

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, October 21, 2025

Council Meeting: Council convened at 6:30 pm in Council Chambers with the following council members present: Josh Osterloh, Travis Wilges, Trey Steele, Curt Albers 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, The Evening Leader

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

Approval of Oct 7, 2025 Minutes: Wilges and Osterloh motioned to approve the minutes from the regular meeting on Oct 7, 2025. Motion passed on 4 aye votes. 1 abstained.

A motion to excuse councilman Sherman by Steele and Albers. Motion passed on 5 aye votes.

Visitors: Kristina Morris—Candidate for Common Pleas Court Judge

ORDINANCE AND RESOLUTIONS:

Ordinance 25-10-02: Discussion, and second reading of an ordinance adopting the Solid Waste Management Plan Update for the Auglaize County Solid Waste Management District.

In your packet is a copy of a resolution approving the update to the Auglaize County Solid Waste Management Plan. I have reviewed the plan and it is very similar to the current solid waste management plan that council approved back in 2015.

Under the proposed plan there is no change in the current recycling programs within the county. There is no planned increase in generation fees. The plan does say that the district will evaluate in 2026 the need to replace the generation fee with a designation fee based on volumes of waste directed out-of-state, however it does not implement such a fee. The parcel assessment which was implemented by the Commissioners back in 2009 will continue unchanged. These are important areas for the village as they all could have an impact on the village's garbage rate should there be a change in how these are handled.

The remainder of the plan addresses issues such as solid waste disposal capacity for the county, historical and projected disposal estimates and recycling estimates, financing, recycling programs being implemented and educational opportunities to encourage recycling.

Given that there are no major changes related to fees and the plan does not impose a disposal designation, I see no negatives for the village. If Council wants to give the second reading to the plan we can do so tonight and hold subsequent readings thereafter.

A motion to have the second reading of Ordinance 25-10-02 by Clune and Steele. Motion passed on 5 aye votes.

Ordinance 25-10-04: Discussion, motion to accept bids, and suspend, pass and adopt an ordinance awarding a contract to the lowest and best bidder for the purchase of the 2025-2026 Sidewalk Repair and Replacement Program; authorizing the execution of a purchase order and declaring an emergency.

On September 30th, the Village opened the bids for the 2025 – 2026 Sidewalk Repair and Replacement Project. This is to repair and replace various sections of sidewalk, drive approaches and some handicap ramps throughout the west side of the village. It is a continuation of the sidewalk repair project that we undertook in 2023 and 2024. The engineer's estimate for the project was \$213,677.50. Four bids were received and they are as follows:

D.L. Smith Concrete, Norwalk, Ohio	\$138,843.00
American Decorative Concrete, Greenville, Ohio	\$181,474.39
PAB Construction, Coldwater, Ohio	\$196,662.25
Fenson Contracting, Ft. Jennings, Ohio	\$247,675.25

The lowest and best bid, appears to be D.L. Smith of Norwalk, Ohio. D. L. Smith has recently completed a couple of projects for the Village that include the Parkview Curb Ramp Project and the State Route 66 Crosswalk Project. They completed those projects on time and without any issues, and I would recommend that the bid for this project be awarded to them.

Once council awards the bid, I will get contracts out to D. L. Smith so we can get them started.

A motion to accept the bids for Ordinance 25-10-04 by Steele and Wilges. Motion passed on 5 aye votes.

A motion to suspend the three readings of Ordinance 25-10-04 by Albers and Osterloh. Motion passed on 5 aye votes

A motion to pass and adopt Ordinance 25-10-04 and award the contract by Clune and Steele. Motion passed on 5 aye votes.

Resolution 25-10-01: Discussion, and first reading of a resolution documenting the position of the Village of Minster regarding naming of addressing authority within the jurisdiction of the Village of Minster.

A few weeks ago, I attended a meeting set up by the County Engineer and the Sherriff Mike Vorhees. The purpose of the meeting was to discuss the next generation 9-1-1 system that was being set up in the county and the need to develop a cohesive methodology in reporting new addresses assigned to lots within the county.

According to Sherriff Vorhees with the new 9-1-1 system, the county is required to put in all new addresses within seventy-two hours. Currently, each community in the county assigns their own street addresses and it may be several weeks after an address is assigned that it gets reported to the county. This delays the new address from being entered into the 9-1-1 system and often causes confusion with first responders.

It was the consensus of those at the meeting that a centralized addressing authority, such as the county engineer's office would be the best way to ensure that new addresses were assigned and entered into the system to ensure enhanced safety and compliance with the next generation 9-1-1 requirements. With the GIS system that the county has put in place, this would be very easy for the county to do. The county would assume the assigning of addresses rather than this being done by each community in the county.

The resolution in your packet states that the village agrees with the recommendation from the meeting and believes that it is in the best interest of the village to authorize the county engineer's office to assign addresses. The county engineer's office would work with the village to ensure that any patterns in assigning addresses are continued.

If this is acceptable to council, the county has asked us to pass a resolution authorizing the county engineer's office to serve as our addressing authority. This would not go into effect until January 1st; so we can give the resolution a full three readings.

A motion to have the first reading of Resolution 25-10-01 by Osterloh and Albers. Motion passed on 5 aye votes.

Ordinance 25-10-05: Discussion, suspend, pass and adopt an ordinance approving the village to enter into a Lease Management Agreement with the Ohio Department of Natural Resources, Division of Parks and Watercraft for the development of a multi-use trail south of the Village of Minster and to declare an emergency.

In your packet is a copy of an ordinance along with a copy of a lease management agreement developed by the Ohio Department of Natural Resource. The lease management agreement is for the proposed multi-use trail between First Street and State Route 66 south of the village.

The agreement gives the village the authority to manage, maintain, construct and operate a multi-use trail on the canal towpath, which is owned by the state. The agreement is for fifteen years and can be renewed for another fifteen years. There is no cost for the lease other than a \$500.00 one-time writing fee.

The multi-use trail committee has been waiting on this lease agreement to be developed and approved so that we and ODNR can begin construction of the trail.

Since we hope to get started on construction of the trail as earlier as possible, I have written the ordinance as an emergency.

A motion to suspend the three readings of Ordinance 25-10-05 by Wilges and Steele. Motion passed on 5 aye votes.

A motion to pass and adopt Ordinance 25-10-05 by Osterloh and Clune. Motion passed on 5 aye votes.

COMMITTEE REPORTS:

STREETS: None

SAFETY: None

PARKS: None

PERSONNEL: None

UTILITIES: Met with Efficiency Smart to renew contract for period '26-'28.

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

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 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:

Sal Chemical	\$ 3,761.00	Chemicals
City of St. Marys	\$ 23,720.81	3rd Quarter Admin Fee
Core and Main	\$ 7,660.24	Storm and Sanitary Albers on 66
PSG & Visual Concepts	\$ 3,547.95	Outfit New Parks' Truck
Sal Chemical	\$ 11,225.00	Water Plant Chemicals
Heyne Construction	\$ 16,119.23	Retainage
Gehret Nursery	\$ 6,661.00	Stone and landscape around library
Hess Fencing	\$ 11,972.00	Fence around shooting range
VFW	\$ 3,400.00	Flags
Choice One	\$ 6,300.00	Paris St. Park plan
Choice One	\$ 3,445.00	SR 66 sidewalks
Hawkins	\$ 3,090.50	WWTP chemicals
Hawkins	\$ 6,390.63	Water Plant Chemicals
Buschur Electric	\$ 8,160.00	Labor to install switch gear in well house
Buschur Electric	\$ 18,937.17	Switch gear
CDM Smith	\$ 5,214.92	TDS Study
Homan and Stucke	\$ 9,120.00	Curb on 3rd St.
Minster Area Life Squad	\$ 24,125.00	3rd Quarter Admin Fee
Minster Supply	\$ 18,535.00	Picnic Tables for Paris Street Park

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

Discussion and motion to terminate Tyler Karnehm as an employee with the Village of Minster

Tyler Karnehm who was hired less than six months ago, is an employee of the Public Works Department. Tyler failed to show up to work last Monday, October 13th and everyday since then. Tyler has not been in contact with the village and we have tried to reach out to him on numerous occasions but without success.

Given the fact that he has not showed up for work, I would like to terminate his employment with the village. Our employee handbook gives us the ability to terminate an employee who fails to report to work. Tyler is also still under probationary status.

If council agrees with my decision, Tyler can be terminated with the passage of a motion.

A motion to terminate Karnehm's employment by Steele and Albers. Motion passed on 5 aye votes.

ADMINISTRATOR REPORT:

- 1) Freson Contracting continues to work on the Columbia Drive Water and Sanitary Loop Project. They will be working on installing the water line portion of the project next and then will go back and work on the sanitary sewer portion in the future.
- 2) We have tentatively set a bid date for the State Route 66 Sidewalk Project. We will open bids on the 30th at 10:00 am. Once bids are received, Choice One will review them and we will have a recommendation to council at a meeting in November.
- 3) We have several main line valves leaking at the water plant. We have been in contact with Peterson Construction to see when they could come in and assist in replacing the leaking valves. Peterson has stated that they would be in shortly to assist.
- 4) Barrett Paving has been in the village the past week or so, working on the minor street resurfacing project. They have completed the grinding of all streets and alleys and have started repaving the streets. So far, they have completed the paving of Parkview Drive and South Hanover Street and are working on west Fourth Street. They should wrap up on Tuesday, the 21st.
- 5) The Parks Department continues to work on the planning of the Winter Festival this December 12th. We have lined up several food truck vendors, and the ice-skating rink. We continue to put ideas together and will start advertising the event shortly.
- 6) On Tuesday, October 14th, the Auglaize County Commissioners approved the enterprise zone agreement for Danone. We are in the process of getting all signatures on the contract documents so that they can be submitted into the Ohio Department of Development for their approval.

Receipts: \$3,448,377.41

Motion to accept the receipts by Osterloh and Steele. Motion passed on 5 aye votes.

Invoices: \$795,282.91

Motion to pay invoices by Wilges and Clune. Motion passed on 5 aye votes.

Executive Session:

Motion to enter Executive Session to discuss the sale and purchase of land @ 7:07 by Osterloh and Clune.

Motion passed on 5 aye votes.

Motion to exit Executive Session @ 7:35 by Wilges and Albers. Motion passed on 5 aye votes.

Adjournment: Motion to adjourn was made by Albers and Clune at 7:36pm. Motion passed on 5 aye votes.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain