

Village of Minster, Ohio
Council Meeting Minutes
Tuesday, August 18, 2026

Call to Order

Council convened at 6:30 PM in Council Chambers with the following council members present: Travis Wilges, Josh Osterloh, Nicole Clune, 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.

Approval of the meeting minutes of July 21, 2026.

Minutes from the July 21, 2026 meeting

A motion to Accept the Minutes from the July 21, 2026 meeting by Nicole Clune and Josh Osterloh. Motion: Passed.

Yae: Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: Travis Wilges

A motion to excuse councilmen Steele and Sherman by Curt Albers and Travis Wilges.

Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Introduction of Visitors:

Eric Schmiesing from Garmann and Miller to discuss the Library Elevator Project
Working on a renovation and elevator project. Some existing electric and the walls of the elevator shaft will need some updates. Garmann and Miller will work with the general contractor to time the projects so that the work being done coincides with one another.

Ordinances and Resolutions:

Ordinance 26-07-03

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. 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 second reading of Ordinance 26-07-03 by Nicole Clune and Travis Wilges.

Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Resolution 26-07-03

The Auglaize County Solid Waste District is asking each community within Auglaize County to pass a resolution approving the district's request to abolish the generation fee and to establish a new contract fee through designation.

Currently, the Solid Waste District collects \$7.65 per ton for garbage generated in Auglaize County. With the generation fee, the district is only able to collect this fee from Ohio disposal facilities. It cannot collect the fee from out of state disposal facilities. With a considerable amount of waste from Auglaize County going to out of state disposal facilities, the county is not collecting this generation fee for a good portion of the garbage generated within Auglaize County.

The Solid Waste District is proposing to eliminate this generation fee and wants to impose a designation fee. This proposed designation fee would allow the district to collect the same \$7.65 per ton fee from designated disposal facilities located either inside or outside the State of Ohio. The purpose of this change is to establish a more stable and predictable funding mechanism for the district while ensuring that all solid waste generated within Auglaize County contributes equally to the programs and services provided by the district, regardless of where the waste is ultimately disposed.

The Solid Waste District states that this change will not increase district fees. Residents and local governments will not pay additional costs because of this proposal and municipalities will not be required to deliver waste to any particular disposal facility.

The proposed designation fee will provide a more predictable and reliable revenue source for the district. It will ensure equitable fee collection regardless of where the waste is disposed. The fee will help sustain recycling, education, litter prevention, special collection events and other district services and better position the district to adapt to changing waste disposal practices while maintaining long term financial stability for the district.

I have spoken with Rumpke about the proposed change and Rumpke has told me that the proposal would not necessitate an increase in rates charged to the village for garbage collection, if the resolution would be passed and ratified. I have seen in the papers that other communities in Auglaize County are approving the resolution as well.

If council would want to approve the resolution, we have already given a first reading to it. Because the district had until August 21st to have the resolutions passed by the communities

and ratified by the Commissioners, we would need to suspend the three readings requirements and pass the resolution as an emergency. If passed, I will notify the Solid Waste District.

A motion for the second reading of Resolution 26-07-03 by Josh Osterloh and Curt Albers.

Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Ordinance 26-08-01

In your packet is the final piece of legislation for the 2025 -2026 Miscellaneous Sidewalk Improvement Project. This ordinance establishes the final assessment numbers based upon the actual costs submitted by D.L. Smith 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 \$ 154,879.35. 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 first reading of Ordinance 26-08-01 by Travis Wilges and Nicole Clune.

Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Resolution 26-08-01

Back in December of 2024, the Minster School Board approached the village to gauge the village's interest in exchanging land, so that the school could consider the possibility of adding onto the middle school. At that time, the council indicated that they would be open to a land exchange. Since that time the school has acquired an 11.446-acre parcel of land adjacent to the Four Seasons Park that was offered as exchange property if approval of the land exchange was approved by the United States' Department of the Interior. Because the existing 7th Street Community Park was originally constructed using federal funds, to convert the parcel to a non-public outdoor recreational area, the village needed to go through a 6-F conversion process.

As instructed by council, the village has worked through the 6-F conversion process and has received the final executed amendment from the National Park Service for the conversion of a portion of the Minster Community Park. In exchange for the 11.446-acre parcel next to the Four

Seasons Park, 7.3 acres of the 7th Street Community Park will be converted to non-recreational use land. The remaining acreage of the 7th Street Community Park, the area surrounding the pool, will remain in recreational use. One caveat of the 6-F conversion process is that the entire Four Seasons Park will now fall under the 6-F protected land use requirements.

Now that approval of the 6-F conversion has been received, the council can proceed with the exchange of land with the School Board. Enclosed in your packet is a copy of an exchange agreement between the village and the school board that outlines the land exchange. I have put together a resolution that council can pass that gives the Mayor permission to enter into a land exchange agreement with the Minster School Board and to conduct all activities necessary to execute the exchange of land with the school.

The village and the school need to record the deeds and the limitations of use associated with the 6-F conversion, which will be done shortly. I would suggest giving the resolution the full three readings and once the three readings are conducted, we can finalize the land exchange.

A motion for the first reading of Resolution 26-08-02 by Josh Osterloh and Curt Albers.

Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Summary of Agenda Items

Committee Reports and Discussion Items:

Streets

None

Safety

None

Parks

None

Personnel

None

Finance/Audit

None

Utilities

None

Economic Development

None

Community Engagement and Development

Working on getting the second quarter mailer finished and out.

Old Business

None

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:

CITY OF ST. MARY'S	\$ 55,695.07	JUNE NET PROFIT
AUGLAIZE CO TREASURER	\$ 16,113.60	SUMMER FILL SALT
RECDESK	\$ 4,410.00	ANNUAL SUBSCRIPTION
CITY OF ST. MARY'S	\$ 3,879.56	MARCH NET PROFIT
CHEMICAL SERVICES	\$ 4,479.00	WWTP CHEMICALS
CHEMICAL SERVICES	\$ 8,676.00	WWTP CHEMICALS
		REDIRECT CHECK SENT TO US ON
MINSTER SCHOOLS	\$ 9,675.00	ACCIDENT
PETERSON HIGHWAY SAFETY	\$ 6,793.00	PED CROSSING SIGNS
SAL CHEMICAL	\$ 8,817.00	WWTP CHEMICALS
CHEMICAL SERVICES	\$ 5,931.09	WATER CHEMICALS
EVERETT J. PRESCOTT INC	\$ 5,033.21	SUPPLIES TO MOVE WATER TAP
GEHRET NURSERY	\$ 3,424.00	LANDSCAPING 4 SEASONS
LACAL EQUIPMENT	\$ 3,687.21	FIX STREET SWEEPER
PLEIMAN LANDSCAPING	\$ 5,051.82	SEED GRASS S. 66 WATER LINE
RECREONICS	\$ 6,202.63	ADA POOL STEPS
BURKE PETROLEUM	\$ 9,596.59	JUNE FUEL
RUMPKE	\$ 6,137.34	HAUL SLUDGE
BURKE PETROLEUM	\$ 7,984.09	JULY FUEL
		STAGE DISCHARGE SITE
US GEOLOGICAL SURVEY	\$ 3,813.00	OPERATION
ANIXTER	\$ 5,304.00	3 PHASE METER TESTING
VERTOSOFT	\$ 130,504.90	NEW FINANCIAL SOFTWARE
ANIXTER	\$ 5,304.00	3 PHASE METER TESTING
HAWKINS	\$ 14,811.34	WATER CHEMICALS
IRBY	\$ 9,200.00	SINGLE PHASE SWITCH CABINET
IRBY	\$ 34,691.60	WIRE
IRBY	\$ 6,380.00	LINE TOOLS, CUTTERS, PRESSES
WINNERS COMPUTERS	\$ 6,855.95	MONTHLY SUPPORT AND CYBER
CHOICE ONE ENGINEERING	\$ 4,075.53	FOUR SEASONS SURVEY
		N. GARFIELD WATERLINE AND
CHOICE ONE ENGINEERING	\$ 6,795.00	CURB

GARMANN & MILLER	\$ 5,243.00	LIBRARY RENO STUDY
ANIXTER	\$ 10,452.82	WIRE
ANIXTER	\$ 19,700.00	WIRE
ANIXTER	\$ 4,176.90	3 PHASE METER TESTING
DICKMAN SUPPLY	\$ 6,030.15	2.5" PULLING ELBOWS
ENCOMPASS ENGINEERING	\$ 5,785.00	SCADA SOLAR SITE
		ELBOWS AND SHRINK WRAP
IRBY	\$ 3,500.00	CONNECTORS
MINSTER AREA LIFE SQUAD	\$ 24,125.00	2ND QTR PAYMENT
MOODY'S OF DAYTON	\$ 7,400.00	ABANDONMENT OF WELLS

A motion to approve by Nicole Clune and Curt Albers. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

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

The City of St. Mary's is reporting that we received \$324,977.78 in income tax dollars for the month of July 2026. This brings us to a total of \$2,898,112.19 for the first seven months of the year. This number is down about \$300,000.00 from what he received in the past few years at this point in time. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

A motion to approve the Income Tax Report from the City of St. Mary's by Josh Osterloh and Travis Wilges. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Discussion and motion to seek bids for the installation of an elevator at the Minster Library

Eric Schmiesing from Garmann and Miller will be at the council meeting to discuss the elevator project at the Minster Library. Due to the long lead time of the elevator (12 to 14 weeks) and the fact that the installation of the elevator is installation specific we would like to seek bids for this portion of the library renovation project.

If everyone remembers, the village received a grant from the Auglaize County Commissioners for \$67,200.00 for this project. The engineer's estimate for the project was approximately \$289,000.00. The village appropriated \$400,000.00 in the 2026 budget for this work.

To meet the end date requirement for the CDBG grant and for the elevator to be installed around February of 2027, we would need to seek bids for the project shortly. The Auglaize County Library is still fundraising for the greater renovation project for the library, and this will continue for the next couple of months.

To seek bids for the elevator project, the council would just need to pass a motion authorizing that the administrator be allowed to seek bids. We will then work with Garmann and Miller to finalize a bid date for the project.

A motion to approve by Curt Albers and Nicole Clune. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Discussion and motion to set the date for Trick or Treat in the Village.

We have already received several phone calls regarding the date for Trick or Treat, so if Council wants to set a date for trick-or-treat, a decision will need to be made, so that proper notice can be provided to the various groups and the press. Usually, the event is held from 6:30 pm to 8:00 pm.

Normally, we hold Trick or Treat on the last Thursday of October, which this year would be October 29th. According to the schedule published by St. Augustine there is no mass that evening. If council would want to set Trick or Treat for that evening, they can do so through the passage of a motion.

A motion to approve by Travis Wilges and Josh Osterloh. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Administrator's Report

August 18, 2026 Administrator's Report

1. Tom's Construction has completed the work on the Paris Street Park Parking Lot Improvement Project. The electrical department still needs to install lights around the parking lot and Pleiman Landscaping will be in the village the first of September to plant grass along the edge of the parking lot. Once this is complete that will wrap up this project.
2. The meter tester from Anixter has completed the testing of all three phase and single phase industrial and commercial meters. Only one problem was discovered and that problem has been solved.
3. Tom's Construction has completed the work on the Fourth Street bricks over the canal. We changed the pattern of the bricks somewhat as the brick layers thought that a herringbone pattern would hold up better given all the truck traffic on the street.
4. Two weeks ago, the public works department had a sewer line on south Frankfort Street collapse. Crews with the assistance of Paulus Excavating were able to make the necessary repairs and reopen the sewer line within the day.
5. Last Wednesday, bids were opened for the North Garfield Street Water Line and Curb Replacement Project. The low bid for the project appears to be Finrock Construction out of Covington. Finrock's bid was approximately \$240,000 lower than the engineer's estimate. Since Finrock has never completed work for the village, we are checking references and will have a recommendation to council at the next council meeting.

6. It appears that the village will receive a Nature Works Grant for the development of a disc golf course at Four Seasons Park. In conversations with ODNR it looks like the village was the only community who applied for the Nature Works Grant from Auglaize County, which means that we would be the recipient of the grant. Formal notification of whether we are awarded the grant will come in the fall.
7. Public works crews are finishing up painting lines and markings on the various streets throughout the village. This is an annual summer occurrence that the department handles. Weather permitting, we should wrap this up within the next week or so.
8. The electrical department's new bucket truck has been returned to Centerville for repairs. Apparently, there is a leak with the hydraulic cylinder that operates the boom. UTE is awaiting replacement parts to change out the cylinder. The department has returned the old bucket truck that we were going to replace in to service while the new truck is being repaired.
9. Assessment letters for Hamilton Street have been sent out to the property owners along that street. The property owners have forty-five days to pay all or a portion of their assessments. After the forty-five-day period, any remaining unpaid assessments will be added onto the property taxes of the property owners.
10. Sophie Werling, our intern who helped in the village offices has finished her internship. While working with the village Sophie updated the village cybersecurity plan; developed a disaster response plan, created an application for right-of-way permits and updated the village's health and safety plan.
11. We continue to make progress on the implementation of the new financial/accounting software for the Village. Jim and Morgan are having regular meetings with the Open Gov and TCP regarding the programs and getting those programs set up in our system.
12. The last day for the operation of the swimming pool was Sunday, August 16th. Now that the pool is closed for the remainder of the year, crews will prepare the pool for the winter.
13. Starting Monday, August 24th, a portion of State Route 66 will be closed to traffic to allow Paulus Excavating to tie a storm sewer from Garmann and Miller's lots into the village's storm line. Due to the depth of the excavation, Main Street between Fourth and Third Streets will be completely closed to traffic. A local detour will be established to allow vehicles to continue to navigate through the village. It is anticipated that the road closure will only be for two days.

Police Chief Report

Police Chief's Report for August 18, 2026

Invoices: \$1,799,227.99

Invoices for august 18, 2026

A motion to approve invoices of \$1,799,227.99 by Curt Albers and Travis Wilges. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Receipts: \$2,171,794.92

Receipts for August 18, 2026

A motion to approve receipts of \$2,171,794.92 by Josh Osterloh and Nicole Clune. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Motion to adjourn

A motion to adjourn at 6:59pm by Curt Albers and Travis Wilges. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: None

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain