

Bob Greene
Jamie Mummery
Kim Wi. Ford
Dave Hausfeld
Erin Gardner
Eric Morris

Dan Claires

May 20, 2025

Tuesday - 6:30 p.m.

Village of Minster Council Chambers

- 1) Call to Order
- 2) Approval of the May 6, 2025 meeting minutes. TRGV/CRAIG

- 3) Introduction of Visitors:

a)

- 4) Ordinances and Resolutions:

- a) Ordinance 25-04-04: Discussion, third and final reading of an ordinance establishing rules and regulations regarding the discharge of fireworks within the Village corporation limits.
Nicole/CRAIG PASS-EMERGENCY CRAIG/TRGV
- b) Ordinance 25-04-05: Discussion, third and final reading of an ordinance enacting Chapter 153 of the codified ordinances providing for the registration of vacant buildings.
Curt/TRGV
- c) Ordinance 25-04-06: Discussion, third and final reading of an ordinance enacting Chapter 154 of the codified ordinances relating to dangerous buildings within the Village of Minster.
Amigo to pass as an emergency so it takes effect immediately
- d) Ordinance 25-05-01: Discussion and first reading of an ordinance authorizing the execution of an annexation agreement by the Village of Minster with Jackson Township, Auglaize County, Ohio. Motion to suspend 3 readings - Josh/CRAIG
Motion to adopt - Trey/Travis

- 5) Committee Reports and Discussion Items:

Streets: Nicole, Trey, and Travis
Safety: Nicole, Curt, Josh
Parks: Curt, Josh, Nicole
Personnel: Curt, Craig, Josh

Finance/Audit: Travis, Craig, Trey
Utilities: Josh, Nicole, Travis
Econ. Development: Trey, Travis, Craig
Community Engagement and Development:
Craig, Curt, Trey

- 6) Old Business:

a)

- 7) New Business:

- a) Discussion and motion to approve invoices over \$3,000.00. (10) Josh/CRAIG

- b) Discussion and motion to seek bids for the Columbia Drive Water and Sewer Extension Project. Josh/Curt

- 8) Administrator's Report
c) Minster Alumni Tournament - August 8 to 10th Cody Frazick
- Bill Waser
- Wilbur 830- Minster oo Set.
- 2350 Penn.
Josh/Curt

9) Receipts: \$

10) Invoices: \$ 257,604.94 Nicole / Josh

11) Motion to adjourn

Craig / Curt

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday May 6, 2025

Council Meeting: Council convened at 6:30 pm in Council Chambers with six council members present: Travis Wilges, Josh Osterloh, Craig Sherman, Curt Albers, Trey Steele and Nicole Clune. Also, present were Craig Oldiges (Mayor), and Don Harrod (Village Administrator).

Attendance: Eric Morris (Police Chief) and Skylar Mitchell (Evening Leader), Erin Gardner (Daily Standard. Bob Schnabel; members of the Connor Barrett family and members of the Minster Police Department).

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

Approval of April 15 2025 Minutes: Osterloh and Clune motioned to approve the minutes from the regular meeting on April 15, 2025. Motion passed on five aye votes and one abstention (Steele) .

Visitors:

Bob Schnabel; members of the Connor Barrett family and members of the Minster Police Department.

Bob Schnabel addressed council about the State Route 66 crosswalk. He stated that he noticed that when it rains, semi-trucks were spraying water into the crosswalk island and he was concerned about pedestrians being startled by this and falling into the lane of traffic. He asked council to look into this. Council agreed that they would take his thoughts into consideration.

ORDINANCE AND RESOLUTIONS:

Ordinance 25-04-04: Discussion, and second reading of an ordinance establishing rules and regulations regarding the discharge of fireworks within the village corporation limits.

Earlier this year, Council began discussing the issue of setting off fireworks inside the village corporation limits and the possibility of regulating this activity. A couple of weeks ago, Jim Hearn was instructed to develop an ordinance that would adopt the rules and regulations regarding fireworks that were established by the State in the Ohio Revised Code, the Ohio Administrative Code, and the Ohio Fire Code. It was the thought that if the village adopted these regulations in an ordinance, then they could be enforced by the police department.

Mr., Hearn sent out a draft copy of an ordinance, that was shared with council, and which makes it illegal to discharge consumer grade fireworks in the Village that are in violation of an applicable section of the State's Revised Code, Administrative Code and/or Fire Code. The draft ordinance also states that any law enforcement officer shall have the authority to conduct investigations into the discharge of fireworks and issue citations asserting a violation of the ordinance. Also, the ordinance establishes fines for the offense and notes that if a second violation occurs the officer has the right to confiscate the fireworks.

Harrod has taken the draft language and put it into an ordinance that council can give the first reading to at the last council meeting. Harrod has included another copy of the ordinance in your packet of material.

Albers and Sherman motioned to give the second reading on **Ordinance 25-04-04**. Motion passed on six aye votes.

Ordinance 25-04-05: Discussion and second reading of an ordinance enacting Chapter 153 of the Codified Ordinances providing for the registration of vacant buildings.

While we do not have many vacant buildings in the village, we do have a couple and Harrod believes that adding this chapter may aid in making owners reconsider whether they want to leave a vacant building go for an extended period of time. This chapter establishes a charge for vacant buildings; requires the owner to register the building; requires the owner to submit a vacant building plan; requires the owner to maintain the building in accordance with the village's standards; and requires the owner to maintain liability insurance on the property.

The fee to register a vacant building is based upon the duration of time the building has been vacant. The fee starts at \$500.00 for the first year and then every consecutive year the building remains vacant, the annual registration fee shall be double the previous year's registration fee capping out at \$8,000.00 for the fifth year and any consecutive years the building remains vacant.

The chapter also requires the owner of a commercial or industrial building to develop a vacant building plan. This plan should include one of the following items: If the building is to be demolished then the plan should include a schedule of when this is going to occur; If the building is going to be left vacant, then the plan must include a fire protection plan, a plan to remedy any public nuisances, a lighting plan for the exterior of the building, a plan for maintaining all structural openings, and a plan to maintain the building in accordance with the building standards; . If the building is going to be renovated or razed, the plan shall include a removal time frame that does not exceed twelve months.

Finally, the vacant building shall be maintained in accordance with standards established in the chapter. Some of these standards include keeping the building's opening secured; installing a lock box for the fire department; and display a hazardous identification placard.

Also, the chapter establishes that if the owner does not maintain the building, then the village can do so and the cost of such work will be assessed to the property's taxes.

From the earlier e-mail regarding the draft ordinance, Harrod has made all the changes suggested by council and put the language in the form of an ordinance. At the last council meeting, council gave the first reading to this ordinance.

Osterloh and Steele motioned to give the second reading on **Ordinance 25-04-05**. Motion passed on six aye votes.

Ordinance 25-04-06: Discussion and second reading of an ordinance enacting Chapter 154 of the codified ordinances relating to dangerous buildings within the Village of Minster.

This proposed chapter of the codified ordinances deals with dangerous buildings and outlines what a dangerous building is. A dangerous structure would be a structure that meets one of the following criteria.:

- (a) A building, shed, fence or other man-made structure which is dangerous to the public health because of its condition and which may cause or aid in the spread of a disease or injury to the health of the occupants of such structure or neighboring structures;
- (b) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, is especially liable to fire and constitutes or creates a fire hazard;

- (c) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, constitutes or creates a safety hazard;
- (d) Any building, shed, fence or other man-made structure whose interior walls or other vertical structural members list, lean or buckle to an extent that a plumb line passing through the center of gravity falls outside the middle third of its base;
- (e) Any building, shed, fence or other man-made structure which has been damaged or defaced by fire, wind, graffiti or other cause as to be dangerous to the life, safety, morals or general health and welfare of the residents of the Village.
- (f) Any building, shed, fence or other man-made structure which, by reason of faulty construction or any other cause, is liable to cause injury or damage by collapsing or by the collapse or fall of any part of such structure;
- (g) Any building, shed, or other man-made structure which, because of its condition or because of lack of doors or windows, is available to and frequented by malefactors or disorderly persons who are not lawful occupants for such structure;
- (h) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have a working fixed heating system that is adequate for the size or needs of the structure;
- (i) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have functioning plumbing which is tied into a sanitary sewer system, one that remains free of blockage, and one that properly drains into the Village's sanitary sewer or on-site septic system and is adequate for the size or needs of the structure.

If such a structure meets one of the definitions above than it is a public nuisance. The chapter goes on to declare that no person shall permit the existence of any dangerous building in the village.

If such a dangerous building exists, it gives the Village Administrator or his designated representative the ability to notify the owner to either repair the building or to raze the building, within ninety days. It goes on to state that if any owner fails to comply with a repair or demolition order, the Village may cause the structure or part thereof to be repaired or razed and that the cost of such repair or razing shall become a lien upon the property.

Harrod believes that with this ordinance, the village would be better protected when dealing with buildings that are left vacant and or are in dire need of repair. This ordinance is very similar to one that the City of St. Mary's uses to deal with vacant and dangerous structures.

Harrod made all of the suggested changes based upon feedback from council members.

Clune and Steele motioned to give the second reading on **Ordinance 25-04-06**. Motion passed on six aye votes.

COMMITTEE REPORTS:

SAFETY: Clune reported that the rescue squad made 66 total runs for the first quarter of 2025. Of those runs 52 were inside the village; 6 in Mclean Township; 6 in Jackson Township and 2 in Van Buren Township. 31 of those runs went to Joint Township and 17 went to Wilson Hospital. Clune also reported that the safety committee meet with the Jackson Township Trustees to discuss the payment for the Grass Truck recently purchased by the Fire Department. Due to the fact that the new fire truck is designed to fight field and grass fires, Council wanted the township to pay 2/3rds of the cost and the village pick up the other 1/3rd. The township disagreed and that the truck would be used to haul firefighters more often than fighting field fires in the township. After some discussion, the township offered to pay 50% of the cost of the truck and the safety committee agreed and would recommend to the full council that the village pay 50% and the township pay 50% of the cost of the truck. A motion was made by Wilges and Sherman to accept the offer from the township and agree that the split on the cost of the new truck should be 50% for the village and 50% for the township. It was also discussed that an agreement be developed that outlined what the township pays for and what the village pays for.

PARKS: Albers reported that the committee meet and discussed the hiring of landscapers to do some of the mulching around town; that the dance pad in Oktoberfest Park needs to be resurfaced; plans for improvements to Paris Street Park; and the multi-use trail between Ft. Loramie and Minster.

UTILITIES: Osterloh reported that the utility committee met with representatives of Danone to discuss a new pilot study being conducted by Danone and how this would affect the growth of Danone in the future.

OLD BUSINESS:

No old business was presented to the council.

NEW BUSIENSS:

Discussion and motion to hire summer employees at the pool.

A list of employees that Ryan would like to employ for the Pool this summer was presented to council. These employees include the lifeguards, maintenance personnel and KinderKamp supervisors.

Mayor Oldiges appointed the individuals to their respective positions.

Albers and Steele motioned to approve the appointments by the mayor. Motion passed on five aye votes and one abstention (Wilges).

Discussion and motion to approve invoices over \$3,000.00.

A list of invoices over \$3,000.00 was presented to Council. 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.

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

Discussion and motion to purchase a Kubota Mower for the Parks Department.

In this year's appropriations, the village budgeted for a new mower for the Parks Department. The Parks Department would like to replace a 2012 Kubota Zero Turn Mower that has 4312 hours on it. Affolder have given Ryan a quote of \$19,450.00 for a new 2025 72-inch zero turn mower. They would also give the village \$3,000.00 in trade in value for the 2012 mower, bringing the total cost of the mower to \$16,450.00.

These mowers are used from early April until almost November and get a lot of wear and tear on them. Keeping the mowers newer, reduces the amount of maintenance costs that the village sees on these mowers and ensures that we do not fall behind on mowing.

If council would want to move forward with the purchase of a new Kubota mower, they can do so with the passage of a motion.

Osterloh and Steele motioned to approve the purchase of a new Kubota. Motion passed on six aye votes.

Discussion and motion to purchase a set of Nursery Forks for the Parks Department.

Ryan is also asking for the purchase of a set of nursery forks for the department. Nursery forks make it easier to grab a tree ball and are also excellent in moving and positioning large shrubs, plants and more. A six-inch tread plate on the nursery forks can firmly grasp root balls and can transport other landscape material such as bags, boxes, pots and landscape rocks. These nursery forks fit on a skid loader and are capable of carrying up to 3,000 pounds.

Again, in this year's appropriations, monies were appropriated to purchase these nursery forks. \$6,000.00 was appropriated in the budget for this purchase

Albers and Sherman motioned to approve the purchase of nursery forks for the Parks Department. Motion passed on six aye votes.

Discussion and motion to accept the resignation of Taylor West.

Taylor West has resigned her position as Fiscal Officer for the Village. Council should formally accept her resignation as we have done in the past.

Steele and Osterloh motioned to accept the resignation of Taylor west as Fiscal Officer. Motion passed on six aye votes.

Discussion and motion to hire on introductory status, Connor Barrett, as a Police Officer with the Minster Police Department.

Chief Morris would like to hire an eighth officer for the department. Chief Morris has advertised the position and has interviewed potential candidates. Chief Morris has selected Connor Barrett, a recent graduate of Wright State's Police Academy, to fill this position.

Chief Morris would like to start Connor out as a Police Officer I, with a starting pay of \$25.72. If hired, Connor would be on an introductory period for six months.

In order to hire Connor, Mayor Oldiges would need to appoint and council would need to approve that appointment through the passage of a motion.

Mayor Oldiges appointed Connor Barrett to the position of Patrolman.

Steele and Sherman motioned to approve the appointment by the mayor. Motion passed on six aye votes.

After the appointment, Mayor Oldiges administered the oath of office to Officer Barrett.

ADMINISTRATOR REPORT:

- 1) Temporary cups and MORA stickers have been distributed to the seven establishments in the MORA area. In addition, the announcement that the MORA will officially kick off on Saturday, May 3rd was posted on social media.
- 2) Masons have begun to lay the block for the new well house at Four Seasons Park. Once they are finished, they will begin putting on the roof and we can then start transferring the equipment from the old building to the new building.
- 3) Last Thursday, David Williams and Associates set the tanks for the new splash pad at Paris Street Park. They are to begin installing piping for the splash pad this week. Once the piping is installed, they will pour the remainder of the floor for the shelter house.
- 4) National Water Service should be in this week, to re-set high service pump number two at the Water Treatment Plant. At the same time, they will pull high service pump number three so that this pump can be rebuilt. Once well number three is finished, all three of the high service pumps at the water treatment facility will have been serviced and rebuilt.
- 5) The open position for Fiscal Officer has been posted both internally and externally. The job posting was placed in Hometown Opportunity, Ohio Means Jobs, Linked-In, Monster.com, and on the Ohio Municipal League and AMP's website along with the village's website and social media feeds.
- 6) May 1st was the due date for residents to let the village know if they are doing the repairs to their sidewalks themselves or if they elect the village to do so. We are in the process of putting together a list of all those who are doing the sidewalks themselves. They have until July 11th to repair the sidewalks, if they are not done by that time, the village will hire a contractor to do the work.

Receipts: Clune and Albers motioned to accept \$1,661,551.07 in receipts. Motion passed on six aye votes.

Invoices: Osterloh and Wilges motioned to approve the \$1,486,893.13 in invoices. Motion passed on six aye votes.

EXECUTIVE SESSION:

Clune and Albers motioned to enter into executive session to discuss the purchase of land with no action anticipated at 7:24 pm. Motion passed on six aye votes.

Osterloh and Steel motioned to enter into regular session at 7:44 pm. Motion passed on six aye votes.

Motion to adjourn was made by Albers and Osterloh at 7:45 pm. Motion passed on six aye votes.

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Craig Oldiges, Mayor

Fiscal Officer

Recorded & typed by Donald W. Harrod

TO: Mayor, Council Members, Others
FROM: Donald W. Harrod, Village Administrator
RE: Summary of Agenda Items

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Ordinance 25-04-04: Discussion, third and final reading of an ordinance establishing rules and regulations regarding the discharge of fireworks within the village corporation limits.

Earlier this year, Council began discussing the issue of setting off fireworks inside the village corporation limits and the possibility of regulating this activity. A couple of weeks ago, Jim Hearn was instructed to develop an ordinance that would adopt the rules and regulations regarding fireworks that were established by the State in the Ohio Revised Code, the Ohio Administrative Code, and the Ohio Fire Code. It was the thought that if the village adopted these regulations in an ordinance, then they could be enforced by the police department.

Mr. Hearn sent out a draft copy of an ordinance, that was shared with council, and which makes it illegal to discharge consumer grade fireworks in the Village that are in violation of an applicable section of the State's Revised Code, Administrative Code and/or Fire Code. The draft ordinance also states that any law enforcement officer shall have the authority to conduct investigations into the discharge of fireworks and issue citations asserting a violation of the ordinance. Also, the ordinance establishes fines for the offense and notes that if a second violation occurs the officer has the right to confiscate the fireworks.

I have taken the draft language and put it into an ordinance which council can gave the second reading to at the last council meeting. I have included another copy of the ordinance in your packet of material. This would be the third and final reading of the ordinance and if passed would go in effect in thirty days.

Ordinance 25-04-05: Discussion, third and final reading of an ordinance enacting Chapter 153 of the Codified Ordinances providing for the registration of vacant buildings.

While we do not have many vacant buildings in the village, we do have a couple and I believe that adding this chapter may aid in making owners reconsider whether they want to leave a vacant building go for an extended period of time. This chapter establishes a charge for vacant buildings; requires the owner to register the building; requires the owner to submit a vacant building plan; requires the owner to maintain the building in accordance with the village's standards; and requires the owner to maintain liability insurance on the property.

The fee to register a vacant building is based upon the duration of time the building has been vacant. The fee starts at \$500.00 for the first year and then every consecutive year the building remains vacant, the annual registration fee shall be double the previous year's registration fee capping out at \$8,000.00 for the fifth year and any consecutive years the building remains vacant.

The chapter also requires the owner of a commercial or industrial building to develop a vacant building plan. This plan should include one of the following items: If the building is to be demolished then the plan should include a schedule of when this is going to occur; If the building is going to be left vacant, then the plan must include a fire protection plan, a plan to remedy any public nuisances, a lighting plan for the exterior of the building, a plan for maintaining all structural openings, and a plan to maintain the building in accordance with the building standards. If the building is going to be razed, the plan shall include a removal time frame that does not exceed twelve months.

Finally, the vacant building shall be maintained in accordance with standards established in the chapter. Some of these standards include keeping the building's opening secured; installing a lock box for the fire department; and display a hazardous identification placard.

Also, the chapter establishes that if the owner does not maintain the building, then the village can do so and the cost of such work will be assessed to the property's taxes.

From the earlier e-mail regarding the draft ordinance, I have made all the changes suggested by council and put the language in the form of an ordinance. This would be the third and final reading of the ordinance. If passed, I will notify the property owners that I know of that own a vacant building that they need to pay the registration fee.

Ordinance 25-04-06: Discussion, third and final reading of an ordinance enacting Chapter 154 of the codified ordinances relating to dangerous buildings within the Village of Minster.

This proposed chapter of the codified ordinances deals with dangerous buildings and outlines what a dangerous building is. A dangerous structure would be a structure that meets one of the following criteria:

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- (b) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, is especially liable to fire and constitutes or creates a fire hazard;
- (c) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, constitutes or creates a safety hazard;
- (d) Any building, shed, fence or other man-made structure whose interior walls or other vertical structural members list, lean or buckle to an extent that a plumb line passing through the center of gravity falls outside the middle third of its base;
- (e) Any building, shed, fence or other man-made structure which has been damaged or defaced by fire, wind, graffiti or other cause as to be dangerous to the life, safety, morals or general health and welfare of the residents of the Village.
- (f) Any building, shed, fence or other man-made structure which, by reason of faulty construction or any other cause, is liable to cause injury or damage by collapsing or by the collapse or fall of any part of such structure;
- (g) Any building, shed, or other man-made structure which, because of its condition or because of lack of doors or windows, is available to and frequented by malefactors or disorderly persons who are not lawful occupants for such structure;
- (h) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have a working fixed heating system that is adequate for the size or needs of the structure;
- (i) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have functioning plumbing which is tied into a sanitary sewer system, one that remains free of blockage, and one that properly drains into the Village's sanitary sewer or on-site septic system and is adequate for the size or needs of the structure.

If such a structure meets one of the definitions above than it is a public nuisance. The chapter goes on to declare that no person shall permit the existence of any dangerous building in the village.

If such a dangerous building exists, it gives the Village Administrator or his designated representative the ability to notify the owner to either repair the building or to raze the building, within ninety days. It goes on to state that if any owner fails to comply with a repair or demolition order, the Village may cause the structure or part thereof to be repaired or razed and that the cost of such repair or razing shall become a lien upon the property.

I believe that with this ordinance, the village would be better protected when dealing with buildings that are left vacant and or are in dire need of repair. This ordinance is very similar to one that the City of St. Mary's uses to deal with vacant and dangerous structures.

Again, I made all of the suggested changes based upon feedback from council members. Again, this would be the third and final reading of the ordinance. If passed, the ordinance would go into effect in thirty days.

Ordinance 25-05-01: Discussion and first reading of an ordinance authorizing the execution of an annexation agreement by the Village of Minster with Jackson Township, Auglaize County, Ohio.

Included in your packet is a copy of an Ordinance authorizing the execution of an annexation agreement between the Village and Jackson Township for a parcel of land containing 1.320 acres which is owned by Isaac and Danae Hoying and is located on State Route 119 west. We have been discussing this annexation with the utilities committee as the Hoying's want to be able to connect to our water system

Ohio annexation laws provide for a special property annexation procedure when all parties involved consent. Under these special procedures an annexation agreement between the municipal corporation and any township involved must be approved. These annexation agreements may provide for the territory to be annexed; the provision of services and improvements to the property and who is responsible; payment of services fees; payment in lieu of taxes; and changes in township boundaries among other items. In some instances, where the township and the community do not have a good working relationship getting both parties to agree can be challenging.

This agreement is a mirror copy of the agreements approved previously. As with those agreements, this agreement simply states that both the Village and the Township consent to the annexation; that the Village will provide services to the property upon annexation; that the Village is responsible for zoning the property; and that the Township will continue to receive the real estate tax revenue, as in the case with the other areas of the village. Under this agreement everything proceeds along the normal annexation process, but does so at an expedited pace.

I have provided the Jackson Township Trustees this agreement for consideration and they are considering it. If Council wants to allow the annexation, then they would need to consider the agreement as well. It is my recommendation that since nothing will be different under this agreement than what normally occurs during a property annexation that the agreement be approved. Council has usually given this type of ordinance three readings.

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:

American Municipal Power	\$3,600.00	Key accounts program fee
Creation by Design	\$3,485.00	Signage for Police Department
CDM	\$11,873.45	TDS Study and Dilution Well Start-Up
Motorola Solutions	\$107,529.01	MARCS Radios for the Fire Department
Rumpke	\$21,541.10	Garbage Collection for April
Half Moon Ventures	\$41,354.07	Invoices for Energy from Solar Field #1
JM Test Services	\$4,559.00	Testing of Hot Sticks and Rubber Goods for Electric Department
EJP	\$6,087.47	Materials for Water Line Repairs for PWD
Countryside Consulting and Supply	\$22,329.30	Fertilizer and Weed Killer for Parks
Murphy Tractor and Equipment	\$10,375.00	Air Hammer for Skid Steer Loader

Discussion and Motion to seek bids for the Columbia Drive Water and Sanitary Sewer Extension Project.

Choice One Engineering is nearing completion of the plans and bid documents for the Columbia Drive Water and Sanitary Sewer Extension Project. This project involves extending the water line from in front of Machine Concepts down to the State Route 66 Industrial Park. Extending this water line will loop the system enabling better pressure and less stagnant water.

In addition, the project will eliminate the lift station at Progress Tool and extend a sanitary line down to the industrial park. This line will start at Progress Tool cross State Route 66 and head south along the west side of State Route 66 to the industrial park. This would allow us to eliminate the pump station at Progress Tool, which is in need of some major repairs.

Choice One would like to advertise for bids on the 28th of May and again on the 4th of June with a bid opening on June 11th. The bids can then be reviewed and presented to council at the next council meeting on the 17th of June. If Council wants to seek bids for the project, they would need to pass a motion authorizing the administrator to seek bids.

COUNCIL MEMBER	YES	NO	ABSTAIN
Travis Wilges			
Trey Steele			
Craig Sherman			
Josh Osterloh			
Curt Albers			
Nicole Clune			
Mayor Craig Oldiges			

ORDINANCE 25-04-04

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS REGARDING THE DISCHARGE OF FIREWORKS WITHIN THE VILLAGE CORPORATION LIMITS

WHEREAS, the State of Ohio has effectuated laws regulating the discharge of consumer grade fireworks within the State of Ohio; and

WHEREAS, those regulations regulate the types of fireworks allowed to be discharged (1.4G) by the general public and the dates and times when discharging these types of fireworks is permitted; and

WHEREAS, those regulations place further regulations on the possession, handling, discharge and storing of fireworks; and

WHEREAS, the Council of the Village of Minster, Ohio has determined that the improper use of fireworks within the Village boundaries could cause a risk of damage to persons and property within the boundaries of Minster and could be a nuisance to persons within the village due to the improper possession, handling, discharge and storage of fireworks by the user of the fireworks; and

WHEREAS, the Council of the Village of Minster, Ohio wishes to make it illegal for any person to discharge fireworks in a manner that is in violation of the applicable sections of the Ohio Revised Code, Ohio Administrative Code and/or the Ohio Fire code.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Minster, Auglaize County, Ohio that in consideration of the inherent potential danger to persons and property and the nuisance caused to persons and property within the corporation limits have determined pursuant to its authority to regulate matters involving the health, safety and welfare of matters within the Village of Minster, it is in the best interest of the citizens of Minster, Ohio to take the following action:

SECTION 1:

That it shall be illegal for any person or entity to engage in the discharge of 1.4(G) fireworks in The Village of Minster, Ohio that is in violation of any applicable section of Ohio

Revised Code Section 3743.45 or Section 3743.451 and/or any other applicable section of the Ohio Administrative Code or Ohio Fire Code.

SECTION 2:

It shall be illegal for any person or entity holding legal title or a leasehold interest in real property within the boundaries of The Village of Minster to allow the discharge of 1.4(G) fireworks upon the real property they hold legal title to or a lease interest in.

SECTION 3:

Should illegal fireworks be discharged in The Village of Minster, the owner or leasehold interest holder shall rebuttably be presumed to have knowledge of the illegal activity.

SECTION 4:

Any and all law enforcement officers employed or acting in their official capacity as law enforcement officers shall have the authority to conduct investigations and issue citations asserting a violation of this Ordinance.

SECTION 5:

A first violation of this Ordinance deemed a minor misdemeanor with a penalty of not more than \$150.00.

A second violation or more of this Ordinance shall be deemed a misdemeanor of the Fourth Degree with a penalty of a maximum of a \$250.00 fine and a maximum of 30 days incarceration.

SECTION 6:

Upon finding reasonable suspicion that a second violation or more has occurred, the investigating law enforcement officer shall have the right to confiscate all 1.4 (G) fireworks found on the premises at which the violation occurred.

SECTION 7:

It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and or any of its committees that results in such formal action were in meetings open to the public in compliance with all legal requirements.

SECTION 8:

This ordinance is hereby declared to be necessary for the preservation of the public peace, health, safety and welfare of the residents of the Village of Minster. Therefore, this Ordinance shall be in full force and take effect from and after the earliest period allowed by law.

ADOPTED: May 20, 2025

Craig Oldiges, Mayor

ATTEST:

Fiscal Officer

COUNCIL MEMBER	YES	NO	ABSTAIN
Travis Wilges			
Trey Steels			
Craig Sherman			
Curt Albers			
Josh Osterloh			
Nicole Clune			
Mayor Craig Oldiges			

ORDINANCE 25-04-05

AN ORDINANCE ENACTING CHAPTER 153 OF THE CODIFIED ORDINANCES PROVIDING FOR THE REGISTRATION OF VACANT BUILDINGS

WHEREAS, vacant and abandoned structures are unsightly, attract criminal activity, and are a threat to the public safety and the National Fire Protection Association (NFPA) statistics indicate that more than ten civilians die and 6,000 firefighters are injured each year operating in nearly 31,000 fires in vacant and abandoned buildings; and

WHEREAS, the purpose of this Chapter is to establish a program to identify, register, and inspect vacant buildings within the Village of Minster that may present a fire hazard, that may provide temporary occupancy for transients, that may detract from private or public efforts to rehabilitate or maintain surrounding buildings, and that may present a hazard to the health, safety and welfare of the public; and

WHEREAS, through an effective registration, inspection, identification, and monitoring program, buildings can be kept secure from trespassers and provide safe entry of police and firefighters in the event of an emergency; and

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MINSTER, AUGLAIZE COUNTY, OHIO, to wit:

Section 1: That new Chapter 153 of the Codified Ordinances (Registration of Vacant Buildings) of the Village be enacted as follows

Chapter 153

REGISTRATION OF VACANT BUILDINGS

- 153.01 Purpose
- 153.02 Definition
- 153.03 Obligations of Owners and Persons in Control
- 153.03 Designation as a Vacant Building
- 153.04 Obligations of Owners of Dangerous Buildings
- 153.05 Registration

153.06	Registration Fees
153.07	Inspection
153.08	Vacant Building Plan – Commercial and Industrial Vacant Building
153.09	Vacant Building Maintenance Standards
153.10	Notice of Violation
153.11	Effecting Compliance
153.12	Appeals
153.13	Notice
153.14	Interpretation of Chapter
153.15	Penalty

CROSS REFERENCES

Ohio Fire Code – see Ohio Administrative Code Section 1301:7-7
 Power to enact further and additional regulations – see Ohio R.C. 3781.01
 Removal of unsafe buildings – see Ohio R.C. 715.26(B) and 715.261

153.01 PURPOSE

This Chapter is adopted to establish a program for identifying and registering vacant buildings within the Village that may present a fire hazard, that may provide temporary occupancy by transients, that may detract from private and/or public efforts to rehabilitate or maintain surrounding buildings, and that may present a hazard to the health, safety and welfare of the public. Through a registration, inspection and monitoring process that vacant buildings will be kept weather tight and secure from trespassers, will provide safe entry to police officers and firefighters in times of emergency, will not impede private and/or public efforts to rehabilitate or maintain surrounding buildings, and will not otherwise present a public hazard so that the health, safety, and welfare of the public is served by these regulations.

153.02 DEFINITIONS

Unless otherwise expressly stated, the following terms shall for the purpose of this section, have the following meanings:

- (a) “Authorized Agent” means a person that resides in Auglaize County, Ohio, who shall be authorized in writing by the owner or person in control of a vacant building to be responsible for the security and maintenance of the building and property, who shall have access to the building and property and who shall be available at all times during business and non-business hours in the case that an emergency occurs requiring immediate response and/or to make immediate repairs.
- (b) “Commercial or Industrial Building” means any structure, or part thereof, that is used, or designed to be used for any private or public manufacturing, industrial, or

commercial business purposes whether or not legally zoned for such use. It shall also mean a residential structure containing more than three (3) units.

- (c) "Residential" shall mean any building not deemed a Commercial or Industrial Building.
- (d) "Evidence of Vacancy" means any condition that on its own or combined with other conditions present would lead a reasonable person to believe the building is vacant. Such conditions and indicators include, but are not limited to the following:
 - (1.) In the case of a Commercial or Industrial Building for a time period over ninety (90) days, no evidence of occupation by an owner, lessees, or other person in lawful possession and evidence that substantially all lawful manufacturing, industrial, or commercial business operations has ceased and the building is either devoid of content or contains unused equipment or what could be deemed trash.
 - (2.) In the situation of a Residential Building, absence of occupation for a period of ninety (90) days as substantiated by reports from governmental employees and/or statements by neighboring property owners, delivery persons, U.S. Postal Service employees, and/or governmental employee(s) that the building is vacant. Occupation shall not include illegal occupation including trespassing or vagrancy;
 - (3.) No or significantly below standard utility usage (water, electric or sewer);
 - (4.) Delinquent real estate taxes;
 - (5.) Accumulation of newspapers, circulars, flyers and/or mail, accumulation of trash, junk, and/or debris, abandoned vehicles, automobile parts or, materials;
 - (6.) More than one notice of a violation of Section 92.10 of the Codified Ordinances of the Village of Minster relating to overgrown weeds or grass;
 - (7.) Evidence of infestation by rodents;
 - (8.) Broken or boarded up windows or the absence of window coverings, such as curtains, blinds, and/or shutters;
 - (9.) Absence of furnishings, and/or personal items consistent with habitation or occupation;

- (10.) Defective roofs as evidenced by loss of shingles, holes in the roof or use of temporary coverings covering such defects resulting in leakage on the interior;
 - (11.) Signage that is significantly outdated;
 - (12.) Evidence that the interior is not heated during the winter months;
 - (13.) Evidence that the structure is not secured from trespassers;
 - (14.) Visible graffiti;
- (e) "Fire Chief" means the Fire Chief of the Minster-Jackson Township Fire Department or his or her designee.
- (f) "Fire Department" means the Minster-Jackson Township Fire Department.
- (g) "Code Enforcement Officer" means that person appointed by Village Council to enforce violations of the Code relating to property offenses.
- (h) "Inhabiting" means occupying or living in a building or structure, either temporarily or permanently. This can include individuals, families, or groups using the space for residential, commercial, or other purposes. It implies regular presence and use of the building for shelter, work, or activities.
- (i) "Key Box" means a secure device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency.
- (j) "Owner" means any person, who alone, or jointly or severally with others, shall have the legal or equitable title to a property, and shall include executors, administrators, trustee or guardians of the estate of the owner, and any purchaser or assignee under a certificate of sale pursuant to a mortgage foreclosure as evidenced by the signature of the judge upon the confirmation of sale, whether or not the deed has been filed with the Auglaize County Recorder's Office. The term "owner" shall include partnerships, corporations, and other unincorporated associations. Any individual owner, regardless of whether he or she shares ownership responsibility with any other person, any general partner or a partnership, and any officer of a corporation or unincorporated association, shall have direct and personal responsibility and liability for compliance with the provisions of this Chapter.
- (k) "Person" means an individual, partnership, association, syndicate, company, firm, trust, corporation, government corporation, department, bureau, agency, or any entity recognized by law.

- (l) "Person in Control" means the owner of the property; a mortgagee or vendee in possession; a receiver; an executor; a trustee; and any person, public or private entity, lessee or holder of a lesser estate in the property, and/or its duly authorized agent(s), with the authority to bring a building or property into compliance with the provisions of this Chapter, including but not limited to any mortgagee that has filed an action in foreclosure on the particular property at issue, based on breach or default of a mortgage agreement, until title to the property is transferred to a third party.
- (m) "Police Chief" means the Police Chief of the Minster Police Department or his or her designee.
- (n) "Police Department" means the Minster Police Department.
- (o) "Property" means not only the vacant residential, commercial or industrial building and any other structures of any kind or nature located on the lot, but also the entire parcel of land surrounding the vacant commercial or industrial building, including, but not limited to, fences, walkways, walls and appurtenances.
- (p) "Vacant Building" in this chapter means both a Commercial or Industrial Building and Residential Building which has been designated a Vacant Building by the Village Administrator pursuant to Section 153.03.

153.03

DESIGNATION AS A VACANT BUILDING

- (a) Upon information supplied by the Fire Chief, Police Chief, or the Code Enforcement Officer, or other information received from Village officials, the Village Administrator may designate a Commercial or Industrial Building as a Vacant Building provided that such building has three (3) of the conditions and indicators of evidence of vacancy as set forth in Section 153.02 (d), one of which must satisfy Section 153.02 (d) (1).
- (b) Upon information supplied by the Fire Chief, Police Chief, or the Code Enforcement Office, or other information received from Village Officials, the Village Administrator may designate a Residential Building as a Vacant Building provided that such building has five (5) of the indications or conditions or evidence of vacancy as set forth in Section 153.02 (d) (2).
- (c) Once a building has been designated as a Vacant Building as set forth above, the Village Administrator shall give notice of such designation in a manner as set forth in Section 153.10 below.

153.04

OBLIGATIONS OF OWNERS AND PERSONS IN CONTROL

- (a) Upon designation by the Village Administrator, no owner or person in control of a Vacant Building shall fail to do any of the following:
 - (1) Register the building with the Code Enforcement Officer in accordance with the requirements of this Chapter as provided in Section 153.05.
 - (2) Designate an authorized agent if the owner or person in control of the Vacant Building does not reside within Auglaize County, Ohio.
 - (3) Submit a Vacant Building Plan which shall be approved by the Code Enforcement Officer in accordance with Section 153.07 of this Chapter.
 - (4) At all times maintain the property in accordance with the Vacant Building Maintenance Standards set forth in Section 153.09 of this Chapter.
 - (5) In the case of a Vacant Building which is a Commercial or Industrial Building, the owner shall acquire or otherwise maintain general liability insurance covering such building in an amount of not less than one million dollars (\$1,000,000.00). The insurance policy shall be provided by written notice to the Code Enforcement Officer within thirty (30) days of any lapse, cancellation, or change in coverage.
 - (6) In the case of a Residential Building, the owner must acquire or maintain general liability insurance covering such building in an amount of not less than two hundred fifty thousand dollars (\$250,000.00). The insurance policy shall provide for written notice to the Code Enforcement Officer within thirty (30) days of any lapse, cancellation, or change in coverage.

153.05

REGISTRATION

- (a) All Vacant Buildings located within the Village that have been designated by the Village Administrator as a vacant building shall be registered by the owner or person in control thereof with the Code Enforcement Officer within thirty (30) days of such designation. Registration must be renewed on an annual basis as of the date of the initial designation.
- (b) Registration shall be made on forms provided by the Code Enforcement Officer and verified by the owner or person in control of the vacant building and shall contain all of the following:
 - (1) The name, address and telephone number of the owner or person in control;

- (2) The name, address, and telephone number of the authorized agent, if required;
 - (3) The name, addresses, and telephone numbers of all known lien holders and all other parties with any legal interest in the vacant commercial or industrial building and property;
 - (4) If the Vacant Building is for sale, the name, address, and telephone number of the company and the realtor or agent responsible for marketing the property;
 - (5) The address of the Vacant Building and the permanent parcel tax identification number of the land on which the vacant commercial or industrial building is located;
 - (6) The reason for the vacancy and the estimated length of time the building is expected to remain vacant;
 - (7) A certificate of general liability insurance in the amount required by section 153.04; and
 - (8) If the Vacant Building is a Commercial or Industrial Vacant Building, a Vacant Building Plan in accordance with Section 153.08.
- (c) No person shall furnish false information to the Code Enforcement Officer in the registration form.
 - (d) Registration shall be valid for one (1) year from the same of the initial designation.
 - (e) No person, including but not limited to, an owner, person in control, purchaser, real estate agent, or realtor, shall participate in a transfer of title to, or disburse proceeds from a transfer of title to a Vacant Building without complying with a transfer of the Vacant Building registration to the person taking title. Subsequent to the closing, there shall be no proration of the annual registration or refund thereof. The registration period shall commence for the new owner as of the time of the new owner takes title unless the building is no longer deemed a Vacant Building. A new fee and registration form shall be required at that time.
 - (f) No owner or person in control of a Vacant Building shall fail to notify the Code Enforcement Officer and file an amended registration form within seven (7) days of any change in the registration information required in this section.

153..06

REGISTRATION FEES.

- (a) The annual registration fee for a Residential Vacant Building shall be Five Hundred Dollars (\$500.00). The annual registration fee for a Vacant Residential Building shall be based on the duration of time the building has been vacant regardless of a change in ownership. The owner of a vacant Residential Building

shall pay an annual registration fee of Five Hundred Dollars (\$500.00) for the first year the building remains vacant. For every consecutive year that the building remains vacant, the annual registration fee shall be assessed at double the previous year's registration fee amount for a maximum annual registration fee equaling the five (5) year registration fee of eight thousand dollars (\$8,000.00) which shall be the registration fee for the fifth and all consecutive, subsequent years of vacancy.

- (b) The annual registration fee for a Vacant Commercial or Industrial Building shall be based on the duration of time the building has been vacant regardless of a change in ownership. The owner of a vacant Commercial or Industrial Building shall pay an annual registration fee of Five Hundred Dollars (\$500.00) for the first year the building remains vacant. For every consecutive year that the building remains vacant, the annual registration fee shall be assessed at double the previous year's registration fee amount for a maximum annual registration fee equaling the five (5) year registration fee of eight thousand dollars (\$8,000.00) which shall be the registration fee for the fifth and all consecutive, subsequent years of vacancy.
- (c) The registration fee shall be paid in full prior to the issuance of any building permits. The Code Enforcement Officer shall refund the vacant Commercial or Industrial Building registration fee paid if the subject building is brought into compliance with standards of the Ohio Building Code and re-occupied within one year of payment of the annual registration fee. The refund shall be for the amount of the registration fee paid during the year in which the building was approved for re-occupancy. Registration fees paid in previous years shall not be refunded.
- (d) If a registration form is filed late, an additional late fee shall be paid in addition to the annual registration fee and shall be equal to the annual registration fee or one thousand dollars (\$1,000.00), whichever is less.
- (e) All delinquent registration fees shall be paid by the owner prior to any transfer of an ownership interest in the Vacant Commercial or Industrial Building.
- (f) If an owner or person in control of a Vacant Commercial or Industrial Building or a purchaser fails, neglects, or refuses to pay a registration fee within the time ordered pursuant to this section, then the Code Enforcement Officer shall so notify the Village's Fiscal Officer. The Village's Fiscal Officer shall certify the registration fee to the County Auditor. In addition to the registration fee, an interest rate equal to the current rate of interest charged by the Village on special assessments shall be imposed by the Village for the life of the registration fee, added to the registration fee and collected as provided in this section. The Village's Fiscal Officer shall then certify the amount of the registration fee, including interest, to the County Auditor. The County Auditor shall enter the

amount on the tax duplicate of the County as a special assessment against the person's real estate that is subject to the registration fee.

153.07

INSPECTION

- (a) If the Code Enforcement Officer deems it necessary, at the time of registration, the owner or person in control shall arrange for an inspection of the property by the Code Enforcement Officer in the presence of the owner, person in control, or authorized agent of the owner having responsibility for security and maintenance of the property for the purpose of determining the structural integrity of the building, that it will be safe for entry by fire fighters and police officers in times of emergency, and that it complies with the requirements of this Chapter.
- (b) If the owner or person in control fails or refuses to consent to and arrange for an inspection, the Code Enforcement Officer shall obtain a search warrant from a court of competent jurisdiction to authorize inspection of the property.

153.08

VACANT BUILDING PLAN – COMMERCIAL OR INDUSTRIAL VACANT BUILDINGS

- (a) The owner or person in control of a Vacant Commercial or Industrial Building shall submit a Vacant Building Plan that shall be approved by the Code Enforcement Officer. The Vacant Building Plan shall be selected from and include the minimum requirements from one (1) of the three (3) following categories:
 - (1) Demolition. If the Vacant Commercial or Industrial Building is to be demolished, the Vacant Building Plan shall include a proposed time frame for demolition which shall include a commencement date within thirty (30) days of approval of the proposed demolition time frame and shall not exceed six (6) months in duration.
 - (2) Secured Structure. If the Vacant Commercial or Industrial Building is to remain vacant, the Vacant Building plan shall be submitted within thirty (30) days of the designation of a Vacant Building and completed within sixty (60) days of said submission or a time as extended by the Code Enforcement Officer, and shall contain the following:
 - A. A plan for fire alarm and fire protection as required by the Fire Chief.
 - B. A plan of action to remedy any public nuisance existing in the building or on the property.

- C. A lighting plan for the exterior of the building and property, walkways adjacent thereto, parking or loading areas and night-time illumination of areas and walkways of the building and property which may be vulnerable to vandalism and vagrancy as determined by the Code Enforcement Officer.
 - D. A regular maintenance plan for all exterior lighting and illumination fixtures.
 - E. A plan for the maintenance of all structural openings, such as windows, doors, areaways and other openings to avoid the necessity of boarding up. Windows, doors, areaways, and other openings that are located on the first floor and facing the street shall not be papered, soaped, blacked out, or boarded up, and to avoid the appearance of vacancy, a form of display shall be set up which shall be approved by the Code Enforcement Officer or designee.
 - F. A plan of action to maintain the Vacant Commercial or Industrial Building and property in compliance with the Vacant Building Maintenance Standards set forth in Section 153.08 of this Chapter and applicable State Building Codes.
- (3) Rehabilitation. If the Vacant Commercial or Industrial Building is to be returned to lawful occupancy or use, the Vacant Building Plan shall include a rehabilitation time frame for the building and property. The rehabilitation time frame shall not exceed twelve (12) months. The Code Enforcement Officer may grant an extension of time upon receipt of a written statement from the owner detailing the reasons for the extension. All applicable laws shall be complied with and all required permits shall be obtained. The building shall be kept secured and in compliance with the Vacant Building Maintenance Standards as provided in Section 153.09 of this Chapter at all times during rehabilitation.

153.09 VACANT BUILDING MAINTENANCE STANDARDS

All Vacant Buildings and property within the Village shall be maintained in accordance with the following Vacant Building Maintenance Standards:

- (a) Exterior openings, except those prohibited by Section 153.08 (a)(2)(E) which cannot be secured by locking an existing door or window shall be boarded, secured, and protected from intrusion by birds, vermin, and trespassers in accordance with the United States Fire Administration's National Arson Prevention Initiative Board Up Procedures, hereby incorporated by reference as if fully set forth herein. A copy of the United States Fire Administration's National Arson Prevention Initiative Board Up Procedures shall be kept on file with the Code Enforcement Officer.

- (b) A Vacant Building shall be protected from further deterioration by not allowing the Evidence of Vacancy to increase.
- (c) A Vacant Building and the property on which it is located shall be kept clean, safe, sanitary, and free from public nuisance in accordance with Chapter 96 of the Codified Ordinances of the Village of Minster.
- (d) A Vacant Building shall display a hazardous identification placard that is readily visible from normal access points of the building in accordance with the International Association of Arson Investigators (IAAI) Vacant/Abandoned Building Marking System.
- (e) A key box shall be installed on each Vacant Building in the Village in case immediate access to the interior of the building by fire department personnel is necessary for life-saving or firefighting purposes. Each key box shall be of a type that is approved by the Fire Chief. The key box shall be installed in accordance with manufacturer's recommendations and shall be installed in a location approved by the Fire Chief. The cost of purchase and installation of each key box shall be paid by the owner. Each key box shall contain keys to gain access to all areas of the building including the roof and basement. The person in control of the building shall immediately notify the Fire Chief and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

153.10

NOTICE OF VIOLATION.

- (a) **Content.** Whenever, the Code Enforcement Officer determines that there is a violation of the provisions of this Chapter, he shall give notice of such violation to the person or persons responsible therefore and order compliance, as herein provided. Such notice and order shall:
 - (1) Be in writing;
 - (2) Include a description of the real estate sufficient for identification.
 - (3) Include a statement of the violation or violations, refer to the sections and divisions violated and order remedial action which will affect compliance with the provisions of this Chapter;
 - (4) Include a correction order allowing a reasonable time to bring the property into compliance with the provisions of this Chapter.
 - (5) State the right of the violator to file an appeal of the notice and order in the manner as provided in Section 153.12 of this Chapter;

- (6) Include a statement that any action taken by the Village on such property shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.
- (b) Service. A notice of violation shall be deemed to be properly served if one (1) or more of the following methods are used:
 - (1) By personal delivery to the person in control or the authorized agent of said person; or
 - (2) By certified mail, return receipt requested, to the person in control or designated authorized agent at the last known address of such person. If the certified mail is returned unclaimed, then service shall be sent by ordinary mail and the mailing shall be evidenced by a certificate of mailing. If the certified mail is returned undeliverable, a copy shall be posted in a conspicuous place in or on the property found in violation.

153.11 EFFECTING COMPLIANCE.

Upon failure of the owner or person in control of the property in violation to comply with the notice within the period of time stipulated, the Code Enforcement Officer shall give notice to the Village Administrator if the building or structure is open and unsecure, to proceed to correct any deficiencies with Village forces. Upon the completion of such labor, the Village Administrator shall determine all costs associated thereof, including registration fees, with labor charges incurred at one hundred and fifty dollars (\$150.00) per hour, provided, however, there shall be a minimum fee of not less than one hundred dollars (\$100.00). In the event the Village is required to employ outside services for the abatement work, the fee shall be the actual costs of the contract plus fifteen percent (15%) for administration charges. The total labor costs and registration fee shall be forwarded by the Village Administrator to the Fiscal Officer who shall make a return in writing to the Auglaize County Auditor of such total charge which shall be entered upon the tax duplicate of the County and be allocated onto the taxes in accordance with Ohio Revised Code 731.54. Further, any delinquent fees associated with this Chapter may also be assessed to the Auglaize County Auditor in accordance with Ohio Revised Code 731.54.

153.12 APPEALS

Upon designation of a building as a Vacant Building by the Village Administrator, the owner may appeal such designation in the same manner and in the same time limit as an appeal under Chapter 154 of the Codified Ordinances where there has been the designation of a structure as a Dangerous Building.

153.13 NOTICE

Notice shall be in the same manner as provided by the filing of a complaint under the Rules of Civil Procedure of the State of Ohio with initial notice by certified mail, return receipt requested, upon the holder of the current title as recognized by the Auditor of Auglaize County and the tax mailing address accompanying said designation.

153.14 INTERPRETATION OF CHAPTER

This Chapter shall not, in any manner, abrogate any of the other provisions of the Codified Ordinances of the Village of Minster pertaining to the abatement of public nuisances or unsafe buildings.

153.15 PENALTY

Whoever violates any of the provisions of this Chapter shall be guilty of a misdemeanor of the first degree. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and or any of its committees that results in such formal action were in meetings open to the public in compliance with all legal requirements.

SECTION 3: This ordinance is hereby declared to be necessary for the preservation of the public peace, health, safety and welfare of the residents of the Village of Minster. Therefore, this Ordinance shall be in full force and take effect from and after the earliest period allowed by law.

FIRST READING _____

SECOND READING _____

THIRD READING _____

PASSAGE _____

ATTESTED TO

Fiscal Officer

APPROVED BY

Craig Oldiges

Mayor, Village of Minster, Ohio

COUNCIL MEMBER	YES	NO	ABSTAIN
Travis Wilges			
Trey Steele			
Craig Sherman			
Josh Osterloh			
Curt Albers			
Nicole Clune			
Mayor Craig Oldiges			

ORDINANCE 25-04-06

AN ORDINANCE ENACTING CHAPTER 154 OF THE CODIFIED ORDINANCES RELATING TO DANGEROUS BUILDINGS WITHIN THE VILLAGE OF MINSTER

WHEREAS, dangerous buildings can be unsightly, attract criminal activity, and can become a threat to the public safety of the residents of the Village of Minster; and

WHEREAS, the purpose of this Chapter is to define dangerous buildings and establish a procedure to effectively deal with the repair or removal of dangerous buildings; and

WHEREAS, through defining dangerous buildings and establishing a methodology to effectively deal with the repair and removal of dangerous buildings, these buildings can be kept from becoming a hazard to the health, safety and welfare of the public.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MINSTER, AUGLAIZE COUNTY, to wit:

Section 1: That new Chapter 154 of the Codified Ordinances of the Village be enacted as follows:

CHAPTER 154

DANGEROUS BUILDINGS

- 154.01 Dangerous Buildings Defined.
- 154.02 Declaration of Nuisance.
- 154.03 Responsibility of Owners, Occupants and Custodians.
- 154.04 Order to Repair or Raze.
- 154.05 Contents and Service of Orders.
- 154.06 Appeal of Order.
- 154.07 Noncompliance with Order; Remedy of Village.
- 154.08 Powers of Zoning Board of Appeals.
- 154.09 Appeals from Zoning Board of Appeals.

DANGEROUS BUILDINGS DEFINED.

The term "dangerous buildings", as used in this chapter, is hereby defined to mean and include:

- (a) Any building, shed, fence or other man-made structure which is dangerous to the public health because of its condition and which may cause or aid in the spread of a disease or injury to the health of the occupants of such structure or neighboring structures;
- (b) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, is especially liable to fire and constitutes or creates a fire hazard;
- (c) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, constitutes or creates a safety hazard;
- (d) Any building, shed, fence or other man-made structure whose interior walls or other vertical structural members list, lean or buckle to an extent that a plumb line passing through the center of gravity falls outside the middle third of its base;
- (e) Any building, shed, fence or other man-made structure which has been damaged or defaced by fire, wind, graffiti or other cause as to be dangerous to the life, safety, morals or general health and welfare of the residents of the Village;
- (f) Any building, shed, fence or other man-made structure which, by reason of faulty construction or any other cause, is liable to cause injury or damage by collapsing or by the collapse or fall of any part of such structure;
- (g) Any building, shed, fence or other man-made structure which, because of its condition or because of lack of doors or windows, is available to and frequented by malefactors or disorderly persons who are not lawful occupants for such structure;
- (h) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have a working fixed heating system that is adequate for the size or needs of the structure;
- (i) Any building, or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have functioning plumbing which is tied into a sanitary sewer system, one that remains free of blockage, and one that

properly drains into the Village's sanitary sewer or on-site septic system and is adequate for the size or needs of the structure.

154.02 DECLARATION OF NUISANCE.

All dangerous buildings, as defined in Section 154.01, are hereby declared to be a public nuisance.

154.03 RESPONSIBILITY OF OWNERS, OCCUPANTS AND CUSTODAINS.

No person shall maintain or permit the existence of any dangerous building in the Village. No owners, occupants or person in custody of any dangerous buildings shall permit the same to remain in a dangerous condition or occupy such building or permit to be occupied which is or remains in dangerous condition.

154.04 ORDERS TO REPAIR OR RAZE.

Whenever the Village Administrator or his designated representative is of the opinion that any building or structure in the Village is a dangerous building, such official shall thereupon cause a written order to be served upon the owner thereof, and upon the holder of any encumbrance of record, to repair and make safe such building or to raze and remove the building, at the owner's option. Any repairs shall be made in accordance with the requirements of any applicable law of the State and or ordinance of the Village.

154.05 CONTENTS AND SERVICE OF ORDERS.

Any order for the repair or razing of the structure as herein set forth shall specify a time period within which the owner shall comply therewith, which time period shall not be less than thirty (30) days, nor more than ninety (90) days and shall specify the needed repairs. Such order shall be served upon the owner of record and upon the holder of any encumbrance of record upon such real estate in the manner provided for service of a summons by a court of record. If the owner or holder of an encumbrance of record cannot be found, the order may be served by posting it on the main entrance of the dangerous building and by publishing it once a week for three successive weeks in a newspaper authorized to provide service by publication.

154.06 APPEAL OF ORDER.

Any interested person may appeal an order to repair or raze to the Zoning Board of Appeals.

154.07 NONCOMPLIANCE WITH ORDER; REMEDY OF VILLAGE.

Whenever the owner of a property fails to comply with a repair or demolition order within the time prescribed, the Village may cause the structure or part thereof to be repaired or razed and removed, either through an available public agency or by contract or arrangement with private persons, and the total cost of such repair or razing and

removal shall be charged against the real estate upon which the structure is located, in accordance with Ohio Revised Code 715.26, and shall be a lien upon such real estate.

154.08 POWERS OF ZONING BOARD OF APPEALS

In addition to other powers granted to the Zoning Board of Appeals, the Zoning Board of Appeals may determine any requirement for the strength or stability of an existing building or structure, or for the safety or health of the occupants thereof, not specifically covered by Chapter 154 or not readily interpretable from the provisions of said chapter.

154.09 APPEALS FROM ZONING BOARD OF APPEALS.

Any person aggrieved by a decision of the Zoning Board of Appeals may appeal to the appropriate court in accordance with law.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and or any of its committees that results in such formal action were in meetings open to the public in compliance with all legal requirements.

SECTION 3: This ordinance is hereby declared to be necessary for the preservation of the public peace, health, safety and welfare of the residents of the Village of Minster. Therefore, this Ordinance shall be in full force and take effect from and after the earliest period allowed by law.

FIRST READING _____

SECOND READING _____

THIRD READING _____

PASSAGE _____

ATTESTED TO

Fiscal Officer

APPROVED BY

Craig Oldiges

Mayor, Village of Minster, Ohio

COUNCIL MEMBER	YES	NO	ABSTAIN
Travis Wilges			
Josh Osterloh			
Craig Sherman			
Curt Albers			
Trey Steele			
Nicole Ciunc			
Mayor Craig Oldiges			

ORDINANCE 25-05-01

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN ANNEXATION AGREEMENT BY THE VILLAGE OF MINSTER WITH JACKSON TOWNSHIP, AUGLAIZE COUNTY, OHIO

WHEREAS, Section 709.022 of the Ohio Revised Code grants the filing of a petition for annexation under a special procedure when all parties provide consent; and

WHEREAS, under these special procedures the petition for annexation must be accompanied by a certified copy of an annexation agreement that is entered into by the municipal corporation and each township any portion of which is included within the territory proposed for annexation; and

WHEREAS, Isaac and Danae Hoying, (Petitioner), owner of the real estate depicted by the site map in Exhibit A, attached hereto and further described on Exhibit B (the Property), desires to annex the Property into the Village, per the expedited process of annexation stated in Ohio Revised Code Section 709.022; and

WHEREAS, an annexation agreement as outlined in Ohio Revised Code Section 709.192 has been presented for consideration to both the Village of Minster and Jackson Township; and

NOW, THEREFORE, BE IT ORDAINED BY THE Council of the Village of Minster, Auglaize County, Ohio, to-wit:

SECTION 1: The Village of Minster has determined that it is in the best interest of the Petitioner and the Village to enter into an Agreement as provided for by Ohio Revised Code Section 709.192

SECTION 2: That the form of the Annexation Agreement attached hereto as Exhibit C is hereby approved, subject to and with any and all changes therein provided.

SECTION 3: That the Mayor is hereby authorized and directed to execute an Annexation Agreement substantially in the form of Exhibit C between the Village of Minster and the Jackson Township Trustees for the property petitioned to be annexed by the Petitioners.

SECTION 4: This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in those formal actions were in compliance with the Law.

SECTION 5: That this Ordinance shall be in effect from and after the earliest period allowed.

PASSED AND ADOPTED by the legislative Authority of the Village of Minster on this the 4th day of April 2023.

ATTEST:

Craig Oldiges, Mayor

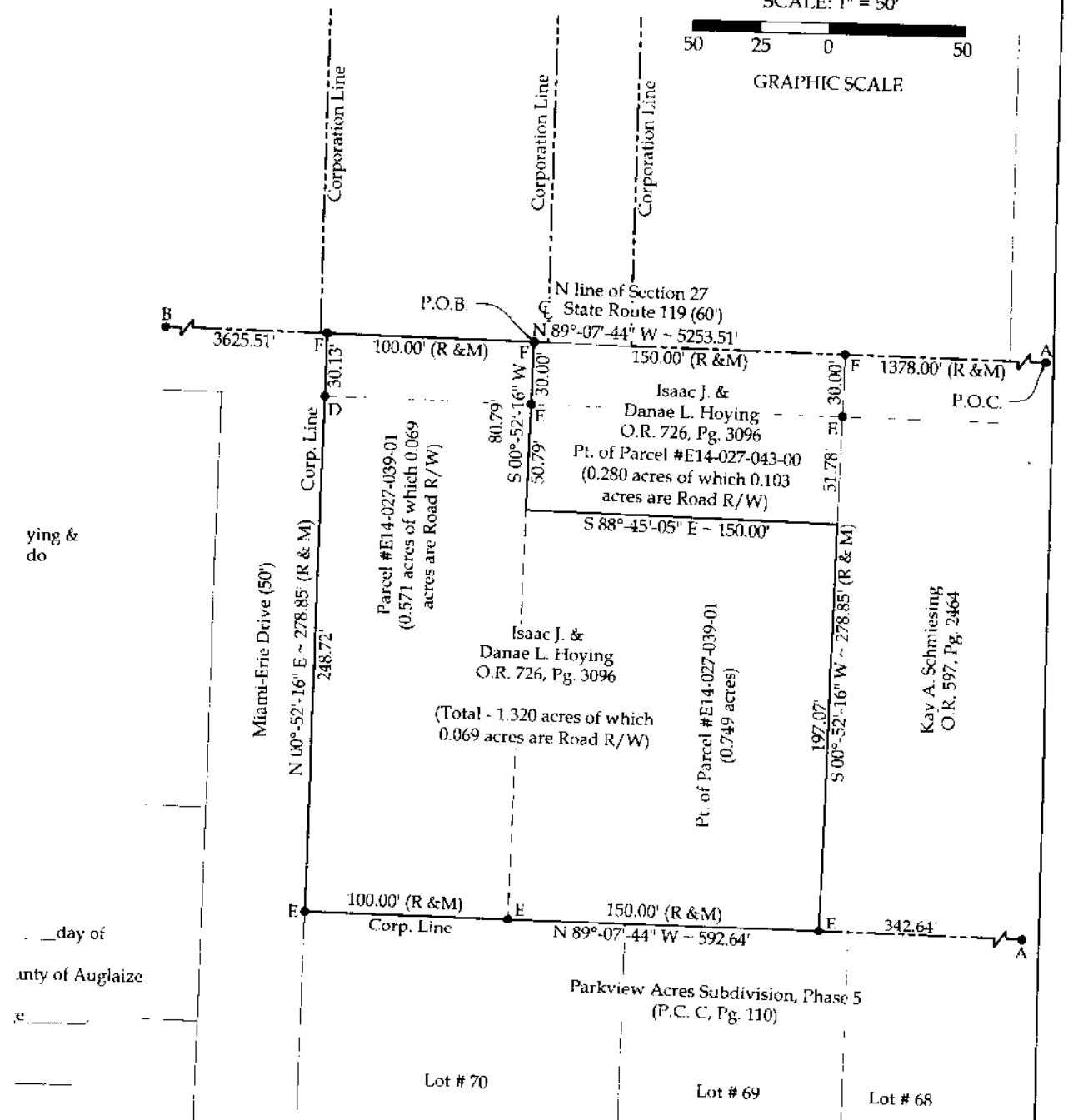
Clerk/Fiscal Officer

EXHIBIT A

Accurate Map or Plat of the territory Sought to be Annexed

OF MINSTER, OHIO

CEL #E14-027-043-00 AND BEING
MINSTER OUTLOTS 1-5 (P.B. 1B, PG.
TOWN 7 SOUTH, RANGE 4 EAST,
COUNTY, OHIO.



NOTE: All distances on this plat are measured unless otherwise noted.

BASIS OF BEARINGS: The system of bearings for this legal description is based on the Ohio State Plane - North Coordinate System.

Legal description
by completed
arch 26, 2025.



CLIENT

Isaac & Danae Hoying

SURVEYED BY: M.A.B./T.E.W.	DATE 03-26-2025	DRAWN BY: K.J.B.	CHECKED BY: K.J.B.
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SCALE 1" = 50'	PAGE 1	PAGES 1
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EXHIBIT B Accurate legal Description of the Territory Sought to be Annexed

EXHIBIT C

Annexation Agreement

TO: Mayor, Council Members, and Others
FROM: Donald W. Harrod, Administrator
RE: Administrator's Report

+++++

- 1) Baumer Construction has installed the roof on the new well house building at Four Seasons Park. Once they are completely finish, the electrical department will move the switch gear and generator into the new building. Once that is completed, we can raze the old well house building and finish the concrete walk path.
- 2) The electrical department has begun testing three phase electric meters throughout the village. The electric department brings in an independent meter tester each year to test all three phase meters for accuracy. This helps ensure that the meters are reading correctly. Testing began Monday the 12th and will last about two weeks, as the village has about 150 three phase meters to test.
- 3) The State Route 66 Cross Walk is complete and is functioning correctly. Crews from DL Smith installed the pavement markings and the bollards to wrap up the project. Chief Morris is working with the school to present an assembly where he can talk about the proper use of the cross walk.
- 4) Parks Crews are preparing the pool for this summer's use. Crews have been cleaning both the pool house and pool in preparation for the opening of the pool on Memorial Day. Season tickets will go on sale at the pool on Monday, May 19th. The pool will officially open on Memorial Day weekend.
- 5) The public works department has begun cutting in a drive off of Minster-Egypt Road at the Luedeke Farm. This drive will be for the police department to access the shooting range that will be built near the solar panels. Once the fence is moved, we will begin building the mound for the shooting range.



Minster Police Department

Council Report: 05/20/2025

CFS From - To: 05/1/25—05/15/25 (Thursday to Thursday)

Reactive CFS:

Notable: Follow up on fraud/aggravated manslaughter/sexual assault investigations are ongoing.

See attached CMI report

Proactive CFS:

Notable: None for period

See attached CMI report

Community Engagement:

- Officers have been patrolling the school zone and conducting walk-throughs at Minster Schools.
- Officers have been conducting escorts for various events. (sports teams and funeral escorts)
- May 7th, Ptl. Bonvillian gave a Seatbelt Safety presentation for 4th Grade Safety Day.
- May 16-17, Ptl. Krouskop and Ptl. Bonvillian assisted ACSO with their Tug O Truck event.

Department News:

- Connor Barrett was sworn in at the May 6th Council Meeting and has been working with Admin. Assistant Ranly and Ptl. Bonvillian as his Field Training period begins.
- Sgt. Koesters attended his third and final week of STEP. He is now a graduate of the program and has earned a bonus of \$250.00 per the Education/Certification Bonus schedule.
- Chief Morris ordered the shed/shelter for the MPD Range as the PWD began work at the site.
- Chief Morris met with Flock to begin our trial period, with the initial process started and cameras being implemented by October 1st. Flock will provide 24/7 state-of-the-art investigatory tools for the village.
- Chief Morris submitted a grant request to Let's Back the Blue for fitness equipment.
- Ptl. Krouskop completed a Traffic Interdiction class in Sidney hosted by the Highway Patrol.
- Ptl. Bonvillian is registered for Shotgun and Patrol Rifle Instructors courses. This will complete the three firearms courses he needs to qualify and train officers in-house.
- Ptl. Krouskop is scheduled for Baton and OC Spray Instructor training over the next few months.
- Ptl. Krouskop has signed up for Death Investigation, an advanced investigatory course required to obtain the Master Criminal Investigation Certificate.
- Sgt. Koesters has registered for the VR Instructor course. This will allow him to instruct coursework through VR headsets provided by Let's Back the Blue and Wright State for officer mandatory training.

Topics for Discussion: N/A



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 05/01/2025 until 05/15/2025

Nature Code	Nature Description	Total
0	INFORMATION ONLY	2
02	CRASH, PROPERTY DAMAGE	3
03T	TELEPHONE HARASSMENT	1
09	COMPLAINT	2
09C	COMPLAINT - CIVIL	1
09T	COMPLAINT (TRAFFIC)	2
10A	ASSIST AUG CO SO UNIT	1
10O	ASSIST OTHER STATE AGENC	1
12B	ALARM DROP	3
13F	ESCORT FUNERAL	2
13V	UNLOCK VEHICLES	2
15	SERVING SUMMONS	1
18A	ANIMAL COMPLAINT	1
28	FIRE	1
29	SQUAD RUN	7
34	JUVENILE INCIDENTS	3
35X	EXTRA PATROL	1
36	THEFT/LARCENY	1
53A	FOOT PATROL	12
57	TRAFFIC STOP	4
60A	SUSPICIOUS VEHICLE	1
62	TRAFFIC DETAIL	1
63A	UNOCCUPIED HOME CHECK	1
72	MENTAL PERSON	1
80	TRESPASSING	1
87S	SCHOOL WALK THRU	12
88	PUBLIC SERVICE CALL	1
90	TALKS/PRESENTATIONS	2
911	911 HANGUP CALLS	4
92	NEIGHBOR DISPUTE	2
94	LOST AND FOUND	2
TST	TEST PURPOSES	1
UTY	REQUEST FOR VILLAGE UTILI	2

Grand Total: 82

173476	AUCLARE COUNTY HEALTH DEPT	4/30/2005	\$690 ⁰⁰	
173477	AMERICO MUNICIPAL POWER	4/30/2005	\$3600 ⁰⁰	(1)
173478	GREVE Drywall & PAINTING	4/30/2005	\$495 ⁰⁰	
173479	Sawvill & Associates	4/30/2005	\$343 ²³	
173480	CREATIONS by DESIGN	4/30/2005	\$3485 ⁰⁰	(1)
173481	CONSOLIDATED APPRAISAL SERVICE CO	4/30/2005	\$2500 ⁰⁰	
173482	AMERICO MUNICIPAL POWER	4/30/2005	\$711	
173483	CDM	4/30/2005	\$11873 ⁴⁵	(3)
173484	VOID			
173485	MOTOROLA SOLUTIONS	5/8/2005	\$107529 ^{0/100}	(4)
173486	KYLE WUEBKER	5/8/2005	\$8540 ^{0/100}	
173487	CARTER MESCHER	5/8/2005	\$45 ²⁵	
173488	MATHEW DAWSON	5/8/2005	\$112 ⁰⁰	
173489	RUMPLE	5/8/2005	\$21541 ¹⁰	(3)
173490	CITY OF ST MARYS	5/8/2005	\$100 ⁰⁰	
173491	GARMANN MILLER	5/8/2005	\$648 ⁰⁰	
173492	SOUTHEASTERN EQUIPMENT	5/8/2005	\$125294	
173493	HAIR MODD VENTURES	5/8/2005	\$41354 ⁰⁷	(6)
173494	PRIMA LANDSCAPING	5/9/2005	\$2811 ⁶⁰	
173495	CLARION EVENTS	5/9/2005	\$2585 ⁰⁰	
173496	CROWN EQUIPMENT CORP	5/9/2005	\$410 ⁰⁰	
173497	MAYARDS	5/9/2005	\$29248	
173498	AUCLARE COUNTY HEALTH DEPT	5/9/2005	\$125 ⁰⁰	
173499	STOLLY INSURANCE	5/9/2005	\$2059 ⁰⁰	
173500	SM TEST SYSTEMS	5/9/2005	\$4559 ⁰⁰	(7)
173501	CROWN EQUIPMENT CORP	5/9/2005	\$270 ⁰⁰	
173502	ESP	5/9/2005	\$6087 ⁴⁷	(8)

173503	AMERICAN Local Publishing	5/9/2025	\$620 ⁵⁹	
173504	COUNTRYSIDE CONSULTING SUPPLY	5/9/2025	\$22329 ³⁰	(2)
173505	MURPHY TRACTOR EQUIPMENT	5/9/2025	\$10375 ⁰⁰	(10)
173506	MARIA STEIN GRAIN	5/9/2025	\$3710 ⁰⁰	
173507	Ohio Valley INTEGRATION SERVICES	5/9/2025	\$423 ¹³	
173508	VILLAGE STREET STRUCTURES	5/9/2025	\$1613 ³⁰	
173509	MINSTER CARQUEST	5/9/2025	\$1312 ⁴⁵	
173510	Russell SITE SOLUTIONS	5/9/2025	\$680 ⁰⁰	
173511	MINSTER GARDEN CLUB	5/12/2025	\$1500 ⁰⁰	
173512	VILLAGE OF MINSTER	5/12/2025	\$200 ⁰⁰	