

Village of Minster, Ohio
Council Meeting Minutes
Tuesday, September 15, 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. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), and Jim Cain (Fiscal Officer). Mayor Oldiges called the meeting to order with the Pledge of Allegiance.

Approval of the meeting minutes of September 1, 2026.

September 1, 2026 Minutes

A motion to Approve minutes from 9-1-2026 by Nicole Clune and Trey Steele. Motion: Passed.
Yae: Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman

Nay: None

Abstain: None

A motion to Excuse Wilges and Albers by Trey Steele and Josh Osterloh. Motion: Passed.
Yae: Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman

Nay: None

Abstain: None

Introduction of Visitors:

Peggy Bensman concerned about Oktoberfest communication device brought in and the frequency disables her garage door opener.

Mindy Cordonnier concerned with Ordinance 26-09-02 renaming streets in the Village of Minster.

Allison Ring and Benjamin Rife from West Ohio Community Action Partnership came to present a new resource they are offering called the Responsible Fatherhood Initiative.

Ordinances and Resolutions:

Ordinance 26-08-01: Discussion, third and final 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 to pass and adopt Ordinance 26-08-01 by Nicole Clune and Trey Steele. Motion: Passed.

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

Nay: None

Abstain: None

Resolution 26-08-01: Discussion, third and final 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. This would be the third and final reading of this resolution. Once passed, we will finalize the land exchange.

A motion to pass and adopt Resolution 26-08-01 by Trey Steele and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

Ordinance 26-09-02: Discussion and first reading of an ordinance renaming various streets within the Village of Minster.

A few weeks ago, I met with the County Engineer and the County GIS manager about the county's efforts to get the addressing system in line with the County's 9-1-1 system. As you know late last year, the village gave authority to the County Engineer to assign addresses to parcels within the village. The County Engineer and the GIS Manager are now making sure all the street names reflect what was dedicated and what is in the 9-1-1 system.

The village has two streets that have naming discrepancies that the County engineer would like to have clarified so that they match the 9-1-1 system. The first street in question is Midway Drive. The County has the name of this street as Midway North. The village refers to it as Midway Drive and has signage that reflects this. The second street is Industrial Drive. The County has the name of this street as Industrial Park Drive. The Village refers to it as Industrial Drive. When these two streets were dedicated years ago, they were dedicated as Midway North and Industrial Park Drive.

The County is asking that the village pass legislation that formally adopts the names used by the village for these two streets. The County will then change their records to reflect the names commonly used by the Village. In your packet is a copy of an ordinance that does this.

A motion to first reading of Ordinance 26-09-02 by Craig Sherman and Trey Steele. Motion: Passed.

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

Nay: None

Abstain: None

Summary of Agenda Items

Committee Reports and Discussion Items:

Streets: Nicole, Trey, and Travis

The Streets Committee convened to discuss the following items:

- Recommendations from Choice One to address issues related to the stop sign on 7th Street east of SR 66, which include the relocation of stop ahead signs, the addition of reflective strips on sign poles, and the installation of a stop bar.
- Proposed extensions of Sixth and Jefferson Streets.
- The installation of a gravel alley between 1st and 2nd Streets, located between Ohio and South Cleveland.
- Consideration of signal phasing and leading pedestrian indicators for the traffic signal at the intersection of SR 66 and 7th Street.

Safety: Nicole, Curt, Josh

No discussion

Parks: Curt, Josh, Nicole

No discussion

Personnel: Curt, Craig, Josh

No discussion

Finance/Audit: Travis, Craig, Trey

No discussion

Utilities: Josh, Nicole, Travis

No discussion

Econ. Development: Trey, Travis, Craig

No discussion

Community Engagement and Development: Craig, Curt, Trey

Meeting held on September 2nd. Topics discussed included:

- Partnership with Miami University to conduct a public opinion survey distributed to all addresses in the village.
- Addressing property maintenance code violation repeat offenders and revising verbiage in correspondence sent to offenders.
- Distribution of the quarterly newsletter during the current week.

Old Business

No discussion

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:

BRUNS CONCRETE AND EXCAVATING	\$ 7,518.00	CONCRETE APPROACH AT PURPOSE ENERGY
BURKE PETROLEUM	\$ 3,515.00	PREPAY ON PROPANE
TOM'S CONSTRUCTION	\$ 276,843.03	PARIS ST. PARKING LOT
TOM'S CONSTRUCTION	\$ 161,246.42	4TH ST BRICK REPAIR
		2ND AND GARFIELD LOAN
MINSTER BANK	\$ 10,750.83	PAYMENT
MINSTER BANK	\$ 6,975.86	7TH ST LOAN PAYMENT
		SCHEDULING SYSTEM FOR POLICE
TIMECLOCK PLUS	\$ 3,440.00	DEPT.

A motion to approve invoices over \$3000.00 by Josh Osterloh and Nicole Clune. Motion: Passed.

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

Nay: None
Abstain: None

Discussion and motion to enter into an agreement with Choice One Engineering for the Sixth and Jefferson Street Extension Project.

In your packet is a proposal from Choice One to engineer improvements for the extension of Jefferson Street and Sixth Street. A week or so ago, the Street committee met to discuss the extension of Jefferson Street and Sixth Street in the northeast quarter of the village. During that discussion, the committee reviewed a proposal from Choice One to handle the engineering for these street extensions. Choice One has submitted a proposal to do the topographical survey and develop construction plans and the SWPP. Plus, Choice One would also handle the construction bidding process when the village is ready to proceed with that. Choice One has quoted a price of \$105,500.00 to do this work. Jefferson Street and Sixth Street are the last two undeveloped streets that have not been improved. With the proposed development occurring in the area, the demand for extending these streets is already occurring. With the engineering work being completed, we will be able to identify elevations and determine locations of future utilities for when the streets are installed.

If council is in favor of moving forward with entering 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 into an agreement with Choice One to provide engineering services by Trey Steele and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

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

The City of St. Mary's is reporting that we received \$445,741.20 in income tax dollars for the month of August 2026. This brings us to a total of \$3,343,853.39 for the first eight months of the year. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

A motion to accept the August Income Tax Report from the City of St. Mary's by Trey Steele and Nicole Clune. Motion: Passed.

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

Nay: None

Abstain: None

Administrator's Report

Administrator's Report

1. Barrett Paving has been in the village the past several days grinding and resurfacing the various streets and alleys as part of the minor street resurfacing program. Barrett should be finished early this week.
2. The Village held a preconstruction meeting with Finrock Excavating. Finrock is the contractor doing the North Garfield Street Water Line Replacement Project. Finrock will begin doing some preliminary work in the next couple of weeks but will not do any excavation on the project until after Oktoberfest weekend. Finrock has indicated that if weather permits, they would like to finish up the project by the end of the year.
3. Fenson Contracting has been back in town to repair some trenches that have settled out in front of Machine Concepts.
4. Pleiman landscaping has re-seeded around the new parking lots at Paris Street Park. With this work be completed the parking lot project is wrapped up.
5. Scott Langenkamp will be going out and re-confirming the sidewalks that need to be replaced in the southwest quarter of the village. Sidewalks in this quarter of the village are next to be repaired as part of our sidewalk repair project.
6. The Public Works Department continues to paint street markings on various streets throughout the village. Once they complete the street marking, they will move on to repainting curbs.

Police Chief Report

Chief's Report for September 15, 2026

Receipts: \$2,427,736.16

Receipts for September 15, 2026

A motion to accept receipts of \$2,427,736.16 for the month of August by Nicole Clune and Josh Osterloh. Motion: Passed.

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

Nay: None

Abstain: None

Invoices: \$615,383.29

Invoices for September 15, 2026

A motion to pay invoices of \$615,383.29 by Craig Sherman and Trey Steele. Motion: Passed.

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

Nay: None

Abstain: None

Motion to adjourn

A motion to Adjourn at 7:12 by Trey Steele and Josh Osterloh. Motion: Passed.
Yae: Josh Osterloh, Nicole Clune, Trey Steele, Craig Sherman
Nay: None
Abstain: None

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain