VILLAGE OF MINSTER, OHIO

COUNCIL MEETING MINUTES

Tuesday, September 2., 2025

**Council Meeting:** Council convened at 6:30 pm in Council Chambers with the following council members present: Curt Albers, 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), The Daily Standard, and the Evening Leader.

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

**Approval of Aug 19, 2025 Minutes:** Clune and Sherman motioned to approve the minutes from the regular meeting on Aug 19, 2025. Motion passed on 6 aye votes.

Mayor Oldiges swore in Jeremy Gruss, new officer on Police Dept. His wife Maria and daughter, along with the entire Police Department were present.

**Visitors:** Jim and Susan Donauer were in attendance with concerns about semi traffic down Hamilton St. during Oktoberfest. Council heard their concerns and is planning an alternate detour for the event.

**ORDINANCE AND RESOLUTIONS:**

**Resolution 25-08-01: Discussion, third and final 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 a previous 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. As of the writing of this report, I have not heard from Centerpointe Energy regarding the proposed changes. Therefore, Council could table this resolution until we get comments back from Centerpointe.

Osterloh and Wilges motioned for Resolution 25-08-01 to pass with the 3rd and final reading. Motion passed with 6 aye votes.

**Resolution 25-09-01: Discussion, suspend, pass and adopt a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.**

Each year the Auglaize County Budget Commission establishes the rate of each tax necessary to be levied within and without the ten-mill limitation for the following fiscal year. The County Auditor’s tax rate estimates to be levied inside the ten-mil limit is 2.20 mills for the general fund and 3.0 mills for the tax rate levied outside of the ten-mil limit for the Fire and EMS levy. This mileage would generate approximately $315,173 for the General Fund and $327,162 for the Fire and EMS Fund.

The resolution requests that the Council accept the amounts and rates as determined by the Budget Commission. In order to do so, Council would need to pass a resolution.

Albers and Steele motioned to suspend the three readings and declare an emergency on Resolution 25-09-01. Motion passed with 6 aye votes.

Clune and Steele motioned to pass and adopt Resolution 25-09-01. Motion passed on 6 aye votes.

**Resolution 25-09-02: Discussion, suspend, pass and adopt a resolution accepting the alternate plan of distribution of local government funds for Auglaize County and to declare an emergency.**

Each year the village receives a plan of distribution of the Local Government Fund from the Auglaize County Budget Commission. This year the village will receive .051125% of this fund or $93,827.92. This is an increase of $4,613.41 over the amount received last year.

The money from this fund is collected from various taxes in the state. The money is then divided up and given to each county based upon population. The County then divides this money up to various subdivisions within the County based on a need formula determined by the Ohio Revised Code. The money from this fund is expected to be used to cover current operating expenses.

The Budget Commission asks that Council pass a Resolution accepting these rates. Due to the deadline of submitting the resolution to the Auglaize County Budget Commission, it is recommended that this ordinance be passed as an emergency.

Wilges and Osterloh motioned to suspend the three readings and to declare an emergency on Resolution 25-09-02. Motion passed on 6 aye votes.

Albers and Sherman motioned to pass and adopt Resolution 25-09-02. Motion passed on 6 aye votes.

**Ordinance 25-09-01: Discussion, suspend, pass and adopt an ordinance awarding a contract to the lowest and best bidder for the purchase of the 2025 Minor Street Resurfacing Project; authorizing the execution of a purchase order and declaring an emergency.**

On August 28th, the Village opened the bids for the 2025 minor street resurfacing project. The streets scheduled to be resurfaced under this program include Parkview Drive, Fourth Street from the canal to the west corporation line, Hanover Street from Second Street to Fourth Street, the alley between Second Street and Third Street and Main and Lincoln, the alley east of Minster Supply, the alley between Fifth Street and Sixth Street and Hanover and Lincoln and the alley between Second Street and Third Street and Main and Garfield The engineer’s estimate for the project was $394,908.40. Only one bid was received and that bid was from Barrett Paving at $357,595.50. This bid is approximately $37,312.90 lower than the estimate.

In the 2025 appropriations, 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 the additional resurfacing or we could look at deleting a segment of the project.

Whichever way we decide to go, Barrett Paving have done good work for the village in the past and I would recommend that the bid be awarded to them.

Steele and Clune motioned to accept the bid from Barrett Paving. Motion passed with 6 aye votes.

Sherman and Osterloh motioned to suspend the three readings and declare an emergency on Ordinance 25-09-01. Motion passed with 6 aye votes.

Albers and Steele motioned to pass, adopt and allow the mayor to sign a contract for Ordinance 25-09-01. Motion passed on 6 aye votes.

**COMMITTEE REPORTS**:

**STREETS:**  Discussed SR 66 sidewalks and productive talks with parties with a base plan in place.

**SAFETY:** None

**PARKS:** Discussed Friday Dec. 12 as community tree lighting with Santa, ice skating, food trucks, etc. on 4th St. Discussed some splash pad concerns. Discussed possible elevator needs at Library. Parks committee had a meeting with Josh Meyer from the school. Also, discussed ongoing Ft. Loramie Trail discussions.

**PERSONNEL:** None

**UTILITIES:** None

**ECONOMIC DEVELOPMENT:** None

**COMMUNITY ENGAGEMENT AND DEVELOPMENT**: None

**FINANCE/AUDIT:** None

**OLD BUSINESS:**

**Discussion and motion to seek bids for the 2025-2026 Sidewalk Repair Project.**

Scott Langenkamp has finalized the list of sidewalk repairs that need to be completed as part of the 2025-2026 Sidewalk Repair Project. There is an extensive list of sidewalks, that need to be repaired as well as some handicap ramps and drive approaches.

Early this year, the village notified property owners of the need to repair the sidewalks. The list developed by Scott includes those who failed to do the work themselves, and those that wanted the village to hire a contractor to do the work.

I have added a set of bid documents to Scott’s list and we are ready to seek bids, so that we can hire a contractor to make the necessary repairs. The estimated cost of making these sidewalk repairs is $213,677.50. Most of this cost will be assessed back to the property owners. A contractor would have until June 30th of 2026 to complete the repairs.

If council wants to move forward with the project, they would need to authorize the administrator to seek bids. If council so desires, we can advertise the week of September 8th and open the bids on the 30th of September. In order to proceed with bidding council can do so with the passage of a motion.

Steele and Sherman motioned to seek bids for the 2025-2026 Sidewalk Repair Project. Motion passed on 6 aye votes.

**NEW BUSIENSS:**

**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:

|  |  |  |
| --- | --- | --- |
| Associated Hydro Excavating | $3,287.50 | Hydro Vac for the Electric Department |
| Design to Wellness | $6,806.00 | Equipment for Police Fitness Room |
| Gehret Nursery | $6,324.00 | Landscaping Rocks Around Library and Administration Building |
| National Water Services | $24,822.56 | Repair of High Services Pumps at the Water Plant |
| SAL Chemicals | $7,875.00 | Chemicals for the Water and Waste Water Department |
| Choice One Engineering | $7,950.00 | Engineering for North Hamilton Street |
| Hawkins | $5,688.19 | Chemicals for the Water and Waste Water Department |
| Hawkins | $6,625.00 | Chemicals for the Water and Waste Water Department |
| SAL Chemicals | $11.075.00 | Chemicals for the Water and Waste Water Department |
| Winner’s Computers | $11,006.83 | Tablets for Council and Associated Computer Support |
| Auglaize County Treasurer | $16,234.99 | Salt and Grit for Public Works |
| Core and Main | $3,750.00 | Water Line Parts for Public Works Department |
| Encompass | $10,010.00 | Engineering Work on SCADA System for Electrical |
| Encompass | $3,130.00 | ARC Flash Study for Northwest Substation |
| US Geological Survey | $3,750.00 | Canal Stream Meter for TDS levels |
| Chesrown Ford | $50,804.00 | New Pickup for Parks Department |
| Apollo Career Center | $5,000.00 | CDL Training for Tyler Karnehm |
| Core and Main | $3,227.19 | Water Line Materials for Public Works Department |
| Custom Concrete Coatings | $13,965.00 | Resurfacing of Dance Pad in Oktoberfest Park |
|  |  |  |

Clune and Albers motioned to approve invoices over $3,000.00. Motion passed on 6 aye votes.

**Discussion and motion to approve the July 2025 Income Tax Report as submitted from the City of St. Marys.**

The City of St. Marys has reported that we have received $442,973.90 in income tax receipts for the month of July. This brings the total amount received for the year to $3,215,587.80. Council usually accepts the report through the passage of a motion.

Osterloh and Wilges motioned to accept July 2025 Income Tax Report as submitted from the City of St. Marys. Motion passed on 6 aye votes.

**Discussion and motion to set a date for Trick or Treat within 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 30th. 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.

Sherman and Steele motioned to set the date for Trick or Treat. Motion passed on 6 aye votes.

**Discussion on requesting a hearing for a transfer of a Liquor Permit for Wagner’s IGA.**

We have received notice from the Division of Liquor Control that the ownership of the liquor license for Wagners IGA is about to change ownership. Currently, the license is owned by Wagners IGA Market Inc. and it will go to Braido Food Markets LLC. The Division of Liquor Control has asked the village if council would like to hold a hearing on this change in ownership. The Village needs to respond by September 15th to the request.

In the past, council has usually not requested a hearing on these requests. Since, we have to reply yes or no on the hearing question, council should pass amotion if or if not they would like a hearing.

Clune and Osterloh motioned to not request the hearing and approve the transfer of the permit. Motion passed on 6 aye votes.

**ADMINISTRATOR REPORT:**

1. Last week, the Village held the pre-construction meeting for the Hamilton Street Reconstruction Project. In attendance was the contractor for the project, PAB Construction. PAB Construction indicated that they are looking at starting the project towards the end of October.
2. Fenson Contracting the contractor for the Columbia Drive Water and Sewer Extension Project, will begin to move in equipment this week. Next week, material will be delivered and work will start on this project.
3. The first street water tower has been power washed and cleaned. This is something we do every four to five years and keeps the mildew and dirt from building up on the bottom of the bowl. National Water Authority did mention that there are a couple of areas where the paint is starting to get a little thin and that we may want to look at re-painting the tower in the future. The last time we painted that water tower was in 2013. site.
4. The electric department has finished up the repairs to the lights on the diamonds of Four Seasons Park. The 120-foot lift that was rented so that the department have access to the lights will be returned.
5. The 65-foot bucket truck that the electric department uses was taken to Circleville to have a leaking hydraulic cylinder replaced. The department went down last Thursday to pick up the repaired truck.

**Receipts:** $1,513,864.75

Motion to accept the receipts by Wilges and Sherman. Motion passed with 6 aye votes.

**Invoices:** $707,627.88

Motion to pay invoices by Albers and Osterloh. Motion passed on 6 aye votes.

**Executive Session:**

Motion to enter Executive Session to discuss the sale and purchase of land @ 7:15 by Clune and Steele.

Motion passed on 6 aye votes.

Motion to exit Executive Session @ 8:28 by Wilges and Osterloh. Motion passed on 6 aye votes.

**Adjournment:** Motion to adjourn was made by Sherman and Clune at 8:30pm. Motion passed on 6 aye votes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Craig Oldiges, Mayor James Cain, Fiscal Officer

Recorded & typed by James Cain