

August 5, 2025
Tuesday - 6:30 p.m.
Village of Minster Council Chambers

- 1) Call to Order
- 2) Approval of the July 15, 2025 meeting minutes. *Travis | Josh* *Josh - Alberto*
- 3) Introduction of Visitors:
 - a)
- 4) Ordinances and Resolutions:
 - a) Resolution 25-08-01: Discussion, suspend, pass and adopt a resolution granting a temporary utility easement across and through village owned property; authorizing the mayor to execute the easement; and to declare an emergency. *Travis | Josh*
 - b) Ordinance 25-08-01: Discussion, motion to accept bids and suspend, pass and adopt an ordinance awarding a contract to the lowest and best bidder for the purchase of the Hamilton Street Reconstruction Project; authorizing the execution of a purchase order
Motion to Accept - Nicole | Josh *Craig - Travis | Josh*
- 5) Committee Reports and Discussion Items:

<u>Streets</u> : Nicole, Trey, and Travis	<u>Finance/Audit</u> : Travis, Craig, Trey
<u>Safety</u> : Nicole, Curt, Josh	<u>Utilities</u> : Josh, Nicole, Travis
<u>Parks</u> : Curt, Josh, Nicole	<u>Econ. Development</u> : Trey, Travis, Craig
<u>Personnel</u> : Curt, Craig, Josh	<u>Community Engagement and Development</u> : Craig, Curt, Trey
- 6) Old Business:
 - a) Discussion on Code Enforcement Position *Motion to Accept - Josh | Travis*
Motion to Accept - Josh | Craig
- 7) New Business:
 - a) Discussion and motion to move Dustin Thobe from an Operator V to an Operator VI.
Craig | Nicole

b) Discussion and motion to seek bids for the 2025 Minor Street Resurfacing Program.

Travis, Curt

c) Discussion and motion to purchase in the 2026 budget a new cruiser for the Police Department.

Nicole/Curt

d) Discussion and motion to allow the Oktoberfest Committee to utilize the Minster Machine Centennial Park and the Oktoberfest Park for the 2025 Oktoberfest and to prohibit dogs from being in the park during the Oktoberfest.

Josh/Travis

8) Administrator's Report

9) Receipts: \$ 1,054,299.60 Nicole/Curt

10) Motion to adjourn

TREY/CURT

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, July 15, 2025

Council Meeting: Council convened at 6:30 pm in Council Chambers with five council members present: Travis Wilges, Josh Osterloh, Trey Steele, Curt Albers, and Nicole Clune. Also, present were Craig Oldiges (Mayor), Solicitor, James Hearn and Jim Cain (Fiscal Officer).

There was a motion to excuse Craig Sherman by Osterloh and Steele. Motion passed on five aye votes.

Attendance: Eric Morris (Police Chief), Tom Millhouse (Daily Standard) and Skylar Mitchell (Evening Leader/Community Post).

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

Approval of June 17, 2025 Minutes: Wilges and Albers motioned to approve the minutes from the regular meeting on May 20, 2025. Motion passed on four aye votes with Steele abstaining.

Visitors:

Jason Monfort, Doug Speiles, Derek Speiles, Ben Baumer, Jerry Baumer

ORDINANCE AND RESOLUTIONS:

Resolution 25-06-01: Discussion, third and final 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 has completed the engineering and design for these improvements and we are ready to seek bids. After the last meeting, we held a public meeting where several business owners expressed concerns about installing the sidewalks.

As is customary, the village usually assesses a part of the cost of these improvements back to the property owners. 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 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. This would be the third and final reading of the Resolution.

There was lengthy discussion with those in attendance, ultimately the Resolution 25-01-01 was tabled by Clune and Steele. Motion to table passed with five aye votes.

Resolution 25-06-02: Discussion and second 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 completed the engineering for these improvements. After the last meeting, we held a public meeting where only one resident expressed any comments and those comments were in favor of 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 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. This would be the third and final reading of the resolution.

Osterloh and Steele motioned to pass the third and final reading of Resolution 25-06-02. Motion passed on five aye votes.

Ordinance 25-07-01: Discussion, motion to accept bids, and first reading of an ordinance awarding a contract for the lowest and best bidder for the purchase of the Columbia Drive Water and Sewer Extension Project; authorizing the execution of a purchase order; and to declare an emergency:

On June 11th, the Village opened the bids for the Columbia Drive Water and Sewer Extension Project. This project is designed to install both a water line and sanitary sewer line from Southgate Drive to Columbia Drive. The purpose of the project is to loop the water line and to be able to remove the sanitary lift station at Progress Tool. The engineer's estimate for the project was \$784,770.00. Three bids were received. The bids received are as follows:

Fenson Contracting	\$532,447.50
VTF Excavation	\$597,487.75
Tom's Construction Inc.	\$702,399.00

The lowest bid appears to be Fenson Contracting from Ft. Jennings with a bid of \$ 532,447.50. This bid is approximately \$252,000 lower than the estimate.

In this year's appropriations, we budgeted \$512,000.00 for the project in the capital improvement fund.

Fenson Contracting has completed other work for the village and we find them a reputable company and would recommend that the bid be awarded to them.

Wilges and Steele motioned to suspend the three readings. Motion passed with 5 aye votes

Albers and Osterloh motioned to accept bids. Motion passed with 5 aye votes

Osterloh and Steele motioned to authorize the Village Administrator to execute a purchase order for \$532,447.50 to Fenson Contracting LLC. Motion passed on five aye votes.

COMMITTEE REPORTS:

STREETS: Need to set meeting for 66 sidewalk project that was tabled

SAFETY: None

PARKS: Discussed Paris St. Park update from Mayor

PERSONNEL: None

UTILITIES: None

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

OLD BUSINESS:

Albers and Steele motioned to seek bids on Hamilton St. Reconstruction Project. Motion passed on five aye votes.

Code enforcement position was left tabled.

NEW BUSIENSS:

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

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

American Municipal Power	\$798,233.63	Invoice for May Power
Best Rents	\$11,555.00	Rental for Vac Truck
Hawkins, Inc.	\$12,933.30	Chemicals for Water and Waste Water Plants
Baumer Construction	\$20,425.00	Construction of Well Pump House at Four Seasons
SAL Chemical	\$7,875.00	Chemicals for Water and Waste Water Plants
Anixter Power Solutions	\$8,591.80	Three Phase Meter Testing

Buschur Electric	\$3,375.31	Work at Well House Building
McGill Home Improvement	\$3,360.00	Repainting of Street Lights
Moody's Investor Services	\$3,000.00	Renewal of Bond Rating for Village
Winner's Computers	\$3,195.84	Monthly Service Fees
Buschur Electric	\$3,575.39	Switchgear and Work at Water and Waste Water
Madison Energy Investments LLC	\$50,132.65	Power from Solar Field II
Madison Energy Investments LLC	\$13,469.15	Power from Solar Field III

Clune and Wilges motioned to approve invoices over \$3,000. Motion passed on five aye votes.

Discussion and motion to move Dustin Thobe from an Operator IV to an Operator V.

Dustin Thobe has once again taken and passed another operator's license. This time, Dustin has passed and obtained a water reclamation III license. As with other individuals who have obtained licenses, our wage ordinance allows those individuals to move up to a new classification based upon them obtaining a new license. Dustin currently holds both a Class II water treatment and a Class III waste water treatment license. Dustin is currently classified as an Operator IV at \$29.57 an hour. With his new license Dustin would move to an Operator V at \$30.37 an hour.

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

Albers and Osterloh motioned to move Thobe to Operator V. Motion passed on five aye votes.

Discussion and motion to accept the resignation of Bradyn Adams from the Police Department.

Bradyn Adams, an officer with the Police Department has submitted a letter of resignation. Bradyn has accepted a position with the City of St. Marys. His last day of employment will be Friday, July 13, 2025.

Wilges and Clune motioned to accept Bradyn Adams resignation. Motion passed with five aye votes.

ADMINISTRATOR REPORT:

- 1) Brian Brothers Painting has started painting the trim, overhangs and doors at the library. They should finish up work this week.
- 2) I meet with Corey from Taylor Painting and we looked at the tennis court that has the paint peeling (East Court). He stated that this is common when the concrete is power troweled out and it gets to smooth. Taylor Painting is going to provide us with a quote on shot blasting the court and repainting it.

- 3) Public Works Crews have gone out and reworked the ground in some of the areas around the handicap ramps in Parkview. They have also replanted grass in these areas.
- 4) The meter tester testing the three phase electric meters in the village has completed his work. This is an annual project that the village undertakes. Just a few minor issues were encountered from the testing.
- 5) The electric department has completed the work on the service rebuild at Eagle Acres Plaza. They need to schedule a shutdown of the plaza so the services can be changed over. They are trying to coordinate a date and time for this shutdown.
- 6) Work continues on the installation of the splash pad at Paris Steet Park. Crews from PSS Construction continue to work at the site. They have installed the plumbing and have received their inspections on the plumbing. Henye Construction and PSS Construction are scheduled to bring in stone next week and pour concrete beginning on the 7th of July. After a few days of the concrete curing, PSS will set the equipment for the pumps. SecurCom has installed the cameras on the shelter house and NKTELCO is in the process of installing the emergency phone that is required with the splash pad.
- 7) Scott Langenkamp has developed a lead and copper map that details all of the water services in the village and provides details on each water service. A link to this map is posted on the Village's website as required by the Ohio EPA. Most of this information was obtained from the lead and copper surveys that the village conducted last year and from various records that the village maintains along with some field work completed by the public works department.

Receipts: There were no receipts presented to council.

Invoices: Clune and Wilges motioned to approve the \$964,306.70 in invoices. Motion passed on five aye votes.

Comments:

The mayor discussed the following topics:

No fireworks complaints to PD over the 4th of July

Commended the new Fiscal Officer on doing a good job so far.

Cross training for payroll took place over the last couple weeks in the office.

AES has started staging materials for transmission lines between Minster and Ft. Loramie.

Congratulated Morgan Moeller on birth on new son Coleson Robert.

Presented the Star Ohio Acct. update.

Adjournment: Motion to adjourn was made by Steele and Cluen at 8:10pm. Motion passed on five aye votes.

Craig Oldiges, Mayor

James Cain, Fiscal Officer

Recorded & typed by James Cain

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

+++++

Resolution 25-08-01: A resolution granting a temporary utility easement across and through village owned property; authorizing the mayor to execute the easements and to declare an emergency.

A few meetings ago, council passed a resolution approving a permanent easement out at the 7th Street Community Park for Centerpointe Energy. This easement was located in the northwest corner of the park and was for Centerpointe to replace the existng gas line and regulators located in this area.

Centerpointe is now requesting a temporary work easement along the west side of the park for construction purposes, including access, work space and equipment and materials storage. This proposed temporary easement would be on the east side of the access road (gravel drive to the pump station) and would be approximately a half-acre in size. This easement would not impact the use of the shelter house, the practice football field or the playground equipment located in the area.

Jim Hearn has reviewed the easement language and made a few suggestions which Centerpointe are incorporating into the legal documents. I have enclosed in your packet the exhibits that were included with the request.

If council is inclined to grant the easement, they can do so by passing the resolution.

Ordinance 25-07-01: Discussion, motion to accept bids, suspend, pass and adopt an ordinance awarding a contract for the lowest and best bidder for the purchase of the Hamilton Street Reconstruction Project; authorizing the execution of a purchase order; and to declare an emergency:

On July 30th, the Village opened the bids for the Hamilton Street Reconstruction Project. This project would reconstruction Hamilton Street from Fifth Street north to Seventh Street. The engineer's estimate for the project was \$1,098,354.00. Six bids were received. The bids received are as follows:

PAB Construction Company	\$703,963.05
Hohenbrink Excavating Inc.	\$776,293.49
Tom's Construction	\$778,913.00
Fenson Contracting LLC	\$813,765.00
Brumbaugh Construction	\$869,496.00
Fenfrock Construction Company Inc.	\$874,000.00

The lowest bid appears to be PAB Construction from Coldwater with a bid of \$ 703,963.05. This bid is approximately \$400,000 lower than the estimate.

Part of this project's cost will be paid for by a grant and loan from the Ohio Public Works Commission.

While PAB Construction has not done any work in the Village, they have completed many other projects for other communities in the area and they are found to be a reputable company. Choice One is recommending that the bid be awarded to them.

In order to do so, Council would need to accept the bids and then pass an ordinance awarding the bid to PAB Construction. We are asking that this be done as an emergency so we can get started on the project as soon as possible.

Discussion on Code Enforcement Position:

In order to discuss this topic, council would need to pass a motion to un-table the topic. Once the topic is un-tabled, we can discuss.

In order to fill this position, we wanted to look at someone who is currently employed by the village that could handle the additional duties of code enforcement. I've spoken with several employees who work full time, that have expressed an interest in assuming the responsibilities of the position and a couple of employees have indicated that they would like to assume the role.

After talking with the personnel committee, we would like to recommend that Shelly Kemper be assigned these additional duties. There are a number of benefits in having Shelly fill this role. One benefit is that Shelly is in the office and usually answers phone calls, so when calls come into the office about property maintenance, she is here to take them. Secondly, she is familiar with the new software program and already has access to a computer and printer. Finally, Shelly does travel throughout the village either on her own time or to do readings on utility accounts, so she would be able to inspect and identify property concerns.

After talking with the personnel committee, it was their recommendation that Shelly be given a \$1.00 an hour increase upon assuming these duties. However, in the future if Shelly decides to no longer continue in this role, the \$1.00 increase would go away.

If council is in favor of allowing Shelly to assume these duties, I believe that a simple motion assigning the duties to Shelly and granting the \$1.00 an hour pay increase should be appropriate. When we complete the 2026 pay ordinance at the end of the year, I will reflect the increase in it.

Discussion and motion to move Dustin Thobe from an Operator V to an Operator VI.

Dustin Thobe has once again taken and passed another operator's license. This time, Dustin has passed and obtained a water supply III license. As with other individuals who have obtained licenses, our wage ordinance allows those individuals to move up to a new classification based upon them obtaining a new license. Dustin currently holds both a Class II water treatment and a Class III waste water treatment license. Dustin is currently classified as an Operator V at \$30.37 an hour. With his new license Dustin would move to an Operator VI at \$31.48 an hour.

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

Discussion and motion to seek bids for the 2025 Minor Street Resurfacing Program.

Last week, the street committee held a meeting to discuss the Minster Street Resurfacing Program for 2025. In looking at various streets in the community and taking into consideration the budget appropriations of \$400,000.00, the committee has recommended that the following streets be considered for resurfacing this year.

Parkview Drive	Fourth Street from the Canal to the West Corporation Limit
Hanover Street from Second Street to Fourth Street	Alley between 2 nd and 3 rd Street and between Main and Lincoln Streets.
Alley east of Minster Supply	Alley between 5 th and 6 th Streets and between Hanover and Frankfort Streets
Alley Between 2nd Street and 3 rd Street and between Main and Garfield Streets	

The estimated cost for repaving all for the streets and alleys is \$394,908.40. We budgeted \$250,000 for minor street resurfacing plus an additional \$50,000.00 from the permissive license fee fund. There are also some monies in the miscellaneous construction fund that could be used to pay for minor street resurfacing. The estimate is a over what we have appropriated but the numbers from a competitive bidding situation could come in lower than estimated or we also have the option of deleting a project once it is bid out.

If the recommendation is accepted by Council, a motion to seek bids would be necessary. If this occurs, we will put the bid packets together and set a date for a bid opening.

Discussion and motion to purchase in the 2026 budget a new cruiser for the Police Department.

Chief Morris is asking council to consider the purchase of a new cruiser in 2026. Chief Morris would like to replace the 2011 Expedition with a new vehicle. Due to the short build out window, in order to receive a cruiser in 2026, the order must be placed soon. Thus, the need to seek council's approval now to buy a vehicle in 2026.

Chief Morris would like to purchase a F-150 Responder, which is Ford's pursuit rated police truck. This vehicle will have all the capabilities that the other cruisers have and will be able to tow/haul safety equipment, firearms, and other equipment and materials to the range or other various events the department takes part in.

Chief did initially get quotes for another Ford Explorer, however, the difference between the Explorer and the Ford F-150 was roughly \$6,000.00. Chief Morris felt that the difference between the two vehicles in costs does not exceed the benefits that the department could get from having a truck in their cruiser fleet.

The cost of the F-150 responder, through the state purchasing program, is \$71,922.00. This number does not include a laptop, rifle or decals, which will be needed. The Expedition that the department currently has was never outfitted with those items, so they cannot be transferred over. These expenses would occur no matter what cruiser the department would purchase.

If Council wants to proceed with the purchase of the vehicle, they can do so through the passage of a motion.

Discussion and motion to allow the Oktoberfest Committee to utilize the Minster Machine Centennial Park and the Oktoberfest Park for the 2025 Oktoberfest and to prohibit dogs from being in the park during the Oktoberfest.

Each year, the Oktoberfest Committee requests the use of both the Minster Machine Centennial Park and the Oktoberfest Park to hold the annual Oktoberfest. This request also includes the ability to serve alcohol for the annual Oktoberfest weekend as well as limiting pets on the grounds. As in the past, Council has granted permission by passing a motion.

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

ORDINANCE NO. 25-08-01

**AN ORDINANCE AWARDING A CONTRACT TO THE LOWEST AND BEST BIDDER FOR
THE PURCHASE OF THE HAMILTON STREET RECONSTRUCTION PROJECT;
AUTHORIZING THE EXECUTION OF A PURCHASE ORDER AND TO DECLARE AN
EMERGENCY**

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

SECTION 1:

The Village Administrator having advertised for bids for the purchase of the Hamilton Street Reconstruction Project according to law, it is determined that the bid of PAB Construction Company in the amount of \$ 703,963.05 is the best and lowest base bid.

SECTION 2:

The Village Administrator is hereby authorized to enter into a contract with PAB Construction Company in the amount of \$ 703,963.05 for the purchase of the Hamilton Street Reconstruction Project, all according to the advertisement and specifications.

SECTION 3:

The Village Administrator is hereby authorized to execute a purchase order in the amount of \$ 703,963.05 to PAB Construction Company of Coldwater, Ohio.

SECTION 4:

Because of the immediate need to complete the project, in order to effectively provide dependable services, for the benefit of the health, safety and welfare of the Village of Minster and shall take immediate effect.

ADOPTED: August 5, 2025

Craig Oldiges, Mayor

James Cain, Fiscal Officer



Date
July 30, 2025

Attention
Don Harrod

Address
Village of Minster
5 W. Fourth Street
Minster, Ohio 45865

Subject
Hamilton Street Reconstruction REBID
AUG-MIN-2502

Dear Don Harrod:

Enclosed are the sign in sheet, bid tabulation, bid analysis, and the original bidding documents for the Hamilton Street Reconstruction REBID.

Through our evaluation of all bid documents submitted, PAB Construction Co. of Coldwater, Ohio, appears to be the lowest, responsible bidder.

Please execute and return the enclosed Notice of Award, at which time we will forward Contract Documents, along with the executed Notice of Award, to PAB Construction Co.

If you should have any questions or concerns, please feel free to contact us.

Sincerely,

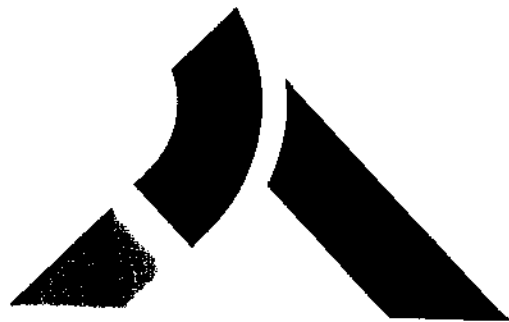
A handwritten signature in black ink that reads "Allan J. Heitbrink".

Allan J. Heitbrink
Project Manager

W. Central Office - Indiana
440 E. Riverside Rd.
Smyrna, OH 45365
917.497.0200 Phone

S. Ohio / N. Kentucky
6279 Tri Ridge Blvd., Suite 100
Cleveland, OH 45140
513.269.8554 Phone

WWW.CHOICEONEENGINEERING.COM



VILLAGE OF MINSTER 2025 MINOR STREET RESURFACING

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	APPROX. QTY.	UNIT COST	27-Jun-25 TOTAL COST
<u>Parkview Drive</u>					
254	PAVEMENT PLANING, ASPHALT CONCRETE	S.Y.	6689	\$3.00	\$20,067.00
407	TACK COAT 0.075 GAL/S.Y.	GALLON	502	\$3.40	\$1,706.80
441	2" ASPHALT CONCRETE SURFACE COURSE (70-22 Type B 9.5mm)	C.Y.	371	\$260.00	\$96,460.00
614	MAINTAINING TRAFFIC	LUMP	1	\$1,000.00	\$1,000.00
	SUBTOTAL				\$119,233.80
<u>Fourth Street (Canal to Corporation Line)</u>					
254	PAVEMENT PLANING, ASPHALT CONCRETE	S.Y.	5963	\$3.00	\$17,889.00
407	TACK COAT 0.075 GAL/S.Y.	GALLON	447	\$3.40	\$1,519.80
441	2" ASPHALT CONCRETE SURFACE COURSE (70-22 Type B 9.5mm)	C.Y.	331	\$260.00	\$86,060.00
614	MAINTAINING TRAFFIC	LUMP	1	\$1,500.00	\$1,500.00
	SUBTOTAL				\$106,968.80
<u>Hanover Street (Second Street to Fourth Street)</u>					
254	PAVEMENT PLANING, ASPHALT CONCRETE	S.Y.	5873	\$3.00	\$17,619.00
407	TACK COAT 0.075 GAL/S.Y.	GALLON	440	\$3.40	\$1,496.00
441	2" ASPHALT CONCRETE SURFACE COURSE (70-22 Type B 9.5mm)	C.Y.	326	\$260.00	\$84,760.00
614	MAINTAINING TRAFFIC	LUMP	1	\$1,000.00	\$1,000.00
	SUBTOTAL				\$104,875.00
<u>Alley Between 2nd and 3rd Street (Main and Lincoln)</u>					
254	PAVEMENT PLANING, ASPHALT CONCRETE	S.Y.	1107	\$3.00	\$3,321.00
407	TACK COAT 0.075 GAL/S.Y.	GALLON	83	\$3.40	\$282.20
441	2" ASPHALT CONCRETE SURFACE COURSE (70-22 Type B 9.5mm)	C.Y.	61	\$260.00	\$15,860.00
614	MAINTAINING TRAFFIC	LUMP	1	\$500.00	\$500.00
	SUBTOTAL				\$19,963.20
<u>Alley East of Minster Supply</u>					
407	TACK COAT 0.075 GAL/S.Y.	GALLON	18	\$3.40	\$61.20
441	2" ASPHALT CONCRETE SURFACE COURSE (70-22 Type B 9.5mm)	C.Y.	13	\$260.00	\$3,380.00
614	MAINTAINING TRAFFIC	LUMP	1	\$500.00	\$500.00
	SUBTOTAL				\$3,941.20
<u>Alley Between 5th and 6th Street (Hanover and Frankfort)</u>					
254	PAVEMENT PLANING, ASPHALT CONCRETE	S.Y.	1107	\$3.00	\$3,321.00
407	TACK COAT 0.075 GAL/S.Y.	GALLON	83	\$3.40	\$282.20
441	2" ASPHALT CONCRETE SURFACE COURSE (70-22 Type B 9.5mm)	C.Y.	61	\$260.00	\$15,860.00
614	MAINTAINING TRAFFIC	LUMP	1	\$500.00	\$500.00
	SUBTOTAL				\$19,963.20
<u>Alley Between 2nd and 4th Street (Main and Garfield)</u>					
254	PAVEMENT PLANING, ASPHALT CONCRETE	S.Y.	1107	\$3.00	\$3,321.00
407	TACK COAT 0.075 GAL/S.Y.	GALLON	83	\$3.40	\$282.20
441	2" ASPHALT CONCRETE SURFACE COURSE (70-22 Type B 9.5mm)	C.Y.	61	\$260.00	\$15,860.00
614	MAINTAINING TRAFFIC	LUMP	1	\$500.00	\$500.00
	SUBTOTAL				\$19,963.20

TOTAL

\$394,908.40

Sales Representative Name		Steve Rick		Reference Number		2505075R		Number Of Vehicles		1	
Statewide Ford		Revision Level		Revision 5				Quote Or Package Number			
1108 W. Main Street		Date		7/14/2025				Utility Quote Or Package Number			
Van Wert, Ohio 45891		Vehicle		2025		F-150		Durango Quote Or Package Number			
		Status		Quote Valid 30 Days				F-150 Quote Or Package Number		F-150 Ohio Hybrid	
Customer Billing Information											
Purchaser Name		Minster Police Department				Title Information Or Customer Shipping Information					
Contact Name		Chief Eric Morris				Lienholder					
Contact Email		EMorris@MinsterOH.com				Company Name					
Contact Number		419-628-2378				Attention To					
Mailing Address		126 West 4th Street				Street Address					
City, State & Zip		Minster, Ohio 45865				City, State & Zip					
Lightbar Color:		Half Red And Half Blue		Exterior Lighting:		Half Red And Half Blue		Special Instructions			
Custom Description:											
Warranty Statement:		Installation And Wiring Are Covered Under A Lifetime Warranty And Emergency Products Are Covered During The Period Of The Manufacturers Warranty.									
QTY		Manufacturer		Part Number		Part Description		Unit Price		Extended Price	
						Budgetary Purposes Only for end of 2025 Purchase					
1		Statewide Ford		Ready For Patrol							
1		Ford		W1P-White		2025 F-150 Stock Program From Statewide Ford		\$61,579.00		\$ 61,579.00	
1		Ford		188		F150 Responder					
1		Ford		924		Black Platform Running Boards					
1		Ford		67P		Privacy Glass With Rear Defrost					
1		Ford		62B		Remote Keyless Entry					
1		Ford		59E		Keyed Alike 1284X					
1		Ford		17R		Driver Side Spotlight					
1		Ford		153		Rear Door Handles Inoperative					
1		Ford		76R		Front License Plate Bracket					
1		Ford		Delivery		Reverse Sensing					
						Delivery To Your Department (Included In Package Pricing)					
						Tall Man Recessed Partition With Center Sliding Window					

Customer	Minster Police Department	Reference Number	2505075R	Revision Level	Revision 5	Sales Representative Name	Steve Rick
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Strip And Transfer Equipment Needed			
Comments	Radio #1	Radio #2	Radio #3
	<u>Scanner</u>	<u>Repeater</u>	<u>Preemption</u>
	<u>Camera System</u>	<u>Single Antenna Radar</u>	<u>Dual Antenna Radar</u>
	<u>L3</u>	<u>Computer Power Supply</u>	<u>Modem With Antenna</u>
	<u>Printer</u>	<u>Flashlight</u>	<u>Miscellaneous</u>

Notes Section:

Special Quote		SubTotal	\$70,572.00
QTY	1	Installation	\$1,350.00
☐ Check if Actual Shipping is to be Charged		Shipping	
☐ Split Bill Between SFL/Greve/ECT With SEP		Tax Rate	\$-
☐ Equipment To Be Shipped Loose		Total	\$71,922.00

Color Of Vehicle: _____

Customer Signature: _____

TO: Mayor, Council Members, and Others

FROM: Donald W. Harrod, Administrator

RE: Administrator's Report

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- 1) The Parks Department has announced the closing date for the Minster Swimming Pool. The last day the swimming pool will be open is Sunday, August 17th. Once the pool is officially closed, the parks department will be gin preparing it for the upcoming winter months.
- 2) With the recent hot weather, both PJM and AES have set new coincidental peaks. Two of those peaks were set on Monday, July 28th. To the best of our knowledge Minster has not set a new peak load yet this year, however, I have not received the data for the past couple of weeks from AMP. Our not setting new peaks can be contributed to the solar being on-line.
- 3) Public Works Crews have been out painting street markings throughout the village over the past several weeks. They should finish that project up in the near future.
- 4) Crews from the Public Works Department have also been out spraying streets for weeds and grass. They should finish that project up this week and then will go back out and spray the canal once more time this year.
- 5) The electric department is working on replacing several poles in the alley between Hanover and Lincoln streets and between Sixth and Fifth Streets. There are several old poles in this area and these are being replaced.
- 6) Electric Department crews also continue to install the electrical feeds for Image Tool and Purpose Energy out at the State Route 66 Industrial Park. In addition, they will shortly begin installing the electrical services for the new Eagles Nest Subdivision.
- 7) The Parks Department finished the landscaping around the administration building last week. All of the mulch was removed and stone was put in its place. In addition, several large bushes were removed and replaced with new vegetation. They will begin landscaping work on the library building this week.
- 8) Heyne Construction has finished up the new shelter house at Paris Street Park. They had their final inspection last week and received their certificate of occupancy. In addition, the grass around the shelter house and the splash pad were seeded.
- 9) The State Auditors have begun to conduct their pre-audit information gathering in anticipation of Auditing the village's financials for 2024. We expect the auditors to be in the village in the near future to gather information.
- 10) The Public Works Department is currently conducting their annual hydrant testing. They have completed the testing of over 100 hydrants so far. Once they are completed, Scott Langenkamp will prepare a report for the Fire Department and any hydrants that need maintenance will be serviced.
- 11) Work on the installation of the splash pad and shelter house at Paris Steet Park is wrapping up. Crews from PSS Construction have finished the installation of the splash pad and are awaiting the final inspection from the Ohio Department of Health. Heyne Construction has received their final inspection and are wrapping up work on the shelter house.



Minster Police Department

Council Report: 08/05/2025

CFS From - To: 06/26/25—07/05/25 (Thursday to Thursday)

Reactive CFS:

Notable: Follow up on several investigations are ongoing.
See attached CMI report

Proactive CFS:

Notable: None for period
See attached CMI report

Community Engagement:

- Ptl. Krouskop is at National Night Out, a law enforcement display and meet a greet for the Auglaize County community. The event is being held in Wapak tonight, August 5th.
- Ptl. Bonvillian and Ptl. Barrett attended the Minster Area Life Squad Open House.
- Chief Morris and Sgt. Koesters attended the Minster Area Life Squad 50 Year Celebration Dinner.
- MPD is beginning to plan for Oktoberfest.

Department News:

- Interviews and background investigations are ongoing for two candidates to fill the open full-time position left by Ptl. Adams. An offer will likely be made to the within a week to the top candidate. We hope to have an officer sworn in by early September.
- Chief Morris has been developing policies for the upcoming MPD Range and Wellness Program intended to assist officers in staying mentally and physically healthy.
- Fitness equipment, purchased mostly from donations, was scheduled for delivery and installation on August 5th.
- The department is purchasing "Class C" uniforms (polo and khakis) for training, meetings, and other non-patrol duty events.
- Ptl. Krouskop has signed up for Death Investigation, an advanced investigatory course required to obtain the Master Criminal Investigation Certificate.
- Ptl. Bonvillian is registered for Shotgun Instructor course. This will complete the three firearms courses he needs to qualify and train officers in-house on all firearms.
- Ptl. Krouskop is scheduled for OC Spray Instructor Training.
- 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.
- Ptl. Gray is registered for Cyber Crime First Responder Training and Core Criminal Investigations.
- Ptl. Barrett is doing well in his field training program. He entered phase 3, which allows him to patrol and respond to calls in his own cruiser.

Topics for Discussion: MPD is hoping to replace the 2011 Ford Expedition with a Ford F-150 Responder in 2026. The Responder is pursuit rated, unlike the expedition, and will be fully outfitted for patrol. It will serve the dual purpose of patrol and give us more capability to haul equipment and supplies to Oktoberfest, the range, and other events. Responders are close to comparable to the Ford Explorers we currently have in cost and having one in our fleet gives us additional capabilities compared to our other the explorers. To receive the Responder in 2026, we need to order it soon.



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 06/30/2025 until 07/31/2025

Nature Code	Nature Description	Total
0	INFORMATION ONLY	3
02	CRASH, PROPERTY DAMAGE	5
03T	TELEPHONE HARASSMENT	2
08	ASSAULT	1
09	COMPLAINT	2
09C	COMPLAINT - CIVIL	3
09T	COMPLAINT (TRAFFIC)	5
10A	ASSIST AUG CO SO UNIT	4
10N	ASSIST NEW BREMEN PD	1
10O	ASSIST OTHER STATE AGENC	2
12B	ALARM DROP	5
13	SPECIAL DETAIL	3
13F	ESCORT FUNERAL	1
13G	GOLF CART INSPECTION	5
13V	UNLOCK VEHICLES	2
15	SERVING SUMMONS	7
18A	ANIMAL COMPLAINT	2
20	DOMESTIC DISPUTE	2
28B	FIRE ALARM	2
29	SQUAD RUN	8
34	JUVENILE INCIDENTS	3
35X	EXTRA PATROL	16
36	THEFT/LARCENY	2
38	MISSING PERSON	1
53A	FOOT PATROL	35
53M	MEETING	3
57	TRAFFIC STOP	28
60	SUSPICIOUS PERSON	3
60A	SUSPICIOUS VEHICLE	3
62	TRAFFIC DETAIL	1
63A	UNOCCUPIED HOME CHECK	3
74	OPEN DOOR	4
82	ABANDONED VEHICLE/DISAB	1
85	WELFARE CHECK	2
86	FOLLOW UP INVESTIGATION	1
88	PUBLIC SERVICE CALL	3
90	TALKS/PRESENTATIONS	1
911	911 HANGUP CALLS	14
92	NEIGHBOR DISPUTE	1
94	LOST AND FOUND	2



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 06/30/2025 until 07/31/2025

Nature Code	Nature Description	Total
DUP	DUPLICATE CALL	1
UTY	REQUEST FOR VILLAGE UTILI	5
Grand Total: 198		

July Deposits

30-Jun	1459097.5	june utilites
01-Jul \$	3,330.51	income tax
01-Jul \$	120.00	payment tech
02-Jul \$	60.00	payment tech
02-Jul \$	100.00	payment tech
02-Jul \$	1,650.00	Summit Ridge Payment
03-Jul \$	641.84	income tax
03-Jul \$	17,370.47	school gas/ mayors court
03-Jul \$	37.50	auglaize finance
03-Jul \$	60.00	payment tech
07-Jul \$	35.67	auglaize finance
07-Jul \$	255.00	payment tech
08-Jul \$	4,461.26	income tax
09-Jul \$	1,027.21	income tax
09-Jul \$	9,852.16	income tax
09-Jul \$	39,180.18	income tax
09-Jul \$	30.00	payment tech
09-Jul \$	60.00	payment tech
10-Jul \$	210.27	income tax
10-Jul \$	60.00	payment tech
10-Jul \$	845.60	vehicle registration state of ohio
10-Jul \$	1,698.40	LGF
11-Jul \$	21,760.27	income tax
14-Jul \$	50.00	payment tech
15-Jul \$	160,716.61	income tax
15-Jul \$	20,679.53	gas tax
16-Jul \$	13,586.76	income tax
17-Jul \$	165.26	income tax
18-Jul \$	4,786.76	income tax
18-Jul \$	13,217.86	auglaize finance
21-Jul \$	1,720.14	income tax
22-Jul \$	150,348.53	income tax
23-Jul \$	3,336.42	income tax
25-Jul \$	19,306.88	income tax
25-Jul \$	22.17	enerwise
28-Jul \$	426.16	income tax
29-Jul \$	3,538.28	income tax
30-Jul \$	454.40	income tax
	\$ 1,954,299.60	