

September 16, 2025
Tuesday - 6:30 p.m.
Village of Minster Council Chambers

- 1) Call to Order
- 2) Approval of the September 2, 2025 meeting minutes. *10:25 - 10:30*
- 3) Introduction of Visitors:
 - a) *Mr. [Name] - [Address] - [Phone] - [Email] - [Website]*
- 4) Ordinances and Resolutions:
 - a) Resolution 25-09-03: Discussion, suspend, pass and adopt a resolution authorizing the village administrator to prepare an submit an application to participate in the Ohio Public Works Commission's State Capital Improvement Programs and to execute contracts as required and declaring an emergency. *10:35 - 10:40*
 - b) Resolution 25-09-04: Discussion, suspend, pass and adopt a resolution establishing a cybersecurity policy and to mandate certain rules concerning Ransomware and declaring an emergency. *10:40 - 10:45*
- 5) Committee Reports and Discussion Items:

<i>Streets: Nicole, Trey, and Travis</i> <i>Safety: Nicole, Curt, Josh</i> <i>Parks: Curt, Josh, Nicole</i> <i>Personnel: Curt, Craig, Josh</i>	<i>Finance/Audit: Travis, Craig, Trey</i> <i>Utilities: Josh, Nicole, Travis</i> <i>Econ. Development: Trey, Travis, Craig</i> <i>Community Engagement and Development: Craig, Curt, Trey</i>
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- 6) Old Business:
 - a) Discussion and motion to seek bids for the State Route 66 Sidewalk Project *10:50 - 10:55*
- 7) New Business:
 - a) Discussion and motion to approve invoices over \$3,000.00. *10:55 - 11:00*
 - b) Discussion and motion to accept the August 2025 Income Tax Report from the City of St. Marys. *11:00 - 11:05*
 - c) Discussion and motion to move Patrolman Adam Krouskop from the Police Officer 2 position to a Police Officer 3 position. *11:05 - 11:10*

d) Discussion and motion to move Patrolman Ben Bonvillian from the Police Officer 2 position to a Police Officer 3 position. *Cover / 1004*

8) Administrator's Report

9) Invoices: \$ 1,283,191.68 *Cover / 1004*

10) Motion to enter into executive session to discuss purchase and sale of land.

Cover / 1004 - 11:15 pm

11) Motion to adjourn

Cover / 1004 - 11:15 pm

Adjourned - 11:15 pm

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, August 19, 2025

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

Attendance: Eric Morris (Police Chief), The Daily Standard, and the Evening Leader.

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

Approval of Aug 19, 2025 Minutes: Clune and Sherman motioned to approve the minutes from the regular meeting on Aug 19, 2025. Motion passed on 6 aye votes.

Mayor Oldiges swore in Jeremy Gruss, new officer on Police Dept. His wife Maria and daughter, along with the entire Police Department were present.

Visitors: Jim and Susan Donauer were in attendance with concerns about semi traffic down Hamilton St. during Oktoberfest. Council heard their concerns and is planning an alternate detour for the event.

ORDINANCE AND RESOLUTIONS:

Resolution 25-08-01: Discussion, third and final reading of 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 existing 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. Also, I made modifications to the document based upon our conversation at a previous council meeting. Jim Hearn has reviewed these modifications and has given them his stamp of approval. I have forwarded the revised easement language to Centerpointe Energy, and I am waiting for comments back from them. As of the writing of this report, I have not heard from Centerpointe Energy regarding the proposed changes. Therefore, Council could table this resolution until we get comments back from Centerpointe.

Osterloh and Wilges motioned for Resolution 25-08-01 to pass with the 3rd and final reading. Motion passed with 6 aye votes.

Resolution 25-09-01: Discussion, suspend, pass and adopt a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Each year the Auglaize County Budget Commission establishes the rate of each tax necessary to be levied within and without the ten-mil limitation for the following fiscal year. The County Auditor's tax rate estimates to be levied inside the ten-mil limit is 2.20 mills for the general fund and 3.0 mills for the tax rate levied outside of the ten-mil limit for the Fire and EMS levy. This mileage would generate approximately \$315,173 for the General Fund and \$327,162 for the Fire and EMS Fund.

The resolution requests that the Council accept the amounts and rates as determined by the Budget Commission. In order to do so, Council would need to pass a resolution.

Albers and Steele motioned to suspend the three readings and declare an emergency on Resolution 25-09-01. Motion passed with 6 aye votes.

Clune and Steele motioned to pass and adopt Resolution 25-09-01. Motion passed on 6 aye votes.

Resolution 25-09-02: Discussion, suspend, pass and adopt a resolution accepting the alternate plan of distribution of local government funds for Auglaize County and to declare an emergency.

Each year the village receives a plan of distribution of the Local Government Fund from the Auglaize County Budget Commission. This year the village will receive .051125% of this fund or \$93,827.92. This is an increase of \$4,613.41 over the amount received last year.

The money from this fund is collected from various taxes in the state. The money is then divided up and given to each county based upon population. The County then divides this money up to various subdivisions within the County based on a need formula determined by the Ohio Revised Code. The money from this fund is expected to be used to cover current operating expenses.

The Budget Commission asks that Council pass a Resolution accepting these rates. Due to the deadline of submitting the resolution to the Auglaize County Budget Commission, it is recommended that this ordinance be passed as an emergency.

Wilges and Osterloh motioned to suspend the three readings and to declare an emergency on Resolution 25-09-02. Motion passed on 6 aye votes.

Albers and Sherman motioned to pass and adopt Resolution 25-09-02. Motion passed on 6 aye votes.

Ordinance 25-09-01: Discussion, suspend, pass and adopt an ordinance awarding a contract to the lowest and best bidder for the purchase of the 2025 Minor Street Resurfacing Project; authorizing the execution of a purchase order and declaring an emergency.

On August 28th, the Village opened the bids for the 2025 minor street resurfacing project. The streets scheduled to be resurfaced under this program include Parkview Drive, Fourth Street from the canal to the west corporation line, Hanover Street from Second Street to Fourth Street, the alley between Second Street and Third Street and Main and Lincoln, the alley east of Minster Supply, the alley between Fifth Street and Sixth Street and Hanover and Lincoln and the alley between Second Street and Third Street and Main and Garfield. The engineer's estimate for the project was \$394,908.40. Only one bid was received and that bid was from Barrett Paving at \$357,595.50. This bid is approximately \$37,312.90 lower than the estimate.

In the 2025 appropriations, 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 the additional resurfacing or we could look at deleting a segment of the project.

Whichever way we decide to go, Barrett Paving have done good work for the village in the past and I would recommend that the bid be awarded to them.

Steele and Clune motioned to accept the bid from Barrett Paving. Motion passed with 6 aye votes.

Sherman and Osterloh motioned to suspend the three readings and declare an emergency on Ordinance 25-09-01. Motion passed with 6 aye votes.

Albers and Steele motioned to pass, adopt and allow the mayor to sign a contract for Ordinance 25-09-01. Motion passed on 6 aye votes.

COMMITTEE REPORTS:

STREETS: Discussed SR 66 sidewalks and productive talks with parties with a base plan in place.

SAFETY: None

PARKS: Discussed Friday Dec. 12 as community tree lighting with Santa, ice skating, food trucks, etc. on 4th St. Discussed some splash pad concerns. Discussed possible elevator needs at Library. Parks committee had a meeting with Josh Meyer from the school. Also, discussed ongoing Ft. Loramie Trail discussions.

PERSONNEL: None

UTILITIES: None

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

OLD BUSINESS:

Discussion and motion to seek bids for the 2025-2026 Sidewalk Repair Project.

Scott Langenkamp has finalized the list of sidewalk repairs that need to be completed as part of the 2025-2026 Sidewalk Repair Project. There is an extensive list of sidewalks, that need to be repaired as well as some handicap ramps and drive approaches.

Early this year, the village notified property owners of the need to repair the sidewalks. The list developed by Scott includes those who failed to do the work themselves, and those that wanted the village to hire a contractor to do the work.

I have added a set of bid documents to Scott's list and we are ready to seek bids, so that we can hire a contractor to make the necessary repairs. The estimated cost of making these sidewalk repairs is \$213,677.50. Most of this cost will be assessed back to the property owners. A contractor would have until June 30th of 2026 to complete the repairs.

If council wants to move forward with the project, they would need to authorize the administrator to seek bids. If council so desires, we can advertise the week of September 8th and open the bids on the 30th of September. In order to proceed with bidding council can do so with the passage of a motion.

Steele and Sherman motioned to seek bids for the 2025-2026 Sidewalk Repair Project. Motion passed on 6 aye votes.

NEW BUSIENSS:

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

In your packet is a list of invoices that are over \$3,000.00. The list below are purchases that were authorized by the Administrator per the Ordinance that council passed authorizing the Administrator to make purchases up to \$25,000.00. However, the State Auditors have told us that any purchase over \$3,000.00 must be approved by Council utilizing this method. The purchases are as follows:

Associated Hydro Excavating	\$3,287.50	Hydro Vac for the Electric Department
Design to Wellness	\$6,806.00	Equipment for Police Fitness Room
Gehret Nursery	\$6,324.00	Landscaping Rocks Around Library and Administration Building
National Water Services	\$24,822.56	Repair of High Services Pumps at the Water Plant
SAL Chemicals	\$7,875.00	Chemicals for the Water and Waste Water Department
Choice One Engineering	\$7,950.00	Engineering for North Hamilton Street
Hawkins	\$5,688.19	Chemicals for the Water and Waste Water Department
Hawkins	\$6,625.00	Chemicals for the Water and Waste Water Department
SAL Chemicals	\$11,075.00	Chemicals for the Water and Waste Water Department

Winner's Computers	\$11,006.83	Tablets for Council and Associated Computer Support
Auglaize County Treasurer	\$16,234.99	Salt and Grit for Public Works
Core and Main	\$3,750.00	Water Line Parts for Public Works Department
Encompass	\$10,010.00	Engineering Work on SCADA System for Electrical
Encompass	\$3,130.00	ARC Flash Study for Northwest Substation
US Geological Survey	\$3,750.00	Canal Stream Meter for TDS levels
Chesrown Ford	\$50,804.00	New Pickup for Parks Department
Apollo Career Center	\$5,000.00	CDL Training for Tyler Karnehm
Core and Main	\$3,227.19	Water Line Materials for Public Works Department
Custom Concrete Coatings	\$13,965.00	Resurfacing of Dance Pad in Oktoberfest Park

Clune and Albers motioned to approve invoices over \$3,000.00. Motion passed on 6 aye votes.

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

The City of St. Marys has reported that we have received \$442,973.90 in income tax receipts for the month of July. This brings the total amount received for the year to \$3,215,587.80. Council usually accepts the report through the passage of a motion.

Osterloh and Wilges motioned to accept July 2025 Income Tax Report as submitted from the City of St. Marys. Motion passed on 6 aye votes.

Discussion and motion to set a date for Trick or Treat within the Village.

We have already received several phone calls regarding the date for Trick or Treat, so if Council wants to set a date for trick-or-treat, a decision will need to be made, so that proper notice can be provided to the various groups and the press. Usually, the event is held from 6:30 pm to 8:00 pm.

Normally, we hold Trick or Treat on the last Thursday of October, which this year would be October 30th. According to the schedule published by St. Augustine there is no mass that evening. If council would want to set Trick or Treat for that evening, they can do so through the passage of a motion.

Sherman and Steele motioned to set the date for Trick or Treat. Motion passed on 6 aye votes.

Discussion on requesting a hearing for a transfer of a Liquor Permit for Wagner's IGA.

We have received notice from the Division of Liquor Control that the ownership of the liquor license for Wagners IGA is about to change ownership. Currently, the license is owned by Wagners IGA Market Inc. and it will go to Braido Food Markets LLC. The Division of Liquor Control has asked the village if council would like to hold a hearing on this change in ownership. The Village needs to respond by September 15th to the request.

In the past, council has usually not requested a hearing on these requests. Since, we have to reply yes or no on the hearing question, council should pass a motion if or if not they would like a hearing.

Clune and Osterloh motioned to not request the hearing and approve the transfer of the permit. Motion passed on 6 aye votes.

ADMINISTRATOR REPORT:

- 1) Last week, the Village held the pre-construction meeting for the Hamilton Street Reconstruction Project. In attendance was the contractor for the project, PAB Construction. PAB Construction indicated that they are looking at starting the project towards the end of October.
- 2) Fenson Contracting the contractor for the Columbia Drive Water and Sewer Extension Project, will begin to move in equipment this week. Next week, material will be delivered and work will start on this project.
- 3) The first street water tower has been power washed and cleaned. This is something we do every four to five years and keeps the mildew and dirt from building up on the bottom of the bowl. National Water Authority did mention that there are a couple of areas where the paint is starting to get a little thin and that we may want to look at re-painting the tower in the future. The last time we painted that water tower was in 2013. site.
- 4) The electric department has finished up the repairs to the lights on the diamonds of Four Seasons Park. The 120-foot lift that was rented so that the department have access to the lights will be returned.
- 5) The 65-foot bucket truck that the electric department uses was taken to Circleville to have a leaking hydraulic cylinder replaced. The department went down last Thursday to pick up the repaired truck.

Receipts: \$1,513,864.75

Motion to accept the receipts by Wilges and Sherman. Motion passed with 6 aye votes.

Invoices: \$707,627.88

Motion to pay invoices by Albers and Osterloh. Motion passed on 6 aye votes.

Executive Session:

Motion to enter Executive Session to discuss the sale and purchase of land @ 7:15 by Clune and Steele.

Motion passed on 6 aye votes.

Motion to exit Executive Session @ 8:28 by Wilges and Osterloh. Motion passed on 6 aye votes.

Adjournment: Motion to adjourn was made by Sherman and Clune at 8:30pm. Motion passed on 6 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

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Ordinance 25-09-02: Discussion, suspend, pass and adopt an ordinance approving an enterprise zone agreement with Danone, U.S. LLC. Pursuant to the enterprise zone regulations and to declare an emergency.

The Village has received an enterprise zone application from the Danone U.S. LLC. The application details plans for the construction of a 45,000 square foot building addition on to their facility. Danone would invest approximately \$24,000.00 in real property and another \$142,000,000.00 in machinery and equipment as part of the project. As part of the enterprise zone agreement, Danone has committed to hiring 30 new employees with an estimated payroll of \$1,950,000.00.

The negotiating committee for these types of agreement, which consists of the head of the economic development committee, a representative from the school and a township trustee met to review the application and have recommended that Danone be granted a real property tax exemption equal to seventh-five percent for ten years on the construction project. In addition, the committee has recommended a compensation agreement where Danone will compensate the Minster Local School Board of Education for foregone tax dollars because of the exemption.

In accordance with the enterprise zone regulations the School Board has received notification of this meeting along with the meeting the county commissioners will hold to consider the approval of the agreement. I have included a copy of the application, the agreement and an ordinance in your packet for your review.

If council desires to approve the enterprise zone agreement with Danone., council would need to do so by passing the ordinance. I have written the ordinance as an emergency because the agreement, if passed by Council, still needs to go through the approval process of the County Commissioners which is scheduled for September 30th.

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

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

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

Within the application for the grant, we would like to request a grant to pay for a portion of the costs of the project. The remaining portion above the grant amount and the loan amount would be the responsibility of the Village.

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

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

Discussion and motion to seek bids for the State Route 66 Sidewalk Project.

Since this issue was tabled a few meetings ago, the street committee along with Choice One Engineering met with the property owners along this section of State Route 66 to discuss any concerns that they had regarding the sidewalk installation. Based upon that discussion, Choice One made revisions to the plan to alleviate many of those concerns. Some of the changes incorporated involve taking some of the curves out of the sidewalk and making the sidewalks straighter; moving some areas of the sidewalk closer to the edge of the pavement; improving some drainage area; and leaving most drive approaches in place, so not to effect traffic into the businesses.

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

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

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

In your packet is a list of invoices that are over \$3,000.00. The list below are purchases that were authorized by the Administrator per the Ordinance that council passed authorizing the Administrator to make purchases up to \$25,000.00. However, the State Auditors have told us that any purchase over \$3,000.00 must be approved by Council utilizing this method. The purchases are as follows:

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

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

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

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

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

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

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

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

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

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

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

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

RESOLUTION 25-09-03

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAMS AND TO EXECUTE CONTRACTS AS REQUIRED AND DECLARING AN EMERGENCY

WHEREAS, The State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the Village of Minster is planning to make capital improvements to a portion of South Ohio Street; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs.

NOW THEREFORE, BE IT RESOLVED, by the Village of Minster Council:

SECTION 1: The Village Administrator is hereby authorized to apply to the OPWC for funds as described above.

SECTION 2: The Village Administrator is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3: This resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the Village of Minster, Ohio, and said resolution shall, therefore, take effect and be in force immediately upon its passage.

ADOPTED: September 16, 2025

Craig Oldiges, Mayor

Attest:

James Cain, Fiscal Officer

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

RESOLUTION NO.: _____

A RESOLUTION TO ESTABLISH A CYBERSECURITY POLICY AND TO MANDATE CERTAIN RULES CONCERNING RANSOMWARE AND DECLARING AN EMERGENCY

BE IT RESOLVED BY MORE THAN A THREE-FOURTHS VOTE BY THE COUNCIL OF THE VILLAGE OF MINSTER, OHIO:

SECTION ONE: The Council of Minster hereby determines pursuant to Ohio Revised Code Section 9.64 and in the best interests of the taxpayers of Minster, Ohio to establish a cybersecurity policy for the Village no later than July 1, 2026.

SECTION TWO: The Council of the Village of Minster, Ohio hereby resolves that should any "ransomware incident" defined as a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies or otherwise renders unavailable a political subdivision information technology systems or data and thereafter the person or entity demands ransom to prevent the publication of data, restore access to date, or otherwise remediate the impact of the software. The Village shall:

- 1) Report the "ransomware incident" to the Ohio Department of Public safety in a manner prescribed by law within seven days of the incident.
- 2) Report the "ransomware incident" to the Ohio Auditor of State in a manner prescribed by law within thirty days of the incident
- 3) The Village shall not pay or comply with ransomware demands unless the Council for the Village of Minster formally approves the payment and compliance is in the best interest of the Village.
- 4) The Fiscal Office/ Clerk of Council is hereby appointed as the person in the Village to be trained and educated concerning cybersecurity and attend annual training and education according to statute.

SECTION THREE: This Resolution is being passed as an emergency so that it takes effect immediately upon its passage to ensure the Village is in compliance with Ohio law.

That all formal actions of this Council concerning passage of this Resolution were adopted in an open meeting and all deliberations of this Council or any of its committees which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements.

SECTION FOUR: The Clerk of this Council shall post and/or publish a copy of this ordinance in a manner consistent with Ohio Law.

Wherefore this Resolution shall be in full force and effect at the earliest date allowed by law.

The Clerk shall cause notice of the passing of this Resolution and a copy thereof to be posted in a manner consistent with Ohio law.

ADOPTED _____

Craig Oldiges, Mayor

Attest:

James Cain, Fiscal Officer

September 16, 2025 Meeting

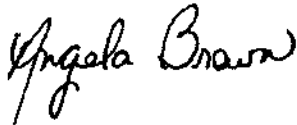
INVOICES OVER \$3000

	AMOUNT	VENDOR	DESCRIPTION
\$	17,378.00	APA INC	PUMP OR ROTORK IQE
\$	8,700.00	APA INC	FIELD SERVICE MOD 91 BASE PARTS
\$	4,100.00	CHEMICAL SERVICES	MOBILE
\$	4,782.50	CHOICE DRIVE	50' SIDEWALKS
\$	3,632.97	CORE AND MAIN	VALVE LINE FITTING
\$	3,500.00	LIMA MOUNTAIN WORK	MANOR'S BENCH
\$	7,728.00	TREASURY STATE OF OHIO	FILE FEES
\$	10,966.06	USA REFRIGLOGS	ALL WEATHER SAME PER
\$	6,737.17	UTILITY CHECK	BELLET TRUCK REPAIR
\$	8,200.00	NATIONAL WASH AUTHORITY	WASH WATER TOWER
\$	3,560.00	MUSCO SPRING LIGHTING	4 SEASONS LIGHTS
\$	3,366.88	MESCO	WASH
\$	82,651.58		

**Report of the Tax Department
Village of Minster
For the Month of August 2025**

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
TOTAL RECEIPTS AS OF JULY 31	\$2,733,917.96	\$3,305,519.91	\$3,224,117.99	\$3,215,587.80
TOTAL RECEIPTS FOR AUGUST	<u>\$302,999.53</u>	<u>\$279,448.65</u>	<u>\$340,910.46</u>	<u>\$355,845.67</u>
YTD RECEIPTS THROUGH AUGUST	\$3,036,917.49	\$3,584,968.56	\$3,565,028.45	\$3,571,433.47
REFUNDS THROUGH AUGUST	\$72,566.62	\$71,426.29	\$97,514.57	\$112,955.96

Respectfully submitted,



Angela Brown
Tax Commissioner

Monthly Rev by Bank Date - City of St Marys

Transaction Month City Code 100

Year	Tax	Pen/Int	Total Paid	Count
2021	0.00	150.00	150.00	1
2023	(17,822.35)	13.85	(17,808.51)	25
2024	53,928.60	1,833.58	55,762.18	68
2025	52,810.30	0.00	52,810.30	38
Business Taxpayer	88,916.54	1,997.43	90,913.97	132
2018	0.00	63.00	63.00	1
2019	750.00	306.14	1,056.14	3
2021	50.00	7.71	57.71	2
2024	5,042.00	446.60	5,488.60	12
2025	1,780.00	0.00	1,780.00	2
Resident Taxpayer	7,622.00	823.45	8,445.45	20
2024	627.80	0.00	627.80	1
2025	255,858.45	0.00	255,858.45	219
Withholding	256,486.25	0.00	256,486.25	220
Grand Total	353,024.79	2,820.88	355,845.67	372

Patrolman Adam Krouskop

Current Rank: M15 Step 7 \$31.53 (Police 2)

Proposed Rank: M17 Step 4 \$31.89 (Police 3)

Education: OPOTA Police Academy and an Associate's Degree in Law Enforcement

Years of Service in Minster: 7 years Full-Time & 9 years Part-Time

Knowledge, Skills, and Abilities. Including preferred Advanced Coursework and Department Contribution:

- Associate's Degree in Law Enforcement from Rhodes State College.
- Core Criminal Investigations- Mid-level Investigations Course.
- Reid Interview and Interrogation - Adam is a qualified Reid Interviewer and Interrogator.
- Use of Force- Completed advanced training in Taser X26 and Taser 10, Combat Marksmanship, and Firearms Simulation.
- Bike Patrol- Adam is been trained to utilize department bikes according to advanced bike patrol tactics and protocol.

Supervisory Experience:

- Watch Commander (Officer in Charge)- Adam is the highest ranked patrolman. In this role he makes decisions on enforcement action and ensures officers are following policy and procedures.
- Taser 26 Instructor- Certify officers and manage the training records for Taser training. (now has Taser 10 certification)

Training and Experience Since Last Promotion:

- **Taser 10 Instructor (2025):** Adam has been certified as a Taser 10 Instructor for the department. His responsibilities include conducting annual training sessions for department members, maintaining training records, and reviewing use of force reports.
- **Impact/Baton Instructor (2025):** Adam has been appointed as the department's ASP Instructor. He integrates all non-firearm-related tools into the training programs for patrol units.
- **OC Instructor (2025):** Adam has been designated as the department's OC Instructor. He incorporates all non-firearm-related tools into the training programs for patrol units.
- **Drug Interdiction Training (2025):** Adam successfully completed an advanced drug interdiction course, enhancing his ability to recognize driver behaviors and enforce drug laws more effectively.
- **Cyber Crime First Responder Training (2025):** Adam attended a cyber-crime first responder course, equipping him with the skills to better assist victims of cyber-crimes.

- **Crime Scene Photography (2025):** Adam completed a crime scene photography course, enabling him to capture detailed photographs at serious crime scenes.
- **Sexual Assault Investigations (2024):** Adam attended a specialized training program on sexual assault investigations, improving his effectiveness in handling such cases.
- **Death Investigations (2025):** Adam completed a comprehensive death investigations training, qualifying him to conduct thorough investigations and complete reports for the coroner's office.

Chief's Recommendation:

Ptl. Adam Krouskop has demonstrated exceptional dedication and expertise throughout his tenure with the department, serving effectively as the highest ranked patrolman. His advanced coursework in Criminal Investigations and Interview and Interrogation has significantly enhanced his investigative capabilities. Since his last recommendation for promotion to Police 2, Adam has further expanded his skill set by becoming certified as a Taser 10 Instructor, Impact/Baton Instructor, and OC Instructor, integrating non-firearm-related tools into patrol training. Additionally, he has completed specialized training in drug interdiction, cyber-crime response, crime scene photography, sexual assault investigations, and death investigations. These comprehensive qualifications make him an invaluable asset to the department, warranting his promotion to M17 (Police 3) - Step 4.

Patrolman Ben Bonvillian

Current Rank: M15 Step 6 \$30.91 (Police 2)

Proposed Rank: M17 Step 4 \$31.89 (Police 3)

Education: OPOTA and considerable credit hours toward an Associate's Degree in Law Enforcement

Years of Service in Minster: 7 years Full-Time & 2 years Part-Time

Knowledge, Skills, and Abilities. Including preferred Advanced Coursework and Department Contribution:

- Sexual Assault Training- Ben has advanced training in responding to and investigating sexual assault cases.
- Internet Investigations- Ben has completed advanced training in internet investigations.
- Reid Interview and Interrogation - Ben is a qualified Reid Interview and Interrogator.
- Evidence Room Management- Ben has completed evidence room management coursework and has experience managing evidence rooms for past departments.
- Street Drug I.D.- Ben is a qualified street drug identifier and is certified to preform NIK testing.
- Use of Force- Ben has completed an advanced Patrol Rifle Class, Rifle, Pistol, Shotgun Instructor coursework, and Firearms Simulators. He is now the MPD Firearms Instructor.

Supervisory Experience:

- Watch Commander (Officer in Charge)- Ben has experience being the Officer in Charge on all shifts. In this role he makes decisions on enforcement action and ensures officers are following policy and procedures.
- Assist in Field Training- Ben has attended the required coursework and has taken over as the department Field Training Officer. As a result, he has significant training and documentation responsibilities he previously did not have.
- Background Checks- Ben conducts pre-employment background checks on potential candidates. This requires a tenured officer to develop a background report for qualification purposes.

Training and Experience Since Last Promotion:

- **Field Training Officer (2025):** Ben has assumed the role of MPD's Field Training Officer, previously held by Chief Morris and Sgt. Koesters. He is now responsible for training and mentoring all new recruits, as well as overseeing the development and advancement of the FTO Program.
- **Taser 10 Instructor (2025):** Ben has been certified as a Taser 10 Instructor for the department. His duties include conducting annual training sessions for department members, maintaining training records, and reviewing use of force reports.
- **Pistol Instructor (2024):** Ben is qualified to instruct and record all pistol qualifications. He is responsible for maintaining records related to these qualifications and developing ongoing training programs for the range.

- **Rifle Instructor (2025):** Ben is certified to instruct and record all rifle qualifications. He oversees the cultivation and maintenance of records related to these qualifications and develops ongoing training programs for the range.
- **Shotgun Instructor (2025):** Ben is qualified to instruct and record all shotgun qualifications. He manages the cultivation and maintenance of records related to these qualifications and develops ongoing training programs for the range.
- **Sexual Assault Investigations (2024):** Ben attended specialized training in sexual assault investigations, enhancing his ability to investigate such cases more effectively.

Chief's Recommendation:

Ptl. Ben Bonvillian has served the Village of Minster for nine years, gaining extensive experience in handling all types of calls within our department. He has further built on his investigative background by completing additional courses in sex assault investigations, qualifying him to manage even more serious investigations. Recently, Ben has taken on significant new responsibilities as the department's Field Training Officer, where he trains and mentors all new recruits, and as the Firearms Instructor/Range Officer, overseeing all pistol, rifle, and shotgun qualifications and developing ongoing training programs. These advanced qualifications and responsibilities highlight his exceptional capability and dedication, making him an invaluable asset to the department. Given his tenure, comprehensive training, and substantial contributions, I recommend that Ptl. Bonvillian be promoted to M17 (Police 3) - Step 4.

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

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



Minster Police Department

Council Report: 09/16/2025

CFS From - To: 08/28/25—09/11/25 (Thursday to Thursday)

Reactive CFS:

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

Proactive CFS:

Notable: Calls regarding a suspicious person have fallen off the past two weeks.
See attached CMI report

Community Engagement:

- Officers are conducting walk-throughs at Minster Schools and providing escorts for other details.
- Officers are providing security at the Minster High School Football Games.
- Officers are providing extra patrol for the new cross walk and other areas requested by residents.
- Chief Morris and staff attended the Ft. Loramie State Park Welcome Center open house and several other meetings.
- Chief Morris and Mayor Oldiges are working with St. Augustine Church to provide security at designated times.

Department News:

- Flock is still in the installation phase of the LPR cameras at various intersections. Our trial will begin once installation is complete.
- MPD is working with village departments to complete the range.
- Oktoberfest manpower request letters have gone out to all Auglaize County LE agencies.
- Oktoberfest planning is ongoing.
- Ptl. Bonvillian completed his Shotgun Instructor course. This completes the three firearms courses he needed to qualify and train officers in-house on all firearms. This brings the department back to being self sufficient with all firearms/use of force requalification.
- Ptl. Krouskop has completed Death Investigation, an advanced investigatory course required to obtain the Master Criminal Investigation Certificate.
- 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. Both Ptl. Barrett and Ptl. Gruss are expected to complete their field training programs by October.
- MPD received our Open House décor, designed to commemorate the building's renovation.
- Mayor Oldiges received the Mayors Court Bench, intended to keep the court in line with standards and provide a more professional look.

Topic for discussion at the next council meeting: Over the past 18 months, Ptl. Krouskop and Ptl. Bonvillian have successfully completed extensive training and gained valuable experience in both instructional roles and advanced investigative procedures. In alignment with the Village's policy—where employees who obtain new certifications or licenses are eligible for advancement—police officers are similarly required to meet specific training benchmarks to progress through the ranks. Both officers have met and exceeded these requirements, demonstrating readiness for increased responsibilities.

It is important to note that the promotions granted to these officers last year were corrective in nature. They were intended to place the officers in the roles they should have held under the previous administration, based on their qualifications and performance at that time. The current promotion recommendation is based on their proactive commitment to professional development. This includes the successful completion of advanced training and certification as instructors—capabilities that are critically needed within our department. These newly acquired qualifications now enable us to offer instruction in areas where we previously lacked internal resources.

Therefore, at the September 16th Council Meeting, I plan to recommend that Ptl. Krouskop and Ptl. Bonvillian be promoted to the rank of Police 3 (top police rank), Step 4. Attached, I have provided the updated list of the trainings completed by both officers over the past 18 months.



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 08/28/2025 until 09/11/2025

Nature Code	Nature Description	Total
0	INFORMATION ONLY	1
02	CRASH, PROPERTY DAMAGE	1
09C	COMPLAINT - CIVIL	3
09T	COMPLAINT (TRAFFIC)	1
10	ASSIST OTHER UNIT	2
100	ASSIST OTHER STATE AGENC	2
12B	ALARM DROP	2
13	SPECIAL DETAIL	1
13F	ESCORT FUNERAL	5
15	SERVING SUMMONS	4
18A	ANIMAL COMPLAINT	1
20	DOMESTIC DISPUTE	2
29	SQUAD RUN	8
35X	EXTRA PATROL	7
53A	FOOT PATROL	21
53M	MEETING	2
57	TRAFFIC STOP	13
60	SUSPICIOUS PERSON	1
60A	SUSPICIOUS VEHICLE	1
62	TRAFFIC DETAIL	1
63A	UNOCCUPIED HOME CHECK	2
74	OPEN DOOR	3
77	FRAUD	1
80	TRESPASSING	1
87B	BUSINESS WALK THRU	1
87S	SCHOOL WALK THRU	14
88	PUBLIC SERVICE CALL	1
DUP	DUPLICATE CALL	1
UTY	REQUEST FOR VILLAGE UTILI	1

Grand Total: 104

• Date: 09/11/2025
Time: 0:10:07AM

Selective Check Register

User: FISCAL
Page: 1

VILLAGE OF MINSTER

Including all check statuses

For Bank id 01 and Check Date from 09/04/2025 to 09/10/2025

BANK ID	CHECK #	STATUS	CHECKOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT DEBIT DRP
01	173974	O	0000003350	ALLOWAY	09/04/2025		1,134.00
01	173975	O	0000005996	ALYSE C LAMM	09/04/2025		32.00
01	173976	O	0000000267	AMERICAN MUNICIPAL POWER, INC.	09/04/2025		1,003,372.67
01	173977	O	0000006004	AMMIE KINSTLE	09/04/2025		108.38
01	173978	O	0000003942	APA, INC.	09/04/2025		26,078.00
01	173979	O	0000005884	B3 CLEANING	09/04/2025		2,040.00
01	173980	O	0000004752	BEN BONVILLIAN	09/04/2025		47.57
01	173981	O	0000000014	BRINKMAN SERVICE CENTER	09/04/2025		3,275.41
01	173982	O	0000009017	BUSCHUR ELECTRIC INC.	09/04/2025		604.16
01	173983	O	0000000000	C & S SOLUTIONS, INC.	09/04/2025		1,384.95
01	173984	O	0000000000	CHEMICAL SERVICES, INC.	09/04/2025		2,622.00
01	173985	O	0000005042	DAVID BENSMAN	09/04/2025		60.00
01	173986	O	0000006002	DEREK HILGEFORT	09/04/2025		191.42
01	173987	O	0000000799	DICKMAN SUPPLY	09/04/2025		457.60
01	173988	O	0000000079	FOUR U OFFICE SUPPLIES	09/04/2025		311.81
01	173989	O	0000006003	JAMES APPLE	09/04/2025		228.41
01	173990	O	0000002161	JOHN NEUMAN	09/04/2025		46.25
01	173991	O	0000000102	LACAL EQUIPMENT INC.	09/04/2025		516.51
01	173992	O	0000000265	MAYORS ASSOC OF OHIO	09/04/2025		75.00
01	173993	O	0000003581	MINSTER FEDERATED	09/04/2025		361.19
01	173994	O	0000002286	MUSCO SPORTS LIGHTING, INC.	09/04/2025		3,560.00
01	173995	O	0000006007	NATIONAL WASH AUTHORITY, LLC	09/04/2025		8,200.00
01	173996	O	0000002017	SHELLY KEMPER	09/04/2025		28.00
01	173997	O	0000005997	SUPERIOR UNIFORM SALES, INC.	09/04/2025		2,034.15
01	173998	O	0000006006	TYLER KARNEHM	09/04/2025		30.25
01	173999	O	0000001278	USA BLUE BOOK	09/04/2025		11,496.50
01	174000	O	0000005412	UTILISMART CORPORATION	09/04/2025		1,397.75
01	174001	O	0000002404	UTILITY TRUCK EQUIPMENT	09/04/2025		6,737.17
01	174002	O	0000000076	WESTERN OHIO TRUE VALUE	09/04/2025		5,030.78
01	174003	O	0000006008	APPRAISAL SPECIALIST	09/09/2025		1,500.00
01	174004	O	0000003350	ALLOWAY	09/10/2025		1,476.00
01	174005	O	0000003808	AMP INC.	09/10/2025		661.34
01	174006	O	0000004570	CARTER MESCHER	09/10/2025		100.00
01	174007	O	0000004812	CHEMICAL SERVICES, INC.	09/10/2025		4,100.00
01	174008	O	0000004148	CHILLTEX, LLC	09/10/2025		4,702.00

User: FISCAL
Page: 2

For Frank id 01 and Check Date from 09/04/2025 to 09/10/2025

LINE	ITEM	QTY	UNIT	PRICE	AMOUNT	TAX	TOTAL	DATE	DESCRIPTION	STATUS	REMARKS
01	CHOICE ONE ENGINEERING	10.700	0.00	0.00	10.700	0.00	10.700	09/10/2025	CHOICE ONE ENGINEERING	X	
02	CORE & MAIN	4.310	0.00	0.00	4.310	0.00	4.310	09/10/2025	CORE & MAIN	X	
03	COUNTRYSIDE CONSULTING AND SUPPLY LLC	185.00	0.00	0.00	185.00	0.00	185.00	09/10/2025	COUNTRYSIDE CONSULTING AND SUPPLY LLC	X	
04	CULLIGAN LIMA	172.85	0.00	0.00	172.85	0.00	172.85	09/10/2025	CULLIGAN LIMA	X	
05	DICKMAN SUPPLY	90.60	0.00	0.00	90.60	0.00	90.60	09/10/2025	DICKMAN SUPPLY	X	
06	EVENING LEADER	110.00	0.00	0.00	110.00	0.00	110.00	09/10/2025	EVENING LEADER	X	
07	FOX SUPPLY	157.86	0.00	0.00	157.86	0.00	157.86	09/10/2025	FOX SUPPLY	X	
08	HALF MOON VENTURES, LLC	47.971	0.00	0.00	47.971	0.00	47.971	09/10/2025	HALF MOON VENTURES, LLC	X	
09	LIMA MILLWORK INC.	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	09/10/2025	LIMA MILLWORK INC.	X	
10	ATKINSON ELECTRONIC SYSTEMS	1,270.64	0.00	0.00	1,270.64	0.00	1,270.64	09/10/2025	ATKINSON ELECTRONIC SYSTEMS	X	
11	INDUST MEDIA	830.00	0.00	0.00	830.00	0.00	830.00	09/10/2025	INDUST MEDIA	X	
12	LYBICO SPORTS LIGHTING, INC	70.00	0.00	0.00	70.00	0.00	70.00	09/10/2025	LYBICO SPORTS LIGHTING, INC	X	
13	RETIRED UTILITIES CONSULTING CO. OHIO	85.00	0.00	0.00	85.00	0.00	85.00	09/10/2025	RETIRED UTILITIES CONSULTING CO. OHIO	X	
14	SECTERSON	100.00	0.00	0.00	100.00	0.00	100.00	09/10/2025	SECTERSON	X	
15	THE ITALY STANFORD	71.00	0.00	0.00	71.00	0.00	71.00	09/10/2025	THE ITALY STANFORD	X	
16	WASHINGTON NATIONAL BANK	45.70	0.00	0.00	45.70	0.00	45.70	09/10/2025	WASHINGTON NATIONAL BANK	X	
17	BURNETT PETROLEUM INC	1,390.16	0.00	0.00	1,390.16	0.00	1,390.16	09/10/2025	BURNETT PETROLEUM INC	X	
18	RUMPKA WASTE, INC	2,717.40	0.00	0.00	2,717.40	0.00	2,717.40	09/10/2025	RUMPKA WASTE, INC	X	
19	TREASURER, STATE OF OHIO	7,728.00	0.00	0.00	7,728.00	0.00	7,728.00	09/10/2025	TREASURER, STATE OF OHIO	X	
20	VERIZON WIRELESS	1,197.61	0.00	0.00	1,197.61	0.00	1,197.61	09/10/2025	VERIZON WIRELESS	X	
Bank ID Totals:										4,283,191.68	
Grand Total:										10,700.00	