

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, August 19, 2025

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

Attendance: Eric Morris (Police Chief) and a representative of the Daily Standard.

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

Approval of Aug 5, 2025 Minutes: Osterloh and Steele motioned to approve the minutes from the regular meeting on Aug 5, 2025. Motion passed on 5 aye votes.

A motion to excuse councilman Albers by Steel and Sherman. Motion passed on 5 aye votes.

Visitors: None

ORDINANCE AND RESOLUTIONS:

Resolution 25-08-01: Discussion and second reading of 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 7th 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. Also, I made modifications to the document based upon our conversation at the last council meeting. Jim Hearn has reviewed these modifications and has given them his stamp of approval. I have forwarded the revised easement language to Centerpointe Energy, and I am waiting for comments back from them. If I do not receive feedback from Centerpointe prior to the council meeting, council could give a second reading to a resolution approving the easement. The third and final reading could be held at the September 2nd council meeting pending comments back from Centerpointe

Motion for the second reading of Res. 25-08-01 by Clune and Wilges. Motion passed on 5 aye votes.

COMMITTEE REPORTS:

STREETS: None

SAFETY: None

PARKS: Discussed hiring 3rd full time employee. Discussed the issue of bad paint on a tennis court. Discussed possible renovations of Paris St. Park. Discussed Friday Dec. 12 as community tree lighting with Santa, ice skating, food trucks, etc. on 4th St.

PERSONNEL: None

UTILITIES: None

ECONOMIC DEVELOPMENT: Met Aug 15. Two possible interests in SR 66 Industrial Park sites. Trying to develop formal process for spec building. Started potential discussion for acquiring additional property for the Village.

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

OLD BUSINESS:

Discussion on improvements to the Paris Street Park and approval of an engineering proposal to do a master plan for the park.

Two weeks ago, the parks committee met to discuss possible future improvements to the Paris Street Park. At that time the committee was presented with a proposal from Choice One to complete a master plan for the redevelopment of the park. The proposal submitted by Choice One includes the following activities:

- ✓ Reconfiguration and reconstruction of the two existing baseball/softball fields and the layout of a possible addition of two new fields.
- ✓ A parking lot addition along Paris Street.
- ✓ The reconfiguration of the existing parking lot on Hamilton Street.
- ✓ The development of a grading and drainage plan
- ✓ The development of a landscaping plan
- ✓ A preliminary layout for flag football/soccer fields
- ✓ Construction Bidding Procedures

Choice One would charge the village \$65,400.00 for this work. Work would be started as soon as a contract was signed with Choice One.

As I explained to the park committee, having such a plan would be beneficial, especially the grading and drainage plan as there are some areas that will need filled in and some area that may need to be excavated. Having such a plan would tell us where dirt was needed and where dirt can be removed. A drainage plan would be beneficial as well, that way we are not running water onto other properties. Also, with the splash pad and the playground equipment now functional, the existing parking area may not be adequate for all of the vehicles. In addition, the existing parking area needs to be rebuilt and if

council is thinking about expanding the parking now would be the time to do it in conjunction with improvements to the existing parking lot. The landscaping plan would also be necessary, so that we know where to plant donated trees.

I have included a copy of the proposal from Choice One in your packet for your review. If council would want to move forward with the development of a master plan, they could do so through the passage of a motion.

Motion by Osterloh and Sherman to have Choice One prepare a proposal. Motion passed on 5 aye votes.

NEW BUSIENSS:

Discussion on staffing levels and a motion to employee another person in the Parks and Recreation Department.

The Parks Committee is recommending that the village look at adding another full-time employee to the parks and recreation department's staff. Currently, there are only two full time employees in that department, Ryan and Adam.

The work load for the department is pretty intensive especially in the spring and early summer when the baseball season is in full swing, work preparing the pool is occurring, mowing is happening on a daily basis and now we have added the splash pad operations onto this schedule. I feel Ryan and Adam do a good job of maintaining the parks, but as we move to improve the Paris Street Park and our desire is to keep the maintenance of Paris Street Park up to the standard of Four Seasons Park, Ryan and Adam are going to need more help.

I have included in your packet a listing of the duties and activities that Ryan and Adam currently do throughout the year. You will see from reviewing the list that it is fairly busy the entire year and more and more work will be added to the list with the operation of the splash pad and the needed uptake in maintaining Paris Street Park.

If a new employee was hired and he started as a Parks Worker I with a starting salary of \$22.58, the impact that his hiring would have on the general fund budget would be approximately \$65,753.00 a year. This number includes salary and benefits for the employee. While the number is significant, I believe that the general fund can handle that expense.

Since the village has a park's worker position, we would not need to create the position to hire someone. However, we would need to advertise in house before advertising to the general public. If council would want to hire an individual to work with Ryan and Adam, they can do so, by authoring the administrator to advertise to fill the position

Motion to hire a 3rd full time parks employee by Steele and Wilges. Motion passed on 5 aye votes.

Discussion and motion to hire an officer for the Minster Police Department.

In your packet is a recommendation by Chief Morris to hire Jeremy Gruss to fill the open position created when Bradyn Adams took a position with the City of St. Marys. Jeremy is a resident of Coldwater and currently serves in the Army Reserves. He is a graduate of Edison State College's Law Enforcement Program and comes to the village after working with the Darke County Sheriff's office and the Mercer County Sheriff's Office.

Chief Morris would like to start Jeremy out as a Police Officer I at \$28.22 an hour. His hiring would be conditional based upon his passing of the required Ohio Police and Fire Physical.

In order to employ Mr. Gruss, the Mayor would need to recommend his hiring and council would need to approve the recommendation through the passage of a motion.

Motion by Clune and Wilges to hire Mr. Gruss to fill vacated Adams position on the PD. Motion passed on 5 aye votes.

Discussion and motion to suspend the MORA for the Oktoberfest Weekend.

At the last meeting, Council passed a motion allowing the Oktoberfest Committee to utilize the Minster Machine Centennial Park and the Oktoberfest Park for this year's annual Oktoberfest. While this celebration occurs between October 3rd to the 5th, council should consider suspending the MORA during this time.

When we put the regulations together for the MORA, we included a clause that gave the council the authority to suspend the MORA for certain events in the community. The Oktoberfest is probably one event that council should consider suspending the MORA for. This would prevent individuals from bringing drinks into the Oktoberfest grounds.

If council is in favor of suspending the MORA for the Oktoberfest, I believe that they can do so with the passage of a motion. Once the motion is passed, I will send letters notifying the establishments that the MORA is suspended during the event.

Motion by Steele and Sherman. Motion passed on 5 aye votes.

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 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. The purchases are as follows:

Civic Plus	\$3,780.00	Renewal of our mass notification software
Dickman Supply	\$4,987.57	Materials for electric department
Treasurer State of Ohio	\$3,000.00	Annual Fee for LEADS for Police Department
Flowmasters	\$14,250.00	Installation of sprinkler system in Oktoberfest Park
Choice One Engineering	\$3,037.50	Engineering for Multi-Use Trail
Choice One Engineering	\$12,550.00	Engineering for SR 66 Sidewalks
Choice One Engineering	\$14,375.00	Engineering for Hamilton Street
Best Rents	\$11,555.00	Rental of vac-truck by Public Works Department
Brian Brothers Painting	\$4,290.00	Painting of trim at library
Encompass	\$3,200.00	Engineering for substation expansion
Encompass	\$17,280.00	ARC flash system update
Encompass	\$6,950.94	ARC Flash study NW Substation
McWane Poles	\$23,058.00	Replacement transmission line poles
McWane Poles	\$24,888.00	Replacement transmission line poles
OMEA	\$7,958.00	Annual OMEA Dues
RecDesk	\$4,200.00	Renewal of parks and recreation software
Gehret Nursery	\$6,861.50	
Madison Energy	\$52,298.01	June monthly power bill for Solar Field #2
Madison Energy	\$14,124.65	June monthly power bill for Solar Field #3
Echo Electric	\$3,860.00	Parts and Materials for Electrical Department
Echo Electric	\$10,320.00	Parts and Materials for Electric Department
Crown	\$7,882.22	Battery and Charger for Forklift for WWTP
Half Moon Ventures	\$44,660.00	June monthly power bill for Solar Field #1
AMP	\$955,728.04	Monthly power bill for June
AMP	\$958,666.70	Monthly power bill for July
Half Moon Ventures	\$44,660.00	July monthly power bill for Solar Field #1
Madison Energy Investments	\$52,298.01	July monthly power bill for Solar Field #2
Madison Energy Investments	\$14,124.65	July monthly power bill for Solar Field #3
Vemeer All Roads	\$3,457.56	Vac Trail Repair
Chemical Services Inc.	\$9,194.00	Water Plant Chemicals
D&M Fencing	\$22,632.00	Fencing around dilution wells/WWTP
Hawkins inc.	\$3,700.41	Chemicals for Water and Waste Water
McGill Home Improvement	\$3,101.00	Painting at Safety Building
Ohio Treasurer	\$10,417.32	2 nd Half OPWC Loan Payment for 7 th and Paris Street
Andover Bank	\$27,215.50	Loan Payment for WWTP Loan
First National Bano of Omaha	\$6,780.38	Credit Card Payment

Motion by Wilges and Sherman. Motion passed on 5 aye votes.

Discussion and motion to purchase a new truck for the Parks Department.

In this year's appropriations we budgeted \$65,000.00 to purchase a new truck for the Parks Department. This new truck would replace the 2009 Ford flatbed truck that the Parks Department currently uses to haul the mowers.

Ryan has found a new 2024 F250 SuperCab at Chesrown Ford of Sidney for \$49,500.00. This vehicle is well below the purchase price that is available through the state purchasing program. The vehicle is a 4-wheel drive with a 6.8-liter V-8 gas engine.

Even though the vehicle will not be purchased through state purchasing, council could still purchase the vehicle without going through a formal bidding process since the cost of the pick-up is under the bidding threshold.

IF council wants to move forward with the purchase, they can do so by passage of a motion.

Motion by Osterloh and Wilges for purchase of new vehicle. Motion passed on 5 aye votes.

ADMINISTRATOR REPORT:

- 1) The last day for operations at the Minster Pool was Sunday, August 17. Now that the pool is officially closed for the season, the parks department will begin preparing it for winter.
- 2) Public works crews have completed painting the street markings throughout the village. In addition, they have completed spraying the streets for weeds and grass and are finishing up spraying the canal banks for weeds.
- 3) The electric department continues to work on replacing several poles in the alley between Hanover and Lincoln streets and between Sixth and Fifth Streets. In addition, they continue to install the new electrical services to the new Image Tool site and to the Purpose Energy site.
- 4) We are going to have the First Street water tower cleaned. It has been about five years since the tower was power washed and there is some dirt and discoloration under the bowl that needs to be removed.
- 5) The State Auditors have begun to audit the village financial records for 2024. Auditors arrived last week on site to begin gathering information for the audit. Works should wrap up in the next couple of weeks.
- 6) The Public Works Department has completed the annual hydrant testing and Scott Langenkamp is preparing a report for the Fire Department. Any hydrants that need maintenance will be identified and serviced.
- 7) Work on the installation of the splash pad and shelter house at Paris Steet Park is finished. Ryan and Adam were trained on the operation of the splash pad last week. There are a couple of small issues that need to be resolved at the splash pad and we are working on those. In addition, picnic tables for the shelter house have been ordered and should be delivered the end of this month.
- 8) The electric department has rented a 120-foot lift to repair some of the ball diamond lights at Four Seasons Park. The village does not have a truck that will go that high, thus the need to rent a lift. Crews will begin working on the lights this week.

Receipts: \$2,836,185.46

Motion to accept the receipts by Clune and Osterloh. Motion passed with 5 aye votes.

Invoices: \$1,255,447.39

Motion to pay invoices by Wilges and Osterloh. Motion passed on 5 aye votes.

Executive Session:

Motion to enter Executive Session to discuss the sale and purchase of land @ 7:37 by Steele and Sherman.

Motion passed on 5 aye votes.

Motion to exit Executive Session @ 8:32 by Wilges and Steele. Motion passed on 5 aye votes.

Adjournment: Motion to adjourn was made by Sherman and Clune at 8:34pm. Motion passed on 5 aye votes.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain