

Village of Minster, Ohio
Council Meeting Minutes
Tuesday, September 1, 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, 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.

Approval of the meeting minutes of August 18, 2026

August 18, 2026 Meeting Minutes

A motion to accept minutes from August 18, 2026 meeting by Travis Wilges and Curt Albers.
Motion: Passed.

Yae: Josh Osterloh, Nicole Clune, Curt Albers

Nay: None

Abstain: Trey Steele, Craig Sherman

Introduction of Visitors:

Dave Meyer, village resident, addressed council about the Flock cameras that were installed by the police department.

Josh Meyer (Minster Schools Superintendant and Rich Bruns School Board President) were in attendance for Resolution 26-08-01

Ordinances and Resolutions:

Ordinance 26-07-03: Discussion, third and final 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. 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 will need to pass an ordinance approving the annexation. This would be the third and final reading of the ordinance. Upon approval, I will send all documents to the auditor, recorder and secretary of state.

A motion for third and final reading passing and adopting Ordinance 26-07-03 by Josh Osterloh and Craig Sherman. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Resolution 26-07-03: Discussion, third and final reading adopting a resolution approving a generation fee abolishment for the Auglaize County Solid Waste District and declaring an emergency.

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 was passed and ratified. I have seen in the papers that other communities in Auglaize County are approving the resolution as well.

If council wanted to approve the resolution, this would be the third and final reading of the resolution. If passed, I will notify the Solid Waste District.

A motion for the third and final reading passing and adopting Resolution 26-07-03 by Nicole Clune and Trey Steele. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Ordinance 26-08-01: Discussion and second reading of an ordinance levying special assessments for the improvements to various streets in the Village of Minster, Ohio; such improvements include the repair of sidewalks and drive approaches.

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 second reading of Ordinance 26-08-01 by Curt Albers and Travis Wilges.
Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Resolution 26-08-01: Discussion and second reading of a resolution entering into a land exchange agreement with the Board of Education of the Minster Local School District.

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. 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 second reading of Resolution 26-08-01 by Josh Osterloh and Trey Steele.
Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Resolution 26-09-01: Discussion and first reading of a resolution accepting the alternate plan of distribution of local government funds for Auglaize County.

Each year the village receives a plan of distribution of the Local Government Fund from the Auglaize County Budget Commission. This year the village is estimated to receive .051125% of this fund or \$101,098.10. This is an increase of \$7,270.18 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. The resolution must be passed and returned to the County Auditor by the end of September, so we can conduct at least two readings for the resolution.

A motion to suspend three readings of Resolution 26-09-01 and declare an emergency by Nicole Clune and Travis Wilges. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

A motion to pass and adopt Resolution 26-09-01 by Craig Sherman and Josh Osterloh. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Ordinance 26-09-01: Discussion, acceptance of bids, suspend, pass and adopt an ordinance awarding the bid for the North Garfield Street Waterline Replacement Project and declaring an emergency.

On August 12th, the Village opened the bids for the North Garfield Street Waterline Replacement Project. This project is to replace the water line and the curb and gutter along North Garfield Street from Seventh to Fifth streets. The engineer's estimate for the project was \$1,140,568.00. Seven bids were received and those are as follows:

Finrock Construction	\$899,000.00	Covington, Ohio
Shinn Brothers	\$958,000.00	Celina, Ohio
M & T Excavating	\$967,292.75	Bradford, Ohio
Brenneman Excavating Inc.	\$1,000,047.98	Elida, Ohio
Hohenbrink Excavating LLC	\$1,004,733.39	Ottawa, Ohio
Fenson Contracting LLC	\$1,095,246.65	Ft. Jennings, Ohio
Tom's Construction Inc.	\$1,113,547.00	St. Henry, Ohio

All the bids are under the engineer's estimate for the project. The low bid appears to be Finrock Construction. Since they have never performed work for the village, I spoke with some of their references. Their references indicated that they do excellent work, are very easy to work with in terms of changes and their change order requests are very well substantiated. They also mentioned that they adhere to a schedule. I also spoke with Allan at Choice One and he has worked with Finrock in the past and he says that they are a good and reputable company and that all the projects they have worked on for him have been well done.

Based upon the references and the low bid, I would recommend that the project be awarded to Finrock Construction. If council wants to move forward with the project, they will need to accept the bid by passage of a motion and then pass the ordinance awarding the bid to Finrock Construction.

A motion to accept the bids by Curt Albers and Craig Sherman. Motion: Passed.

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

Nay: None

Abstain: None

A motion to suspend three readings of Ordinance 26-09-01 and declare an emergency by Travis Wilges and Trey Steele. Motion: Passed.

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

Nay: None

Abstain: None

A motion to pass and adopt Ordinance 26-09-01 by Josh Osterloh and Nicole Clune. Motion: Passed

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

Nay: None

Abstain: None

Summary of Agenda Items

Committee Reports and Discussion Items:

Streets: Nicole, Trey, and Travis

The streets committee met and discussed the following items:

- Discussion on selection of Finfrock Construction
- Number of sidewalks missing on undeveloped lots
- 7th and Hamilton stop sign options to make it more visible
- Left turn phasing at 7th and Main, issues with north bound turning left. Discussion with Choice One
- Engineering proposal for 6th and Jefferson
- Replacement of traffic lights at 1st and Main. New posts to replace stringers.
- ODOT to pave St. Rt. 66 next year Aug/Sept 2027. We will patch the new cutout. Have Barret patch N. Main

Safety: Nicole, Curt, Josh

None

Parks: Curt, Josh, Nicole

The parks committee met and discussed the following items

- Ribbon cutting for Paris St. Park Renovations
- Softball diamond upgrades for the high school girls and how to fund those upgrades
- Potential uses for newly traded land at 4 Seasons Park
- Installing a fountain in the pond at 4 Seasons Park

Personnel: Curt, Craig, Josh

None

Finance/Audit: Travis, Craig, Trey

None

Utilities: Josh, Nicole, Travis

The utilities committee met and discussed the following items:

- Substation water leak at Danone. Repairing 6 weeks out.
- CDM proposal for wastewater surcharge.
- TDS variance request.
- Utility extension west of Four Seasons Park.
- Midway water line loop.

Econ. Development: Trey, Travis, Craig

None

Community Engagement and Development: Craig, Curt, Trey

None

Old Business

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:

DL SMITH CONCRETE LLC	\$ 209,161.91	SIDEWALK REPAIR PROGRAM
HAWKINS	\$ 14,827.34	WATER PLANT CHEMICALS
PAULUS EXCAVATING	\$ 69,175.72	CURB AND ROAD PREP FOR COLUMBIA DR.
PAULUS EXCAVATING	\$ 11,900.00	SEWER MAIN REPAIR ON FRANKFORT
SUNBELT SOLOMON SERVICES	\$ 40,900.00	1000KVA PADMOUNT TRANSFORMER
HAWKINS	\$ 14,827.34	WATER PLANT CHEMICALS
WINNERS COMPUTERS	\$ 7,709.95	MONTHLY SUPPORT AND CYBER

A motion to approve invoices over \$3000.00 by Trey Steele and Curt Albers. Motion: Passed.

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

Nay: None

Abstain: None

Discussion and motion to enter into an agreement with Choice One Engineering for the Midway Water Line Loop Project.

In your packet is a proposal from Choice One to engineer a water line loop between Rosebud subdivision and Midway Drive. Currently one water line will end in the new phase of Rosebud and the other ends at the end of Midway Drive. We would like to tie these water lines together by running a line north from Rosebud between the properties owned by Matt Niemeyer and the hardware store and connecting it into the water line that lays in Midway Drive. This loop would allow us to have better water pressure in the area, allow us to serve the proposed new building that Matt Niemeyer wants to construct, and eliminate two dead ends that occasionally build up with rusty water.

Since we will need to have water line plans approved by the Ohio EPA, the project must be designed and stamped by a professional engineer. We have asked Choice One Engineering for an estimate for engineering the project and they have come back with a proposal of \$15,400.00. This number seems reasonable given the costs of the plans for the North Garfield Street Waterline Replacement Project. This is a project that can be completed over the winter months, if weather permits.

If council is in favor of moving forward with the project and agree to enter into an agreement with Choice One to provide the engineering services, they would need to pass a motion to do so.

A motion to enter an agreement with Choice One Engineering by Josh Osterloh and Travis Wilges. Motion: Passed.

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

Nay: None

Abstain: None

Discussion and motion to enter into an agreement with CDM Smith to conduct a wastewater surcharge rate reassessment.

In the past, village council established rules, regulations and rates for the provision of extra strength wastewater that is sent to the village's wastewater treatment facility. The last time these rates were reviewed, and set was at the end of 2020. A few items have changed since 2020, including increased costs in chemicals to treat high strength wastewater, increased costs in labor, the addition of another source of possible high strength wastewater and operational costs of the wastewater treatment plant. With these items occurring, we believe it is time to do a reassessment of these extra strength surcharge rates to make sure that the village is recouping today's costs.

Since the process of determining these rates is quite extensive and since we want to make sure these rates are justifiable and defensible, we have asked CDM Smith to see if they could conduct the analysis for us, as they were the ones that did the original analysis. CDM Smith has come back with a proposal for the reassessment of these surcharge rates. Their proposal covers data collection, the revenue requirement analysis, and the preparation of a technical memo that we can use to develop into an ordinance. Their fee for the analysis is \$52,824.00. I know that this price is high, but I think that we need to reassess the surcharge rates as we are probably not recouping all our money under the 2020 rates. In addition, the 2020 rates do not have a surcharge for TDS as TDS's were not a concern back in 2020.

If council is in favor of moving forward with the project and agree to enter into an agreement with CDM Smith to provide the analysis, they would need to pass a motion to do so.

A motion to enter an agreement with CDM Smith by Nicole Clune and Josh Osterloh.

Motion: Passed.

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

Nay: None

Abstain: None

Administrator's Report

September 1, 2026 Administrator's Report

- 1) Barrett Paving has indicated that they should be in the village within the next couple of weeks to conduct the minor street resurfacing project.
- 2) Paulus Excavating completed the tie in of the storm sewer from Garmann and Miller's parking lot to the center of Main Street last Monday and Tuesday. We took the liberty of leaving the road closed until mid-morning on Wednesday, to allow Paulus to finish up the project and to paint street markings in the area. We will be patching the trench in the road shortly.
- 3) The electric department has set the lights around the Paris Street Parking lot and they are operational. Pleiman landscaping is expected in shortly to seed around the parking area.
- 4) The Public works department continues to paint street markings on various streets throughout the Village. The recent wet weather has delayed us somewhat in getting this finished.
- 5) Next week the electric department will be digging across the high-pressure gas line that is located to the east of Eagle Acres subdivision. We need to dig across the line to provide electrical services to the Eagles' Nest subdivision.
- 6) Quinter Well Drilling is in the village, cleaning wells 10 and 11 at the Luedke Well Field. We like to clean these wells on a regular basis, so that water production does not fall.
- 7) There are about seven sections of concrete decking around the pool that need to be replaced. These sections have been patched several times and are starting to fail. We need to pull these sections out and replace them with new concrete. Crews will begin work on repairing the concrete this fall.
- 8) The village has received the final pay applications for TOM'S Construction for both the Paris Street Park Parking Lot Project and the Fourth Street Brick Repair Project. The Paris Street Park Parking Lot Project came in about \$92,000.00 less than bid to do some change orders. The Fourth Street Brick Repair Project came in approximately \$32,000.00 less than the bid price.
- 9) CDM Smith has sent in a revised TDS variance request to the Ohio EPA. This revised request was based upon comments received back for the Ohio EPA after submitting the initial request. The Ohio EPA stated that they will review the request and will respond back to the village.
- 10) As reported, the electric department has found a broken weld on the tap changer on the

Danone Substation Transformer. This has allowed water to get into the oil of the tap changer and transformer, which is not ideal. We have contacted Delta Star, and they have come out and verified that there is water in the oil. To resolve the issue, the weld needs to be fixed and the oil in both the substation transformer and the tap changer needs to be cleaned. In addition, some parts in the tap changer need to be replaced. The electric department is working with Delta Star to get the oil cleaned and parts replaced.

Police Chief Report

September 1, 2026 Police Chief Report

Invoices: \$1,721,574.23

Invoices for September 1, 2026

A motion to to pay invoices of \$1,721,574.23 by Curt Albers and Craig Sherman. Motion: Passed.

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

Nay: None

Abstain: None

Motion to adjourn

A motion to Adjourn at 7:25 by None and Travis Wilges. Motion: .

Yae: None

Nay: None

Abstain: None

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain