chief would like to fit Luke into the pay range for employees with less than one year of experience.

If council agrees with the pay range and recommendation of Chief Morris and wants to adopt the ordinance, I suggest that it be done as an emergency, so that we can pay Mr. Borns.

A motion to suspend three readings and declare an emergency by Nicole Clune and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

A motion to pass and adopt Ordinance 26-07-02 by Curt Albers and Trey Steele. Motion: Passed.

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

Nay: None

Abstain: None

Ordinance 26-07-03

Ordinance 26-07-03: Discussion and first reading of an ordinance annexing certain territory containing 1.320 acres more or less in Jackson Township to the Village of Minster.

In April, Issac and Danae Hoying petitioned the Auglaize County Commissioners to annex property containing 1.320 acres more or less and located on West State Route 119 into the corporation. The Auglaize County Commissioners approved the annexation on April 21, 2024. The Commissioners then forwarded the petition to the Village for approval on April 23rd. The Ohio Revised Code requires Council to wait sixty days from the date the Commissioners sent the approved resolution before considering this request. The required waiting period has expired so the Village can move forward with an ordinance, accepting the petition and approving the annexation.

Included in your packet is a copy of an ordinance for approval. Attached to that ordinance is a copy of the plat map which shows the proposed territory to be annexed. With the approval of the County Commissioners, the decision to approve the annexation now rests with village council. If council wants to move forward with accepting the annexed ground into the village, they would need to pass an ordinance approving the annexation. If council moves forward with an ordinance, I would suggest giving the ordinance all three readings.

A motion for the first reading of Ordinance 26-07-03 by Craig Sherman and Josh Osterloh.
Motion: Passed.

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

Nay: None

Abstain: None

Resolution 26-07-02

Resolution 26-07-02: Discussion, suspend, pass and adopt a resolution increasing appropriations in certain funds and declaring an emergency.

With council agreeing to purchase a new fire apparatus and since we did not appropriate monies for the down payment in the 2026 appropriations, we must now appropriate monies into the fund so that we can pay the down payment required to receive the discount. We need to appropriate \$647,964.50 into the fund, which is the required down payment for the apparatus. The remainder of the cost of the truck will be budgeted in 2029 when the truck is expected to be delivered.

In order to increase the appropriations in this fund, council would need to pass the resolution. As we have already received and paid the invoice for the down payment, we would ask that this be done as an emergency.

A motion to suspend three readings and declare an emergency by Trey Steele and Craig Sherman. Motion: Passed.

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

Nay: None

Abstain: None

A motion to pass and adopt Resolution 26-07-02 by Nicole Clune and Curt Albers. Motion: Passed.

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

Nay: None

Abstain: None

Resolution 26-07-03

Resolution 26-07-03: Discussion and first reading of a resolution to approve generation fee abolishment for the Auglaize County Solid Waste District.

A motion for the first reading of Resolution 26-07-03 by Nicole Clune and Curt Albers. Motion: Passed.

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

Nay: None

Abstain: None

Summary of Agenda Items

Committee Reports and Discussion Items:

No committee reports

Old Business

New Business:

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:

QUINTER WELL DRILLING	\$ 10,821.54	LABOR PULLING AND REPAIRING WELL PUMP
SUTPHEN CORPORATION	\$ 647,964.50	DOWN PAYMENT ON FIRE TRUCK
TOM'S CONSTRUCTION	\$ 60,586.90	PAY 1 ON PARIS ST. PARKING LOT
TREASURER STATE OF OHIO	\$ 3,000.00	LEADS ANNUAL SUBSCRIPTION
UTILISMART	\$ 6,209.25	CONTRACT BUYOUT
MADISON ENERGY III	\$ 53,844.91	MONTHLY ENERGY BILL
MADISON ENERGY VI	\$ 14,723.43	MONTHLY ENERGY BILL
RUMPKE WASTE	\$ 22,495.10	MONTHLY PICK UP
MOODY'S INVESTOR SERVICE	\$ 3,000.00	DETERMINATION OF MOODY'S RATING
GARMAN & MILLER	\$ 6,900.00	LIBRARY RENOVATION PROJECT
HAWKINS, INC	\$ 5,846.49	WATER CHEMICALS
OMEA	\$ 7,786.00	OMEA DUES 2026
SUNBELT SOLOMON SERVICES, LLC	\$ 5,594.00	REBUILD 2 TRANSFORMERS
TIME CLOCK PLUS, LLC	\$ 10,426.31	TIME CLOCK PLUS SOFTWARE
		USER FEES AND IMPLEMENTATION

A motion to approve invoices over \$3,000.00 by Trey Steele and Josh Osterloh. Motion: Passed.
Yae: Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers

Nay: None

Abstain: None

Discussion and motion to remove Gavin Thobe from introductory status to permanent status with the Public Works Department.

Gavin Thobe has reached the end of his six-month introductory period with the Village. Gavin is currently paid \$22.51 per hour.

I have spoken with Gary Meyer, and he believes that Gavin has met or exceeded the job requirements for the position in the Public Works Department and should be appointed to a full-time position. Gavin seems to have adapted very well into the Public Works Department staff and has easily picked up new tasks. He also seems to be a very hard worker who is not afraid to tackle projects.

It would be both Gary's and my recommendation that Gavin be removed from introductory status and be appointed as a full-time employee with the Village. With the appointment to full-time status, I would also recommend that Gavin be given a step increase as well. His new pay if approved by council would be \$23.21.

As we have done in the past, Craigs would need to make a recommendation, and Council would need to confirm the recommendation with the passage of a motion.

A motion to move Gavin Thobe to permanent status with a pay of \$23.21/hr by Trey Steele and Nicole Clune. Motion: Passed.

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

Nay: None

Abstain: None

Discussion and motion to seek bids for the North Garfield Street Water Line and Curb Replacement Project.

Now that we have passed the resolution of necessity and held a public meeting on the proposed North Garfield Street Water Line and Curb Replacement Project, Choice One is ready to seek bids for the project. If council is agreeable to seeking bids, we would like to advertise on July 24th and open bids on the 12th of August. Choice One would then review the bids and make a recommendation at the second meeting in August.

In order to seek bids, council should pass a motion authorizing the administrator to seek bids.

A motion to seek bids by Curt Albers and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

Discussion and motion to allow the Oktoberfest Committee to utilize the Minster Machine Centennial Park and the Oktoberfest Park for the 2026 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.

A motion to grant permission to the Oktoberfest Committee to use the Minster Machine Centennial Park and Oktoberfest Park by Trey Steele and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

Discussion and motion to appoint Jacob Winner as a firefighter with the Minster-Jackson Township Fire Department.

Chief Winner would like to rehire Jacob Winner as a firefighter with the department. Jacob was a firefighter with the department prior to his marriage and move to Coldwater. He has now moved back to Minster and would like to once again hire on to the department. Jacob has completed his fire training, so there would be no cost for training.

If council would like to re-employ Jacob, the Mayor will need to recommend his hiring, and council would need to pass a motion confirming the Mayor's recommendation.

A motion to rehire Jacob Winner as a firefighter by Curt Albers and Craig Sherman. Motion: Passed.

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

Nay: None

Abstain: None

Administrator's Report

Administrator's Report

1. Tom's Construction continues to work on the Paris Street Park Parking Lot Improvement Project. They have finished the new section of parking lot except for the top coat of asphalt. They have also excavated the area around the existing parking lot and prepared it for curbing, which should be completed shortly. Once that is finished, they will mill the old asphalt off and prepare the area for new asphalt.

2. The meter tester from Anixter has been in the village for the past two weeks conducting testing on all three phase electrical meters. To date, he has not found any problems. Once he completes the three phase meters he will move on to the single phase commercial and industrial meters.
3. Tom's Construction will be starting on the Fourth Street Brick Repair Project. This project is designed to replace the bricks and the concrete base that extend over the canal. Tom's Construction will mobilize and begin to remove the existing bricks and concrete on the 20th of July. Tom's is estimating that they will have the project completed by August 7th. During the construction, Fourth Street will be closed from Cleveland Street to Frankfort Street.
4. Last month the village saw low output on Solar Field 1 due to an issue with one of the invertors. Seeing this, the village contacted Half Moon Power to alert them of the issue. They were aware of the problem and sent a crew to make the necessary repairs to the inverter.
5. Purpose Energy has notified the village that they will start sending flows to the village's wastewater treatment plant starting around July 17th. Everything is good on the village's end to accept the waste stream. We will monitor the flows for any issues.
6. The water treatment plant continues to monitor flows produced by the plant. The last couple of months flows have averaged around two million gallons a day. With these kinds of flows the membranes are working harder to filter the raw water coming into the plant. With the membranes working harder it means that the department is having to clean the skids more often, which raises chemical costs and eventually will cause the membranes to degrade faster. We are talking with CDM Smith to determine a course of action.
7. The electrical department conducted a test of the oil in the transformer at the Danone Substation recently and we believe that we may have water in the oil. We have sent the oil sample into be analyzed and should know the results within the next week or so. If the analysis comes back positive for water, we may need to look at changing the oil in the transformer along with finding how the water got into the oil.

8. The public works crews are out painting markings on streets and village parking lots. They have finished painting new lines at the Four Seasons Park and now have moved on to painting streets.

Police Chief Report

Report for July 21, 2026

Invoices: \$922,359.36

Invoices

A motion to Approve invoices of \$922,359.36 by Curt Albers and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

Receipts: \$0.00

Motion to adjourn

A motion to Adjourn at 7:14 by Trey Steele and Nicole Clune. Motion: Passed.

Yae: 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