

June 3, 2025  
Tuesday - 6:30 p.m.  
Village of Minster Council Chambers

DOEN - Nicole/Josh

DOEN - Curt/T.C.

ABSTAIN - CRAIG S.

- 1) Call to Order
- 2) Approval of the May 20 and May 27, 2025 meeting minutes.
- 3) Introduction of Visitors:
  - a)
- 4) Ordinances and Resolutions:
  - a) Resolution 25-06-01: Discussion and first reading of a resolution declaring it necessary to improve certain streets within the Village of Minster. Such Improvements will include the installation of concrete sidewalks. NICOLE/TREY
  - b) Resolution 25-06-02: Discussion and first reading of a resolution declaring it necessary to improve North Hamilton Street from Fifth Street to Seventh Street. Such improvements shall include excavation, grading, curbing, gutters, drive approaches, asphalt, water mains with service laterals, sanitary sewer systems, storm sewer systems and other facilities. TRAVIS/CRAIG

5) Committee Reports and Discussion Items:

Chlorine  
Bridges  
Rescue Squad  
Pay Volunteers  
MORE

Streets: Nicole, Trey, and Travis  
Safety: Nicole, Curt, Josh  
Parks: Curt, Josh, Nicole  
Personnel: Curt, Craig, Josh  
UP INTRUSIONS  
FOR FISCAL OFFICER

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

10:00 AM  
LD Space Block

- Code Enforcement  
- Resident Offenders  
- Code Enforcement Zone  
- Details about MORA

6) Old Business:

a)

7) New Business:

- a) Discussion and motion to approve invoices over \$3,000.00. Josh/Curt
- b) Discussion on the notice that the Western Ohio Rail Authority desires to sell land owned by the Rail Authority. No objections
- c) Discussion on the creation of a Code Enforcement Officer's Position within the Village. TABLE to 1st meeting of July  
UP TRUY/Josh
- d) Discussion and motion to move Daniel Schmiesing to a Utility Maintenance Worker IV. NICOLE/CURT
- \* Discussion and motion to move Dustin Thobe from to an Operator III.
- f) Discussion on the Minster Marlins Swin Team request to increase the stipend for the swim team coaches from \$1,500.00 to \$3,000.00 annually. Josh/Craig

- g) Discussion and motion to employ James Cain as Fiscal Officer.
- 8) Administrator's Report
- 9) Receipts: \$
- 10) Invoices: \$ 482,421.46 *Troy/Curt*
- 11) Discussion and motion to enter into executive session to discuss the sale of land.
- 12) Motion to adjourn *805 - Troy/Troy*

*App. 3 -  
Nick/Troy*

*726 PM - Curt/Troy*

*808  
Ruslan Troy  
Cain*

*GATG between  
North (South)*

*AD*

*Facebook  
- crosswalk cameras  
in fall  
- Post Speed Reduction  
- SIGNAGE AT Crosswalk  
- Fix Traffic Counts*

*Min Year Evaluation*

*- Motion to Fix Ducts  
Take Care Call Chiller*

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday May 20, 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) and Solicitor, James Hearn.

**Attendance:** Eric Morris (Police Chief), and Erin Gardner (Daily Standard).

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

**Approval of May 6, 2025 Minutes:** Steele and Sherman motioned to approve the minutes from the regular meeting on May 6, 2025. Motion passed on six aye votes.

**Visitors:**

Bob Griewe, President of Davis Williams and Associates, Jamie Mummey, Kim Wiford, Doug Hausfeld and Dawson Oldiges.

Jamie Mummey and Kim Wiford inquired about the delay in getting the splash pad installed. Bob Griewe from David Williams stated that changes in the plans for the building to house the equipment occurred and that delayed the project from its original 2024 completion date and because of this the subcontractor took on other work and he is finishing up those projects now. Griewe also said that all the wet weather that we have had has delayed the project as well. Griewe stated that the subcontractor has given him a start date of the last week in May and that if everything goes good with the plumbing and concrete installation it could be open for use by the 4<sup>th</sup> of July. Griewe did indicated that the vaults have been installed and he is waiting on the weather to do the excavation work that is needed.

**ORDINANCE AND RESOLUTIONS:**

**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.

Harrod has taken the draft language and put it into an ordinance which council can give the third reading to at the last council meeting. A copy of the ordinance is in council's packet of material. This would be the third and final reading of the ordinance and if passed would go in effect in thirty days.

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

**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 the village does not have many vacant buildings in the village, there are a couple and by adding this chapter it 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, all the changes suggested by council and have been made and put in the language in the form of an ordinance. This would be the third and final reading of the ordinance. If passed, Harrod will notify the property owners that are known that they need to pay the registration fee.

Sherman and Steele motioned to pass **Ordinance 25-04-05** as an emergency, so that it takes effect immediately. Motion passed on six aye votes.

Albers and Steele motioned to pass **Ordinance 25-04-05** as amended. Motion passed on six aye votes.

**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:

- (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.

Again, all of the suggested changes based upon feedback from council members were made to the ordinance. This would be the third and final reading of the ordinance.

Cluen and Sherman motioned to pass **Ordinance 25-04-06** as an emergency, so that it takes effect immediately. Motion passed on six aye votes.

Osterloh and Wilges motioned to pass **Ordinance 25-04-06** as amended. Motion passed on six aye votes.

**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. The utility committee has been discussing this annexation 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.

Harrod will provide the Jackson Township Trustees this agreement for their consideration. If Council wants to allow the annexation, then they would need to consider the agreement as well. It is Harrod's 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.

Osterloh and Sherman motioned to suspend the rules of three readings for **Ordinance 25-04-04**. Motion passed on six aye votes.

Steele and Wilges motioned to pass **Ordinance 25-05-01**. Motion passed on six aye votes.

## **COMMITTEE REPORTS:**

**SAFETY:** Clune reported that the committee will be meeting on Friday morning, May 23<sup>rd</sup> at 7:00 am.

**Finance/Audit:** Wilges reported that the committee met and conducted interviews on May 14<sup>th</sup> for the fiscal officer's position and that additional interviews will be held on Wednesday, May 21<sup>st</sup>.

**UTILITIES:** Osterloh reported that the utility committee met to discuss a cost-of-service proposal from Courtney and Associates for the electric department and a revenue requirements analysis for the water department. In addition, the committee was briefed on the Columbia Drive Water and Sewer Project and the AMP Distributive Generation project.

**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** Sherman reported that the committee was going to meet after the council meeting.

## **OLD BUSINESS:**

No old business was presented to the council.

## **NEW BUSINESS:**

### **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.

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

### **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 28<sup>th</sup> of May and again on the 4<sup>th</sup> of June with a bid opening on June 11<sup>th</sup>. The bids can then be reviewed and presented to council at the next council meeting on the 17<sup>th</sup> of June.

If Council wants to seek bids for the project, they would need to pass a motion authorizing the administrator to seek bids.

Osterloh and Albers motioned to allow the Administrator to seek bids for the project. Motion passed on six aye votes.

**Alumni Softball Tournament** – Dawson Oldiges asked permission to hold the Alumni Softball Tournament at Four Season Park on August 8<sup>th</sup> – August 10<sup>th</sup> till midnight each day. Osterloh and Albers motioned to allow Alumni Softball Tournament and to sell alcohol. Motion passed on six ayes.

#### **ADMINISTRATOR 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 12<sup>th</sup> 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 19<sup>th</sup>. 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.

**Receipts:** There were no receipts presented to council

**Invoices:** Cluen and Osterloh motioned to approve the \$257,604.94 in invoices. Motion passed on six aye votes.

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

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Craig Oldiges, Mayor

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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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**Resolution 25-06-01: Discussion and first reading of a resolution declaring it necessary to improve certain streets within the Village of Minster. Such improvements will include the installation of concrete sidewalks.**

At previous meetings, we have discussed the idea of installing sidewalks on the east side of Main Street north of Eagle Plaza. Choice One is currently engineering these improvements and will finish up the design in the near future. In anticipation of the village seeking bids for the project, I have drafted a Resolution of Necessity which declares it a necessity to install sidewalks in this area and declares it is the intention of the village council to assess a portion of the cost of the improvements to the property owners along North Main Street.

Once passed the adjacent property owners will be notified about the assessment process and what their preliminary assessments could be. We would also like to hold a public meeting with adjacent property owners after our next council meeting on June 17<sup>th</sup>. Once the project is bid out and completed, the village then sends out final assessments based upon the bid numbers received

If Council wants to move forward with the project and the assessment of a portion of the costs of the project to the property owners, they will need to pass the resolution of necessity. We can give the full three readings to this resolution.

**Resolution 25-06-02: Discussion and first reading of a resolution declaring it necessary to improve North Hamilton Street from Fifth Street to Seventh Street. Such improvements will include excavation, grading, curbing, gutters, drive approaches, asphalt, water mains with service laterals, sanitary sewer systems, storm sewer systems and other facilities.**

At previous meetings, we have discussed the improvements to North Hamilton Street from Fifth Street to Seventh Street. Choice One has is currently engineering these improvements and will finish up the design in the near future. In anticipation of the village seeking bids for the project, I have drafted a Resolution of Necessity which declares it a necessity to install curbing, gutters, drive approaches, and asphalt in this area and declares it is the intention of the village council to assess a portion of the cost of the improvements to the property owners along North Hamilton Street.

Once passed the adjacent property owners will be notified about the assessment process and what their preliminary assessments could be. We would also like to hold a public meeting with adjacent property owners after our next council meeting on June 17<sup>th</sup>. Once the project is bid out and completed, the village then sends out final assessments based upon the bid numbers received

If Council wants to move forward with the project and the assessment of a portion of the costs of the project to the property owners, they will need to pass the resolution of necessity. We can give the full three readings to this resolution.

**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:

|                         |             |                                                                                               |
|-------------------------|-------------|-----------------------------------------------------------------------------------------------|
| Best Rents LLC          | \$11,555.00 | Rental of Vac Truck for the Public Works Department                                           |
| Burke Petroleum         | \$6,530.67  | Diesel Fuel                                                                                   |
| Choice One Engineering  | \$39,262.50 | Engineering for Hamilton Street, Columbia Drive,<br>Multi-Use Trail, State Route 66 Sidewalks |
| Custom Truck One Source | \$4,332.90  | Rental of Digger Truck for the Electrical Department                                          |
| Dickman Supply          | \$10,661.50 | Fiberglass Tubs for the Electrical Department                                                 |
| Encompass Engineering   | \$16,005.00 | Arc Flash Study and SCADA System Engineering                                                  |
| Baumer Construction     | \$25,650.00 | New Pump House                                                                                |
| Western Ohio Hardware   | \$7,785.20  | Supplies for Various Departments                                                              |
| Hawkins                 | \$8,618.19  | Chemical Filters and Chemicals for Water Department                                           |
| Liberty Mutual          | \$7,000.00  | Bond Renewal for Morgan Moeller                                                               |
| Madison Energy          | \$13,177.04 | Solar Field #3 Energy                                                                         |
| Madison Energy          | \$48,572.27 | Solar Field #2 Energy                                                                         |
| MESCO                   | \$4,173.20  | Street Light Poles and Heads                                                                  |
| Moodys of Dayton        | \$4,298.00  | Pump Motor for Wells                                                                          |
| National Water Service  | \$16,756.60 | High Service Pump Repairs at Water Plant                                                      |
| PEPCO                   | \$96,862.30 | Insulated Wire for Electric Department                                                        |
| Sunbelt Solomon         | \$29,985.00 | 3 Phase Pad Mount Transformers                                                                |
| Van Wert Fire Equipment | \$31,828.18 | Turn-Out Gear for Fire Department                                                             |
| Hawkins                 | \$33,660.96 | Chemicals for Water Treatment Plant                                                           |
| Affolder                | \$6,588.21  | Maintenance of Mowers for the Parks Department                                                |
| Utility Truck Equipment | \$16,617.68 | Truck Dielectric Testing and Repairs to Digger Truck                                          |

#### **Discussion on the notice that the Western Ohio Rail Authority desires to sell land owned by the Rail Authority.**

The Village has received notice from the West Ohio Rail Authority that the Rail Authority is interested in selling ground owned by the Rail Authority.

The Rail Authority has been approached by the Village of New Bremen about the possibility of selling 0.121 acres of land. This parcel of land is located near one of New Bremen's electrical substations on Streine Drive and the Village is interested in buying it for future expansion of the substation.

At a recent Rail Authority meeting, the members voted to sell the ground to the Village of New Bremen. However, before the Rail Authority can do so, it must notify each of the three municipalities. If any of the three municipalities pass a resolution disapproving said action within a period of thirty days, the Rail Authority is prohibited from selling the ground.

We received the notice on the 23<sup>rd</sup> of May and we would have to pass a resolution disapproving such sale before the 23<sup>rd</sup> day of June. If council would like to object to the sale, I would suggest that the council give a first reading of a resolution at this meeting and I will prepare it for final consideration on the 17<sup>th</sup>. If council does not object to the sale of land, then council needs to take no further action.

#### **Discussion on the creation of a Code Enforcement Officer's Position within the Village of Minster.**

In your packet is a copy of a job description for a part time code enforcement officer for the village. This position would support the village's local code enforcement program including monitoring, investigating and enforcing applicable ordinances, codes and regulations relating to land use, property maintenance, public safety, health, sanitation and other general regulations of the village.

Part Time  
Asst.  
Look at  
other  
jobs  
by  
June 2017

It was thought that if this position was created, the part time code enforcement officer would work up to 625 hours a year. This would equate to a salary of \$10,975.00. The way the job description is written is that the code enforcement officer would be under the supervision of the administrator and have the authority to enforce ordinances on codes related to property maintenance.

It was our thought that we could discuss the position and the merits of the position at this council meeting. Because the position would be a new position, council would need to pass a motion creating the position.

**Discussion and motion to move Daniel Schmiesing from a Utility Maintenance Worker III to a Utility Maintenance Worker IV.**

Danny Schmiesing has successfully completed and passed his wastewater collection II license test. As with other individuals who have obtained licenses, our wage ordinance allows those individuals to move up to a new classification based upon their obtaining a new license. Danny currently holds both a Class II water distribution license and a Class II waste water collection license. Danny is currently classified as a Utility Maintenance Worker III at \$28.78 an hour. With his new license Danny would move to a Utility Maintenance Worker IV at \$29.46 an hour.

If council agrees with this recommendation, they would need to pass a motion allowing Danny to move to a Utility Maintenance Worker IV.

**Discussion and motion to move Dustin Thobe from an Operator II to an Operator III.**

Dustin Thobe has successfully completed and passed his wastewater treatment II license test. As with other individuals who have obtained licenses, our wage ordinance allows those individuals to move up to a new classification based upon their obtaining a new license. Dustin currently holds both a Class II water treatment and a Class II waste water treatment license. Dustin is currently classified as an Operator II at \$28.78 an hour. With his new license Dustin would move to a Operator III at \$29.55 an hour.

If council agrees with this recommendation, they would need to pass a motion allowing Dustin to move to a Operator III.

**Discussion on the Minster Marlins Swim Team request to increase the stipend for the swim team coaches from \$1,500.00 to \$3,000.00 annually.**

In your packet is a copy of a letter received from Kim Sherman the Treasurer, for the Minster Marlins Swim Team. The swim team is requesting that the village increase our annual contribution for the salaries of the swim coaches from \$1,500.00 to \$3,000.00. The amount of our contribution to the salaries was established well over 20 years ago and this is the first time that the swim team has asked for an increase.

If council would want to increase the stipend paid to the swim team coaches, they could do so by a motion.

VILLAGE OF MINSTER, OHIO  
SPECIAL COUNCIL MEETING MINUTES  
Tuesday, May 27, 2025

**Council Meeting:** Council convened at 5:30 pm in Council Chambers with five council members present: Trey Steele, Travis Wilges, Curt Albers, Josh Osterloh and Nicole Clune. Also present were Craig Oldiges (Mayor), and Don Harrod (Village Administrator).

**Attendance:**

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

Albers and Wilges motioned to excuse Craig Sherman from the meeting. Motion passed on five aye votes.

**ORDINANCE AND RESOLUTIONS:** None

**COMMITTEE REPORTS:** None

**OLD BUSINESS:** None

**NEW BUSIENSS:** None

**ADMINISTRATOR REPORT:** None

**Receipts:** None

**Invoices:** None

**COMMENTS & CORRESPONDENCE:** None

**Executive Session:** Steele and Clune motioned to enter into Executive Session at 5:31 p.m. to discuss the hiring of personnel with no action anticipated. Motion passed on five aye votes. Osterloh and Albers motioned to return to regular session at 8:11 p.m. Motion passed on five aye votes.

**Adjournment:** Albers and Steele motioned to adjourn at 8:12 p.m. Motion passed on five aye votes.

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Criag Oldiges, Mayor

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Fiscal Officer

Recorded & typed by Donald W. Harrod

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

## RESOLUTION 25-06-01

### A RESOLUTION DECLARING IT NECESSARY TO IMPROVE CERTAIN STREETS WITHIN THE VILLAGE OF MINSTER. SUCH IMPROVEMENTS WILL INCLUDE THE INSTALLATION OF CONCRETE SIDEWALKS

BE IT RESOLVED BY THE COUNCIL of the Village of Minster, Auglaize County, Ohio, with three-fourths of all members elected thereto occurring:

SECTION 1: That it is necessary to improve various streets within the Village of Minster, Ohio, by installing concrete sidewalks throughout the village.

SECTION 2: It is hereby determined and declared that said improvements are conducive to the public health, convenience and welfare of said Village and the inhabitants thereof; and

SECTION 3: That plans, specifications and estimates of the proposed improvement are now on file in the office of the Clerk of Council and are hereby approved by this Resolution.

SECTION 4: That the village will pay for the following:

All lots and lands bounding and abutting upon the proposed improvement (see Exhibit "A") which said lots and lands are hereby determined to be specifically benefited by said improvement and the cost of said improvements shall include the cost of plans, specifications, estimates, printing, serving, and publishing notices, resolutions and ordinances, the amount of damages resulting from the improvement and the interest thereon, the costs incurred in connection with the preparations and levying of assessment, obtaining legal opinion, bond council, bond printing costs, cost of labor and material and interest of bonds and notes issued in anticipation of the levy collection of the sidewalk assessments together with all other necessary expenditures.

SECTION 5: The following improvements will be paid for by sidewalk assessment:

All concrete sidewalks on properties within the village on the east side of the street along North Main Street between Bensman Road and a distance of approximately 420 feet north of Eagle Drive.

SECTION 7: The method of levying assessments shall be by the foot front of the property bounding and abutting upon said improvement.

SECTION 8: The following lots shall be assessed:

E1503200100

E1526100301

E1526100302

E1526100400

E1526100103

E1526100101

E1526100102

SECTION 9: That the Administrator of the Village of Minster be and is hereby authorized and directed to prepare and file in the Office of the Clerk of this Council the estimated assessments of the cost of the improvements described in this resolution. Such estimated assessments shall be based upon the cost of said improvement now on file in the Office of the Clerk of this Council and shall be prepared pursuant to the provisions of this resolution and filing of said estimated assessments to be served on the owners of the all lots and lands to be assessed as provided in the Ohio Revised Code Section 727.13.

SECTION 10: That the assessments to be levied shall be paid in ten (10) semi-annual installments, with interest on deferred payments at the same rate as shall be borne by the bonds to be issued in anticipation of the collection thereof, provided, that the owners of any property assessed may, at their option, pay such assessment in cash within thirty days after passage of the assessing ordinance.

SECTION 11: That the bonds of the Village shall be issued in anticipation of the collection of assessments by installments and in amounts equal thereto and notes of said Village shall be issued in anticipation of the issuance of such bonds and the levy of such assessments.

SECTION 12: This Ordinance shall be effective at the earliest time permitted by law.

ADOPTED: July 1, 2025

\_\_\_\_\_  
Craig Oldiges, Mayor

Attest:

\_\_\_\_\_  
Fiscal Officer

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

## RESOLUTION 25-06-02

### A RESOLUTION DECLARING IT NECESSARY TO IMPROVE NORTH HAMILTON BETWEEN FIFTH STREET AND SEVENTH STREET. SUCH IMPROVEMENTS SHALL INCLUDE EXCAVATION, GRADING, CURBING, GUTTERS, DRIVE APPROACHES, ASPHALT, WATER MAINS WITH SERVICE LATERALS, SANITARY SEWER SYSTEMS, STORM SEWER SYSTEMS AND OTHER FACILITIES

BE IT RESOLVED BY THE COUNCIL of the Village of Minster, Auglaize County, Ohio, with three-fourths of all members elected thereto occurring:

SECTION 1: That it is necessary to improve various streets within the Village of Minster, Ohio, by installing and improving North Hamilton Street between Fifth Street and Seventh Street by excavating, grading, installing curbs, gutters, drive approaches, asphalt, water mains with service laterals, sanitary sewer systems, storm sewer systems and other facilities.

SECTION 2: It is hereby determined and declared that said improvements are conducive to the public health, convenience and welfare of said Village and the inhabitants thereof; and

SECTION 3: That plans, specifications and estimates of the proposed improvement are now on file in the office of the Fiscal Officer and are hereby approved by this Resolution.

SECTION 4: That the village will pay for the following:

All lots and lands bounding and abutting upon the proposed improvement which said lots and lands are hereby determined to be specifically benefited by said improvement and the cost of said improvements shall include the cost of plans, specifications, estimates, printing, serving, and publishing notices, resolutions and ordinances, the amount of damages resulting from the improvement and the interest thereon, the costs incurred in connection with the preparations and levying of assessment, obtaining legal opinion, bond council, bond printing costs, cost of labor and material and interest of bonds and notes issued in anticipation of the levy collection of the assessments together with all other necessary expenditures.

SECTION 5: The following improvements will be paid for by assessment:

All curbing and gutters outside of the radius of the intersections; drive approaches, sidewalks and the top two inches of asphalt.

SECTION 7: The method of levying assessments shall be by the foot front of the property bounding and abutting upon said improvement.

SECTION 8: The following lots shall be assessed:

|                      |                      |
|----------------------|----------------------|
| E1501602200 – Lot 6  | E1501602100 – Lot 7  |
| E1501602000 – Lot 8  | E1501601900 – Lot 9  |
| E1501601800 – Lot 10 | E1501601700 – Lot 11 |
| E1501601600 – Lot 12 | E1501600106 – Lot 13 |
| E1501600105 – Lot 14 | E1501600104 – Lot 15 |
| E1501600101 – Lot 84 | E1501600101 – Lot 83 |
| E1501600101 – Lot 82 | E1501600101 – Lot 81 |
| E1501600100 – Lot 80 | E1501600100 – Lot 79 |
| E1501600100 – Lot 78 | E1501600100 – Lot 77 |
| E1501600100 – Lot 76 | E1501600100 – Lot 75 |
| E1501600100 – Lot 74 | E1501600100 – Lot 73 |
| E1526804900 – Lot 49 | E1526804800 – Lot 48 |
| E1526804700 – Lot 47 | E1526804600 – Lot 46 |
| E1526804500 – Lot 45 | E1526804400 – Lot 44 |
| E1526804300 – Lot 43 | E1526800700 – Lot 7  |
| E1526800600 – Lot 6  | E1526800500 – Lot 5  |
| E1526800400 – Lot 4  | E1526800300 – Lot 3  |
| E1526800200 – Lot 2  | E1526800100 – Lot 1  |

SECTION 9: That the Administrator of the Village of Minster be and is hereby authorized and directed to prepare and file in the Office of the Clerk of this Council the estimated assessments of the cost of the improvements described in this resolution. Such estimated assessments shall be based upon the cost of said improvement now on file in the Office of the Clerk of this Council and shall be prepared pursuant to the provisions of this resolution and filing of said estimated assessments to be served on the owners of the all lots and lands to be assessed as provided in the Ohio Revised Code Section 727.13.

SECTION 10: That the assessments to be levied shall be paid in twenty (20) semi-annual installments, with interest on deferred payments at the same rate as shall be borne by the bonds to be issued in anticipation of the collection thereof, provided, that the owners

of any property assessed may, at their option, pay such assessment in cash within thirty days after passage of the assessing ordinance.

SECTION 11: That the bonds of the Village shall be issued in anticipation of the collection of assessments by installments and in amounts equal thereto and notes of said Village shall be issued in anticipation of the issuance of such bonds and the levy of such assessments.

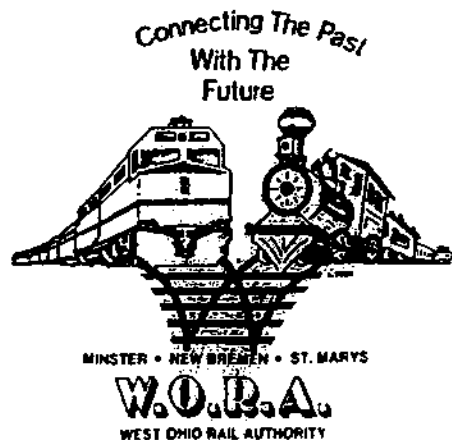
SECTION 12: This Ordinance shall be effective at the earliest time permitted by law.

ADOPTED: July 1, 2025

Attest:

\_\_\_\_\_  
Craig Oldiges, Mayor

\_\_\_\_\_  
Fiscal Officer



P.O. Box 183 • New Bremen, Ohio 45869

May 23, 2025

Village of Minster, Fiscal Officer, P.O. Box 1, Minster, Ohio 45865  
Village of New Bremen, Fiscal Officer, P.O. Box 27, New Bremen, Ohio 45869  
City of St. Mary's, Clerk of Council, 101 East Spring Street, St. Mary's, Ohio 45885  
R. J. Corman Railroad Company, Western Ohio Line, P.O. Box 788, Nicholasville, Kentucky, 40340

Re: West Ohio Railway Authority, an Ohio Port Authority

To whom it may concern:

This letter is to inform you that the West Ohio Railway Authority, desires to sell property owned by the Authority. Pursuant to the Agreement for the creation of the West Ohio Railway Authority, Paragraph, 12, the West Ohio Railway Authority is hereby notifying you of its intent to proceed with action under its Reserved Powers. Such notice is being sent to the Fiscal officer and clerks of each participating municipalities' councils.

A copy of the survey plat and description of the tracts or real estate to be sold to the Village of New Bremen is included for your review.

The Village of New Bremen is aware that the property may be subject to lease agreements with RJ Corman Railroad Company, Western Ohio Line, Inc. and shall take subject to those rights.

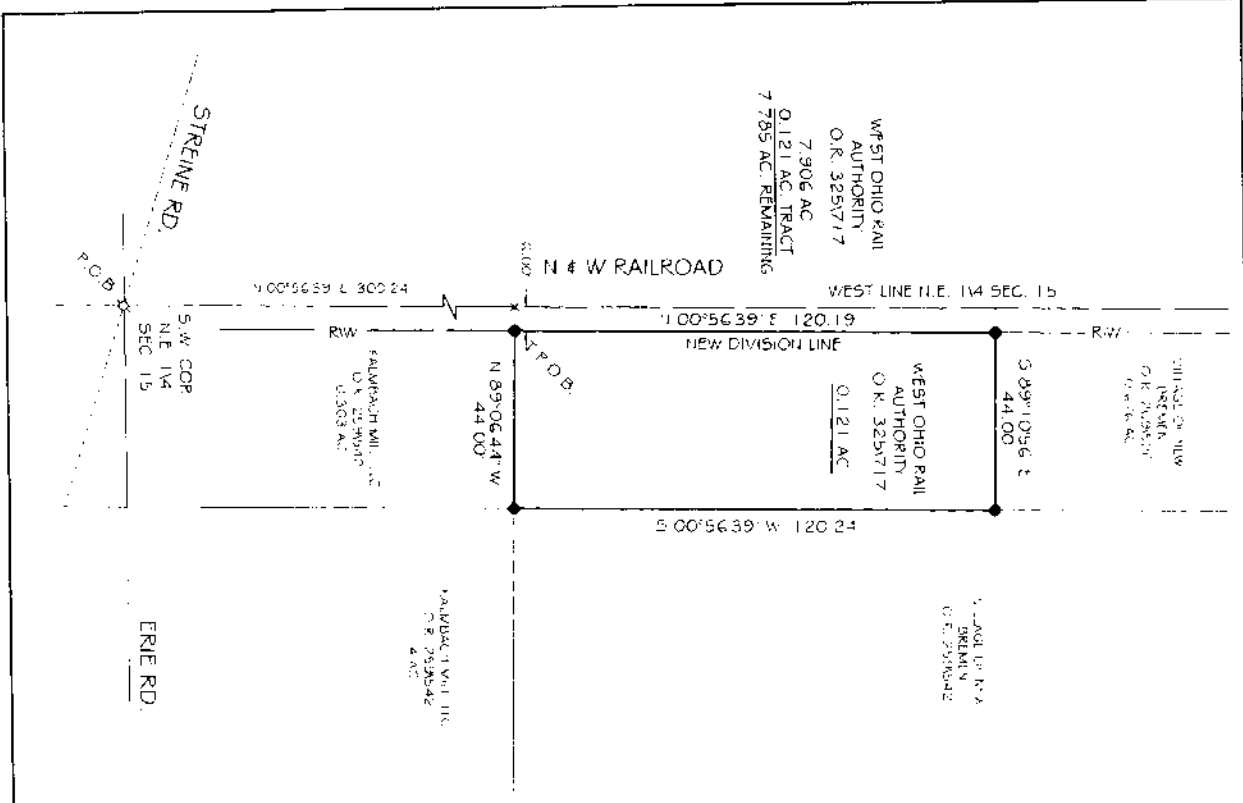
If none of the three councils pass a resolution disapproving said action within a period of thirty (30) days after the receipts of said notice, Wet Ohio Railway Authority, will prepare the appropriate deeds and arrange for the transfer of said real estate.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Donald W. Harrod, Secretary  
West Ohio Railway Authority

# WEST OHIO RAIL AUTHORITY SURVEY N.E. 1/4 SEC. 15, T.7S, R.4E GERMAN TWP., AUGLAZE COUNTY, OH



## PLATACE OF NEW BERMEN PLANNING COMMISSION

THIS PLAT WAS INSPECTED AND APPROVED BY THE  
CLERK OF THE COURT OF COMMON PLEAS  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

## CONSENT TO SPLIT

I, THE UNDERSIGNED, BEING THE OWNER OF THE LAND HEREIN SHOWN  
DO HEREBY ACCEPT AND APPROVE THE SPLITTING AND COHERENT  
CONTRIBUTION CONSENT TO THE LOCATION OF SAID SPLIT

OWNER OF THE SPLITTING AUTHORITY

AUTHORIZED SIGNATURE

RESIDENT

DATE

AUTHORIZED SIGNATURE

RESIDENT

DATE

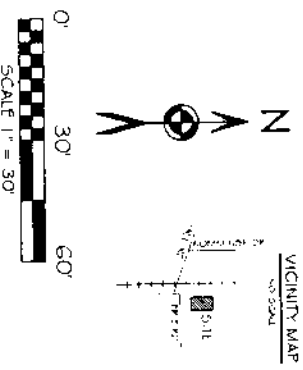
## CONSENT TO SPLIT

STATE OF OHIO, COUNTY OF AUGLAZE, ss.  
BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE STATE OF OHIO,  
PERSONALLY APPEARED \_\_\_\_\_, OF THE COUNTY OF  
AUGLAZE, OHIO, WHO EXECUTED THE FOREGOING PLAT,  
AND ACKNOWLEDGED THAT HE DID SO VOLUNTARILY AND WITHOUT  
COERCION AND DELUSION.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND  
AND AFFIXED MY OFFICIAL SEAL AT \_\_\_\_\_, OHIO, THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC

MY COMM. EXPIRES \_\_\_\_\_



BASED ON BEARING (BRASS) AND DISTANCE UPON THE  
OHIO DEPARTMENT OF TRANSPORTATION V.R.S. AND  
N.S.R. 1400.1 OHIO STATE PLANE NORTH AVERAGE

- 5/8\"/>

THE SPLITTING AUTHORITY OF THE  
CLERK OF THE COURT OF COMMON PLEAS  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

FILED IN SURVEY BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ IN THE  
AUGLAZE COUNTY TAX MAP OFFICE

**LOCK-TWO SURVEYING**  
5100 LOCK TWO RD. NEW BRUNN, OH  
419-753-3332

Lock Two Surveying, LLP,  
5166 Lock Two Rd.  
New Bremen, Oh 45869  
419-753-3332

Cell: Jenny Saintignon 419-733-9606  
Chris Harmon P.S. 419-733-9607



**WEST OHIO RAIL AUTHORITY SURVEY  
0.121 ACRES  
PT. PARCEL #C1002303300**

SITUATE IN THE NORTHEAST QUARTER OF SEC. 15, T 7S, R 4E, GERMAN TOWNSHIP, AUGLAIZE COUNTY OHIO, AND BEING PART OF A 7.906 ACRE TRACT OF LAND OWNED BY WEST OHIO RAIL AUTHORITY AS RECORDED IN OFFICIAL RECORD 325 PAGE 717 AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Beginning for reference at a Mag Nail found at the southwest corner of the northeast quarter of Section 15 and being in the centerline of Streine Drive;

Thence, with the west line of the northeast quarter of Section 15, North 00°56'39" East, 300.24 feet;

Thence, South 89°06'44" East, 6.00 feet to an iron pin set in the east right of way line of the N&W Railroad in the north line of a 0.303 acre tract of land owned by Kalimach Mill LLC as recorded in Official Record 729, Page 3398, said iron pin marking the True Point of Beginning of the tract herein described;

Thence, with the east right of way line of said N&W Railroad, North 00°56'39" East, 120.19 feet to an iron pin set, in the south line of a 0.676 acre tract of land owned by the Village of New Bremen as recorded in Deed Volume 269, Page 326;

Thence, with the south line of said 0.676, South 89°10'56" East, 44.00 feet to an iron pin set in the west line of a property owned by the Village of New Bremen, as record in Official Record 259, Page 542;

Thence, with the east line of said Village of New Bremen tract, South 00°56'39" West, 120.24 feet to a iron pin set in said 0.303 acre tract;

Thence, with the north line of said 0.303 acre tract, North 89°06'44" West, 44.00 feet to the True Point of Beginning, containing 0.121 acres more or less, and being subject to all legal rights of way, easements, agreements and restrictions of record.

Basis of bearings is based on the Ohio Department of Transportation V.R.S., Ohio State Plane North Zone 3401, NAD 83(2011ADJ). The Official Records and Deed Volumes are all recorded in Auglaize County Recorder's Office. Pins noted as set are 5/8" x 30" re-bar with pink plastic caps stamped "Lock-Two 7988".

The above description was prepared by Lock-Two Survey, L.L.P from a survey performed by Christopher S. Harmon, Professional Surveyor #7988 in May, 2023 and filed in Survey Book \_\_\_\_ Page \_\_\_\_ in the Auglaize County Tax Map Office.

  
Christopher S. Harmon P.S. #7988



11/25/24  
Date

**VILLAGE OF MINSTER  
POSITION DESCRIPTION**

Class Title: Code Enforcement Officer  
Department: Administration  
Date: January 13, 2025

**Pay Range:**  
Location: Administration

**GENERAL PURPOSE**

Performs a variety of technical duties in support of the Village's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations relating to zoning, land use, property maintenance, signage, nuisances, public safety, health, sanitation and other general regulations. The Code Enforcement Officer conducts investigations regarding various codes, ordinances and policies of the Village.

**SUPERVISION REQUIRED:**

The Part-Time Code Enforcement Officer reports to the office of the Village Administrator.

**SUPERVISION EXERCISED:**

Generally, none.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responds to citizens complaints, inspects locations for violations; gathers and investigates evidence; and issues notices of violation and court summonses.

Inspects and patrols public and private properties to ensure compliance with village municipal code, and land management ordinances including those pertaining to zoning, land use, property maintenance, weeds and tall grasses, vacant buildings health and safety and other matters of public concern.

Conducts field investigations; inspects properties for violations, attempts to make contact at the residence or business in order to resolve violation; issues and posts warning notices, notices of violations, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.

Investigates all violations and determines a remediation process by properly interpreting and applying the municipal code and ordinances of the village.

Answers questions and interprets village codes for citizens, staff, outside agencies and attorneys as necessary.

Assists Village Solicitor in preparing cases for prosecution in Mayor's Court.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations, draw diagrams and illustrations and take photographs.

Prepare a variety of written reports, memos, and correspondence related to enforcement actions.

Operate computer to enter, process and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.

Maintains a variety of records relating to inspections, maintenance activity, etc.

Perform related duties as required.

**PERIPHERAL DUTIES:**

Complies with all applicable department security and safety rules and regulations.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Any equivalent combination of education and experience.
- (C) Some knowledge or experience working in building construction.
- (D) Knowledge or experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation or customer service capacity.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES.**

- (A) Knowledge of village ordinances and state laws related to zoning, land use, nuisance abatement, property maintenance, building, health and safety, and related areas.
- (B) Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- (C) Village services and organizational structure as they relate to code compliance.
- (D) Communicate clearly and concisely both orally and in writing.
- (E) Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- (F) Occupational hazards and standard safety practices.

**SPECIAL REQUIREMENTS:**

- (A) Valid State Driver's License.

**EQUIPMENT TOOLS, AND MACHINERY USED:**

Motorized vehicles, personal computer, copy machine, telephone and other office equipment as necessary.

Employee may be required to operate or use other vehicles and equipment that are not listed above.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hear in the normal audio range with or without correction.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor, and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

The noise level in the work environment is usually moderate

**SAFETY FUNCTIONS:**

Employee should be familiar with and observe all applicable safety and security policies and procedures. Immediately reports all unsafe conditions and acts to supervisor. Reports all accidents to supervisor immediately. Obeys and adheres to all safety rules and work practices.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains the discretion to

employ an employee at this level or advance the employee non-competitively or competitively after a candidate meets the minimum qualifications within the same organization or department.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: January 17, 2025

## **Minster Marlins Swim Team**

**May 23, 2025**

Dear Mr. Harrod and Members of the Minster Village Parks Department,

On behalf of the Minster Marlins Swim Team, I would like to extend our sincere gratitude for the Village's continued support. Your annual contribution of \$1,500 toward our coaching salaries has played a vital role in helping us provide a positive experience for the youth of our community.

Since your initial \$1500 annual contribution began over 20 years ago the cost of hiring and retaining qualified swim coaches has more than tripled. This increase reflects both inflation and the need to retain experienced and valuable coaches.

Additionally, it is important to note that every member of the Minster Marlins is required to purchase a Village pool pass in order to participate. With over 90 families currently signed up for the swim team, the Swim Team program directly impacts the Village of Minster.

We respectfully request that the Parks Department consider increasing its financial contribution toward coaching salaries by \$1500 to a total of \$3000/year to better align with the current economy. This additional support would not only help us meet rising operational costs but also continue to provide a valuable and inclusive swim program for local families.

We are proud to be a part of a community that values youth recreation and we look forward to continuing our strong partnership with the Village. Thank you for your consideration and for your ongoing commitment to the Minster Marlins.

Sincerely,

**Kim Sherman**

Treasurer, Swim Team Board  
Minster Marlins Swim Team

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

+++++

- 1) The electrical department continues to conduct testing of all three phase electric meters throughout the village. This work will continue until the 13<sup>th</sup> of June. So far, the meter tester has found just a couple of meters that had issues.
- 2) Baumer Construction has finished the pump house at Four Seasons Park. Now that the building is complete, the electrical department will begin to transfer the switchgear and well controls over to the new building. Once that work is completed, we can raze the old building.
- 3) Bids for the Columbia Drive Water and Sewer Extension Project are set to open on Wednesday, June 11<sup>th</sup> at 10:00 am. Bid documents for the project are available at Choice One Engineering. Once the bids are opened, they will be reviewed and a recommendation will be made to the village council at an upcoming meeting.
- 4) Gehret Nursery has mulched out in the right-of-way of State Route 66 in front of Parkview Acres. The Parks Department has mulched the trees along Fourth Street and will begin mulching at Four Seasons Park. The Parks Department is also going to starting putting stone down in place of mulch at the Water Plant. Once this is complete, we can decide if this is what we want at the other buildings.



# Minster Police Department

## Council Report: 06/03/2025

CFS From - To: 05/15/25—05/29/25 (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 conducted a total of 290 school walk thru's during the 2024-2025 school year.
- Officers have been conducting escorts for various events.
- Ptl. Gray provided an escort to a retiring teacher on her last day of school.

### Department News:

- Ptl. Barrett began his field training program with Ptl. Bonvillian. He is doing well.
- Chief Morris and Administrative Assistant Ranly attended a Flock webinar to assist in the set up and training process.
- Chief Morris submitted another grant request to Let's Back the Blue for fitness equipment. This is the second in a series of grants aimed to fund fitness equipment for the department. The first grant was approved and LBtB purchased a treadmill for the department.
- Chief Morris has been developing policies for the upcoming MPD Range and Wellness Program intended to assist officers in staying mentally and physically healthy.
- Mid-year evaluations will be discussed throughout the month of June.
- 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 Crime Scene Photography and 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.
- Five officers will attend an E-Warrant class put on by the Auglaize County Prosecutors Office to teach the process for filing electronic warrants (night time OVI warrants mostly)

Topics for Discussion: N/A



# MINSTER POLICE DEPARTMENT

## *Call Activity For Department - Summary*

For Reporting Period: 05/15/2025 until 05/29/2025

| Nature Code | Nature Description        | Total |
|-------------|---------------------------|-------|
| 03          | HARASSMENT                | 1     |
| 03T         | TELEPHONE HARASSMENT      | 1     |
| 09C         | COMPLAINT - CIVIL         | 2     |
| 10A         | ASSIST AUG CO SO UNIT     | 1     |
| 12B         | ALARM DROP                | 1     |
| 13A         | ESCORT                    | 1     |
| 13F         | ESCORT FUNERAL            | 2     |
| 13G         | GOLF CART INSPECTION      | 2     |
| 13V         | UNLOCK VEHICLES           | 4     |
| 18A         | ANIMAL COMPLAINT          | 3     |
| 28          | FIRE                      | 1     |
| 28B         | FIRE ALARM                | 3     |
| 29          | SQUAD RUN                 | 9     |
| 34          | JUVENILE INCIDENTS        | 1     |
| 35X         | EXTRA PATROL              | 3     |
| 53          | OUT ON PORTABLE           | 1     |
| 53A         | FOOT PATROL               | 16    |
| 57          | TRAFFIC STOP              | 12    |
| 60          | SUSPICIOUS PERSON         | 2     |
| 60A         | SUSPICIOUS VEHICLE        | 1     |
| 63A         | UNOCCUPIED HOME CHECK     | 3     |
| 74          | OPEN DOOR                 | 1     |
| 80          | TRESPASSING               | 1     |
| 82          | ABANDONED VEHICLE/DISAB   | 2     |
| 87S         | SCHOOL WALK THRU          | 13    |
| 88          | PUBLIC SERVICE CALL       | 2     |
| 911         | 911 HANGUP CALLS          | 2     |
| 94          | LOST AND FOUND            | 1     |
| DUP         | DUPLICATE CALL            | 2     |
| UTY         | REQUEST FOR VILLAGE UTILI | 2     |

Grand Total: 96

|        |                                |            |             |
|--------|--------------------------------|------------|-------------|
| 173513 | Affolder                       | 05.14.2025 | \$6,588.21  |
| 173514 | Civica                         | 05.14.2025 | \$3,060.00  |
| 173515 | Auglaize County Recorder       | 05.22.2025 | \$80.60     |
| 173516 | Tri-State Fertilizer Equipment | 05.23.2025 | \$37.94     |
| 173517 | Creations by Design            | 05.23.2025 | \$550.00    |
| 173518 | Lunar Lagoons LLC              | 05.23.2025 | \$80.44     |
| 173519 | County Door Systems            | 05.23.2025 | \$527.22    |
| 173520 | J-Crane                        | 05.23.2025 | \$1,342.00  |
| 173521 | Utility Truck Equipment        | 05.23.2025 | \$16,617.68 |
| 173522 | PSG                            | 05.23.2025 | \$875.00    |

|        |                                                   |              |          |      |
|--------|---------------------------------------------------|--------------|----------|------|
| 173525 | Ohio peace officer training academy - Bud Vanover | \$175.00     | 05/23/25 |      |
| 173523 | Allstate                                          | \$162.80     | 05/23/25 |      |
| 173524 | Ohio Insurance                                    | \$368,084.81 | 05/23/25 | VOID |
| 173526 | Al Broerman Trucking                              | \$1,122.98   | 05/23/25 |      |
| 173527 | Adam Krouskup                                     | \$24.95      | 05/23/25 |      |
| 173528 | U.S Bank                                          | \$805.61     | 05/23/25 |      |
| 173529 | CDM                                               | \$3,520.00   | 05/23/25 |      |
| 173530 | Affolder                                          | \$167.93     | 05/23/25 |      |
| 173531 | Dustin Thobe                                      | \$45.86      | 05/23/25 |      |
| 173532 | Alloway                                           | \$52.00      | 05/23/25 |      |
| 173533 | American Water Works Association                  | \$240.00     | 05/23/25 |      |
| 173534 | Anixter                                           | \$1,467.70   | 05/23/25 |      |
| 173536 | Best Rents                                        | \$11,555.00  | 05/23/25 | ①    |
| 173535 | Bakers Locksmith                                  | \$300.00     | 05/23/25 |      |
| 173537 | Brenco                                            | \$461.41     | 05/23/25 |      |
| 173538 | Bryan Koesters                                    | \$672.56     | 05/23/25 |      |
| 173539 | Kiefer Aquatics                                   | \$551.60     | 05/23/25 |      |
| 173540 | Buckeye Power Sales                               | \$1,177.50   | 05/23/25 |      |
| 173541 | William Brosher                                   | \$2,040.00   | 05/23/25 |      |
| 173542 | Brinkman                                          | \$1,355.03   | 05/23/25 |      |
| 173543 | Burke Petroleum                                   | \$6,530.07   | 05/23/25 | ②    |
| 173544 | Buschur Electric                                  | \$525.80     | 05/23/25 |      |
| 173545 | VOID                                              |              |          |      |
| 173546 | Ohio Department of Commerce                       | \$68.25      | 05/27/25 |      |
| 173547 | Choice One                                        | \$39,262.50  | 05/27/25 | ③    |
| 173548 | Core & Main                                       | \$1,102.53   | 05/27/25 |      |

|        |                              |             |          |
|--------|------------------------------|-------------|----------|
| 173549 | Corporate Warehouse Supply   | \$1,039.75  | 05/27/25 |
| 173550 | Countryside Consulting       | \$1,895.00  | 05/27/25 |
| 173551 | Crown Lift trucks            | \$512.50    | 05/27/25 |
| 173552 | Culligan                     | \$37.30     | 05/27/25 |
| 173553 | Custom Truck One Source      | \$4,332.90  | 05/27/25 |
| 173554 | Delta Star                   | \$600.00    | 05/27/25 |
| 173555 | Dickman Supply               | \$10,661.50 | 05/27/25 |
| 173556 | Encompass Engineering        | \$16,005.00 | 05/27/25 |
| 173557 | Auglaize County Treasurer    | \$2.00      | 05/27/25 |
| 173558 | Mathew Dawson                | \$157.86    | 05/27/25 |
| 173559 | Evening Leader               | \$520.00    | 05/28/25 |
| 173560 | Four U Office                | \$901.99    | 05/27/25 |
| 173561 | Four. U Office               | \$129.00    | 05/27/25 |
| 173562 | Fox Supply                   | \$365.42    | 05/27/25 |
| 173563 | Garmann Miller               | \$684.00    | 05/27/25 |
| 173564 | Utilismart                   | \$1,432.25  | 05/27/25 |
| 173565 | Baumer Construction          | \$25,650.00 | 05/27/25 |
| 173566 | Water Environment Federation | \$174.00    | 05/28/25 |
| 173567 | Western & Southerns          | \$208.44    | 05/28/25 |
| 173568 | Western Ohio HDWE            | \$7,785.20  | 05/28/25 |
| 173569 | Winners computers            | \$57.50     | 05/28/25 |
| 173570 | Creations by Design          | \$192.00    | 05/28/25 |
| 173571 | Gehret Nursery               | \$81.00     | 05/28/25 |
| 173572 | Hawkins                      | \$8,618.19  | 05/28/25 |
| 173573 | Heartland feed services      | \$73.90     | 05/28/25 |
| 173574 | JTDMH                        | \$939.00    | 05/28/25 |
| 173575 | Koenig Equipment             | \$1,794.35  | 05/28/25 |

|        |                                   |             |          |           |
|--------|-----------------------------------|-------------|----------|-----------|
| 173576 | Lefeld Industrial Welding         | \$107.50    | 05/28/25 |           |
| 173577 | Liberty Mutual                    | \$7,000.00  | 05/28/25 | (3)       |
| 173578 | Sawvel & Associates               | \$438.05    | 05/28/25 |           |
| 173579 | Madison Energy                    | \$13,177.04 | 05/28/25 | (2)       |
| 173580 | Madison Energy                    | \$48,572.27 | 05/28/25 | (3)       |
| 173581 | Mathew Dawson                     | \$112.00    | 05/28/25 |           |
| 173582 | MESCO                             | \$4,173.20  | 05/28/25 | (15)      |
| 173583 | Midnet Media                      | \$105.00    | 05/28/25 |           |
| 173584 | St. Henry tile                    | \$39.82     | 05/28/25 |           |
| 173585 | Moody's of Dayton                 | \$4,298.00  | 05/28/25 | (14)      |
| 173586 | National Water Services           | \$16,756.60 | 05/28/25 | (15)      |
| 173587 | Pepco                             | \$96,862.30 | 05/28/25 | (16)      |
| 173588 | PSG                               | \$1,344.98  | 05/28/25 |           |
| 173589 | Spring Creek Building Supply      | \$187.04    | 05/28/25 |           |
| 173590 | Spring Creek Corp                 | \$1,392.50  | 05/28/25 |           |
| 173591 | Sunbelt Solomon                   | \$29,985.00 | 05/28/25 | (17)      |
| 173592 | USA Blue Book                     | \$1,466.42  | 05/28/25 |           |
| 173593 | Utilities Instrumentation Service |             | 05/28/25 | \$2,124.1 |
| 173594 | Van Wert Fire Equipment           | \$31,828.18 | 05/28/25 | (18)      |
| 173595 | Vermeer All Roads                 | \$873.12    | 05/28/25 |           |
| 173596 | Hawkins                           | \$33,660.96 | 05/29/25 |           |