

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, September 16, 2025

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

Attendance: Eric Morris (Police Chief), The Daily Standard

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

Approval of Sept. 2, 2025 Minutes: Wilges and Steele motioned to approve the minutes from the regular meeting on Sept 2, 2025. Motion passed on 5 aye votes.

A motion to excuse councilman Osterloh by Clune and Steel. Motion passed on 5 aye votes.

Visitors: Samantha Bensman and Jackie Huwer, representing the school cross country teams, presented council with an idea for a memorial for the two young men lost in a recent car accident. The memorial would be a plaque placed on or near shelter house 2 at Four Seasons Park that is used by the cross-country team.

A motion to allow the cross-country team to make the memorial plaque by Wilges and Sherman. Motion carried on 5 aye votes.

ORDINANCE AND RESOLUTIONS:

Resolution 25-09-03: Discussion, suspend, pass and adopt a resolution authorizing the village administrator to prepare an submit an application to participate in the Ohio Public Works Commission's State Capital Improvement Program and to execute contracts as required and declaring an emergency.

Applications for the next round of funding for the Ohio Public Works Commission State Capital Improvement Program are due the end of this month. After consulting with the Street Committee, we would like to submit a grant application to reconstruction Ohio Street from Second Street to Fourth Street. This grant application would be submitted to the Small Government's program, which is a competitive grant process.

This project would be for the re-construction of Ohio Street from Second Street to Fourth Street. Ohio Street sees a massive amount of truck traffic and is starting to deteriorate to the point that we need to look at reconstruction. The project would involve the construction of a new road base, asphalt, curb and gutter, sidewalks, approaches and any utilities that need to be replaced. Choice One Engineering has provided a preliminary construction estimate of \$3,197,050.00. We are applying for work on Ohio Street as reconstruction activities usually score more points than the construction of a new street.

We would like to request a grant to pay for a portion of the costs of the project. The remaining portion above the grant amount would be the responsibility of the Village.

The grant application needs to be submitted by the end of September. If awarded the grant, the village would not be able to utilize the money until July 1st, 2026. The project would then need to be completed by July 1, 2027 unless an extension is requested.

Due to the deadline for submittal of the grant, we are asking that council suspend, pass and adopt this resolution so that it can be included with the grant application.

A motion to suspend the three readings by Clune and Albers. Motion passed on 5 aye votes.

A motion to pass and adopt Resolution 25-09-03 by Steele and Wilges. Motion passed on 5 aye votes.

Resolution 25-09-04: Discussion, suspend, pass and adopt a resolution establishing a cybersecurity policy and to mandate certain rules concerning Ransomware and declaring an emergency.

A motion to suspend the three readings by Albers and Sherman. Motion passed on 5 aye votes.

A motion to pass and adopt Resolution 25-09-04 by Clune and Wilges. Motion passed on 5 aye votes.

COMMITTEE REPORTS:

STREETS: None

SAFETY: Committee met with the Fire Chief. Have 31 firemen on roster. Chief will be working on a schedule of future major expenses.

PARKS: Committee met and discussed a variety of topics, future use of Community Park, long term plans for 4 Seasons Park, the memorial for shelter house 2 at 4 Seasons, improvements to the softball fields, a removable step for the pool, and the addition of another parks full time employee.

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 State Route 66 Sidewalk Project.

Since this issue was tabled a few meetings ago, the street committee along with Choice One Engineering met with the property owners along this section of State Route 66 to discuss any concerns that they had regarding the sidewalk installation. Based upon that discussion, Choice One made revisions to the plan to alleviate many of those concerns. Some of the changes incorporated involve taking some of the curves

out of the sidewalk and making the sidewalks straighter; moving some areas of the sidewalk closer to the edge of the pavement; improving some drainage area; and leaving most drive approaches in place, so not to effect traffic into the businesses.

Those revised plans are now finished and we are ready to seek bids for the State Route 66 Sidewalk Project. If council is agreeable to seeking bids, we would like to advertise in the near future so that the project can be awarded.

In order to seek bids, council should untable the issue and then pass a motion authorizing the administrator to seek bids.

Steele and Wilges motioned to untable the issue. Motion passed on 5 aye votes.

Albers and Clune motioned to seek bids for the State Route 66 sidewalk project. Motion passed on 5 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:

APA Incorporated	\$17,378.00	Preventive Maintenance for Rotrok Valves at WTP
APA Incorporated	\$8,700.00	Parts for Rotrok Valves at WTP
Chemical Services	\$4,100.00	Chemicals for Waste Water Treatment Plant
Choice One Engineering	\$4,782.50	Engineering for SR 66 Sidewalk Project
Core and Main	\$3,632.97	Water Line Fittings
Lima Millwork	\$3,500.00	Mayor's Bench for Mayor's Court
Treasure State of Ohio	\$7,728.00	Audit Fees
USA Blue Book	\$10,966.06	All Weather Sampler for Waste Water Treatment Plant
Utility Truck Incorporated	\$6,737.17	Bucket Truck Repairs
National Wash Authority	\$8,200.00	Wash First Street Water Tower
Musco Sports Lighting	\$3,560.00	Parts for Four Season's Ball Field Lights
MESCO	\$3,366.88	Wire for Electric Department

Clune and Wilges motioned to approve invoices over \$3,000.00. Motion passed on 5 aye votes.

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

The City of St. Marys has reported that we have received \$355,845.67 in income tax receipts for the month of August. This brings the total amount received for the year to \$3,571,433.47. Council usually accepts the report through the passage of a motion.

Sherman and Steele motioned to accept August 2025 Income Tax Report as submitted from the City of St. Marys. Motion passed on 5 aye votes.

Discussion and motion to move Patrolman Adam Krouskop from the Police Officer 2 position to a Police Officer 3 position.

Chief Morris is recommending that Patrolman Adam Krouskop be moved from a Police Officer 2 to a Police Officer 3 position. Patrolman Krouskop has completed several training opportunities that include Taser 10 Instructor, Impact/Baton Instructor, OC Instructor, Drug Interdiction Training, Cyber Crime First Responder Training, Crime Scene Photography, Sexual Assault Investigations and Death Investigation. He has also assumed the watch commander position and the Taser 26 Instructor's position.

As with other individuals who have obtained licenses, certification or training, our wage ordinance allows those individuals to move up to a new classification based upon them obtaining such licenses or certifications. Adam is currently classified as a Police Officer 2 at \$31.53 an hour. With his new training and certifications Adam would move to a Police Officer 3 at \$31.89 an hour based upon Chief's recommendation.

If council agrees with this recommendation, they would need to pass a motion allowing Adam to move to a Police Officer 3.

Clune and Steele motioned to move Patrolman Krouskop to Police Officer 3. Motion passed on 5 aye votes.

Discussion and motion to move Patrolman Ben Bonvillian from the Police Officer 2 position to a Police Officer 3 position.

Chief Morris is recommending that Patrolman Ben Bonvillian be moved from a Police Officer 2 to a Police Officer 3 position. Patrolman Bonvillian has completed several training opportunities that include Taser 10 Instructor, Pistol Instructor, Rifle Instructor, Shotgun Instructor, and Sexual Assault Investigations. Ben also acts a watch commander, assists in Field Training and does background checks for the department.

As with other individuals who have obtained licenses, certification or training, our wage ordinance allows those individuals to move up to a new classification based upon them obtaining such licenses or certifications. Ben is currently classified as a Police Officer 2 at \$30.91 an hour. With his new training and certifications Adam would move to a Police Officer 3 at \$31.89 an hour based upon Chief's recommendation.

If council agrees with this recommendation, they would need to pass a motion allowing Ben to move to a Police Officer 3.

Albers and Steele motioned to move Patrolman Bonvillian to Police Officer 3. Motion passed on 5 aye votes.

ADMINISTRATOR REPORT:

- 1) Several handicap ramps that were installed as part of the Parkview Handicap Ramp Replacement Project were replaced due to settling. In addition, village crews landscaped around these newly installed handicap ramps.
- 2) Two signs that warn vehicles to stop for pedestrians crossing the State Route 66 Crosswalk were lowered last week. It was found that these two signs were blocking the flashing lights that are activated by someone using the crosswalk and making it difficult for vehicles to see the lights flashing. Village crews lowered these two signs so that the flashing lights are visible.
- 3) PSS Construction will be back in the village on the 30th of September to assist the parks department with closing the splash pad. The splash pad will be officially closed for the winter. PSS Construction will show the parks department how to properly drain all the equipment, so it is protected from freezing over the winter.
- 4) The Parks Department recently repainted the smaller baby pool at the swimming pool. The rest of the pool facility has been closed up and prepared for the colder winter weather.
- 5) The parks department is preparing for a winter festival to celebrate the arrival of Santa Claus. This winter festival will involve a temporary ice-skating rink, food trucks, a tree lighting ceremony, Christmas carols and the arrival of Santa. The event is scheduled for Friday evening, December 12th at the Minster Machine Centennial Park and the Oktoberfest Park. More details will be available in the near future.
- 6) Fenson Contracting is to begin work on the installation of the sanitary sewer and 16-inch water line loop from Southgate Drive to Columbia Drive next week. Fenson has indicated that they will start on the sanitary line first.
- 7) Leaf Pick-up will begin the week of October 6th after Oktoberfest. Crews will be going out daily, weather permitting to pick up leaves that are either placed in the curb lawn or back by the alley. Crews will not be picking up piles that are comingled with grass or are comingled with other yard waste as this damages the equipment. Anyone that has grass and leaves combined can take that material out to the compost area.

Invoices: \$1,283,191.68

Motion to pay invoices by Albers and Sherman. Motion passed on 5 aye votes.

Executive Session:

Motion to enter Executive Session to discuss the sale and purchase of land @ 7:16 by Steele and Wilges.

Motion passed on 5 aye votes.

Motion to exit Executive Session @ 7:56 by Albers and Steele. Motion passed on 5 aye votes.

Adjournment: Motion to adjourn was made by Wilges and Steele at 7:57pm. Motion passed on 5 aye votes.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain