

November 2, 2021
Tuesday- 6:30 p.m.
Village of Minster Council Chambers

Excuse CRAIG S
CO/TW

- 1) Call to Order
- 2) Approval of October 19, 2021 minutes TH|NC
- 3) Introduction of Visitors:
 - a) Josh Sullenberger and Lesia Arnett from the YMCA regarding the YMCA's Rec Center Project
- Enter into Agreement w/ YMCA NC|TW
- 4) Ordinances and Resolutions:
 - a) Resolution 21-10-01: 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. NC|
within village limits
- 5) Committee Reports and Discussion Items:

Streets: Nicole, Craig S., Craig O.	Finance/Audit: Tom, Nicole, Travis
Branding: Craig S., Craig O., Curt	Safety: Nicole, Craig O., Travis
Utilities: Travis, Curt, Tom	Parks: Craig O., Curt, Tom
Econ. Development: Tom, Curt, Craig S.	Personnel: Curt, Nicole, Craig S.
- 6) Old Business:
- 7) New Business:
 - a) Discussion and motion to re-appoint Joel Wuebker to the Distribution Committee of the Minster Community Fund for a three-year term beginning January 1, 2022. CA|CO
 - b) Discussion and motion to approve an invoice from Duncan and Allen. CA|TH
 - c) Discussion and motion to approve Invoices over \$3,000.00. TW|CO
 - d) Discussion and motion to request the \$5.00 Permissive License Fee funds from the county. TH|CA
 - e) Discussion and motion to enter into an agreement with CDM Smith for Total Dissolved Solids (TDS) Phase I design at the Minster Water and Waste Water Facilities. TH|TW
- 8) Administrator's Report
- 9) Invoices: \$ 1,452,591.51 TH|CO
- 10) Motion to adjourn TW|CA

→ Personnel
Branding

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, October 19, 2021

Council Meeting: Council convened at 6:30 p.m. in Council Chambers with five council members present: Curt Albers, Craig Oldiges, Nicole Clune, Craig Sherman, and Tom Herkenhoff. Also, present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), John Stechschulte (Assistant Fiscal Officer), and Amy Siegel (Fiscal Officer).

Attendance: Tom Millhouse (Daily Standard) and Corey Maxwell (Community Post). Forrest Kitzmiller, and Joan Homan. Also, present were non-residents, for clarity purposes only concerning State Route 119 discussions, Ed Schubert, Harry and Diane Riethman, Dan Thobe, and Brad and Krista Eshleman.

Mayor Dennis Kitzmiller called the Council Meeting to order with the Pledge of Allegiance.

Approval of Minutes: Sherman and Herkenhoff motioned to approve the minutes from the regular meeting of October 5, 2021. Motion passed on five aye votes.

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

ORDINANCES & RESOLUTIONS:

Resolution of Necessity for Sidewalks on State Route 119: Choice One Engineering has developed plans for sidewalks to be installed on both sides of State Route 119 from State Route 66 to Miami Erie Drive and as an alternate to the canal walking path. An initial step in the process to install sidewalks is to pass a Resolution of Necessity to enable the project to move forward and inform property owners of the assessment process. The Street Committee met to discuss the project and recommended a full Council discussion.

Don Harrod opened the discussion explaining the need for a resolution of necessity and gave an overview of the scope of work. The property owners impacted are both inside and outside the corporation limits. Nicole said she represents residents of Minster and asked to hear public comments from those individuals. Joan Homan was the only one present that lives inside the village and stated she was not in favor of them and didn't want to shovel the snow. Tom said he had been contacted by three property owners that were not in favor of sidewalks. He also said there are property owners living outside the village and they also were not in favor of installing sidewalks.

Nicole stated that Minster requires sidewalks and in the past when Council believed there was a need to install sidewalks, the sidewalks were installed in spite of the property owner objections. She believes there is a double standard regarding this project. Tom stated sidewalks are generally installed with full blown street improvement. Nicole said that technically, the SR 119 properties can be considered a subdivision and would fall under those zoning regulations. Harry Riethman said this sidewalk issue was discussed six years ago and asked what has changed in six years? Nicole said there was a petition where the Rosebud Subdivision residents were requesting safe access to the canal walking path from SR 119. Ed Schubert asked for an estimated cost for his property. Also, he wanted to clarify that any unpaid assessment would be sent to the county and a

lien would be put on the deed. When the property was sold, the cost would be negotiated and paid along with the sale of the property.

Nicole lives on SR 119 and sees the dangers for pedestrians and bikes. Council walked along SR 119 and noted there are safety concerns. Brad Eshleman stated he bought his house with the knowledge of safety concerns and no sidewalks. He also has a concern about sidewalks creating additional storm water drainage issues. Nicole said the sidewalks will not create any drainage issues and will follow the lay of the land.

Don Harrod stated that the Village will work with the County Commissions to determine if the Commissioners would require the property owners who reside outside the village corporation limits to install sidewalks. The Commissioners had been contacted by Dan Thobe about the sidewalk issues. Don mentioned that on Paris Street all the individuals outside of town were in agreement to install sidewalks. Craig Sherman said he would like to hear from the County Commissioners. Nicole mentioned that sidewalks are required the same as any other street in town. Curt Albers said the difference is this is not a full street project. Don Harrod said the state has changed their policy and will not do improvements to streets inside of corporation limits. So any street improvement with storm, sanitary, water, electric, curb and gutter would be 100% village responsible.

Nicole said there are a lot of younger people in Rosebud Subdivision and sidewalks would be good in the long run. Craig Oldiges stated he is in favor of the walks if all the walks go in. He would not like to see sidewalks on only a portion of the project. Council was generally in favor of waiting for more information from the County before moving forward with the resolution of necessity. Don will draft some preliminary assessment numbers for each property and ask the County Commissioners about any concerns. No readings were given **Resolution 21-10-01** at this time. The estimated cost of the project is \$288,000 if walks are installed on both sides of the street with no retaining wall at the Thobe property. The property owners will only be assessed for the sidewalk portion of the project.

Grant Application for Paris Street Park: There is a community effort to improve the playground area of the Paris Street Park. The plan is to replace the current playground equipment and construct a splash pad at an estimated cost of \$1,000,000. The group heading up community effort is named Stallotstown at Paris Street Park. They are accepting donations to pay for the project and are collaborating with the village for grant money for the project. The village is applying for a Land and Water Conservation Grant with Ohio Department of Natural resources. The grant amount will be \$500,000 and is a 50%/50% matching grant. The 50% match could come from funds collected from donations or village funds. Tom Herkenhoff reminded that Council is in support of the project but has never formally committed any dollars to the project. Sherman and Clune motioned to suspend the rule of three readings. Motion passed on five aye votes. Albers and Herkenhoff motioned to pass and adopt **Resolution 21-10-02** authorizing the submission of a Land and Water Conservation Fund Grant application to the Ohio Department of Natural resources. Motion passed on five aye votes.

COMMITTEE REPORTS:

Speed Bump at the Post Office Alley: Council received concerns about excessive speed in the alley at the Post Office between Fourth Street and St. Augustine Church parking lot and the committee met with two property owners along the alley. Previously, Choice One Engineering conducted a flow / speed study to determine the average speed and count during the study period

and a rubber speed bump was purchased but never installed. Moving forward, another vehicle count / speed study will be conducted, then the speed bump installed, and then another study conducted for before and after comparison in order to determine the effectiveness of the bump.

Fire and EMS Tax Renewal Levy: Don Harrod reported the Safety Committee met with the committee, Citizens for a Safe Minster, concerning the upcoming renewal of the Fire and EMS Tax levy. The levy will appear on the general election ballot November 2, 2021. Fire Chief Rich Prenger will distribute yard signs in support of the levy and Council offered support of the levy.

OLD BUSINESS: None.

NEW BUSINESS:

Annual Turkey Trot 5K Race: The 12th Annual (2020 was cancelled due to Covid19) Turkey Trot 5K race will be held on Thanksgiving morning at 9:00 a.m. The proceeds and benefit for the race is the Harmony for Ohio Foundation and the group is asking permission to utilize the streets and have the village provide Police for traffic control. Herkenhoff and Clune motioned to approve the route of the 5K race and provide police department traffic control to shut down those streets as necessary. Motion passed on four aye votes and one abstention by Albers.

Purchases over \$3,000 Dollars: Council has authorized the Administrator to purchase items up to \$25,000. However, the State Auditor requires Council approval of purchases over \$3,000 and under \$25,000. Clune and Sherman motioned to approve the payment of invoices over \$3,000. Motion passed on five aye votes.

ADMINISTRATOR REPORT:

- 1) As of last week, the Village has begun leaf pickup for the fall. Leaf pickup will continue on a daily basis, weather permitting, until early December.
- 2) Crews from the Public Works Department have removed all of the rubber mulch from the small playground area next to the Pickleball courts at the Four Seasons Park. This is in anticipation of curbing being poured around the play area so that the poured in place rubber surfacing can be put down. We expect to have curb installed sometime this week and then will backfill the area with stone until the poured in place rubber mulch can be installed sometime early next spring.
- 3) The generators that were purchased for installation at the Diamond Estates Lift Station and at the Seventh Street Community Park Lift Station have been delivered to Buschur Electric. We anticipate that Buschur Electric will be installing both of these generators sometime in early November.
- 4) With the colder weather approaching, the Electric Department will begin to cut up and dismantle the old switch house that was removed from the North Lift Station. This switch house has set in the parking lot of the utilities building since being removed. The switch house will be dismantled and sold for scrap.
- 5) As you may have seen in the weekly AMP report, Dayton Power and Light have filed their transmission rate for 2022 with the Public Utilities Commission of Ohio. Their proposed

rate for 2022 will be \$1.54 per kW-Mo, this is an approximate 7% increase over their current rates. This will have an impact on electric rates; however, it should be noted that even with the increase, Dayton Power and Light still has the lowest transmission rate in the PJM Zone.

Invoices: Herkenhoff and Oldiges motioned to approve the invoices totaling \$287,494.50. Motion passed on five aye votes.

COMMENTS & CORRESPONDENCE: None.

Clune and Sherman motioned to adjourn at 7:31 p.m. Motion passed on five aye votes.

Dennis Kitzmiller, Mayor

Amy Siegel, Clerk

Recorded & typed by John Stechschulte

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

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Josh Sullenberger and Lesia Arnett from the YMCA regarding the YMCA's Rec Center Project

Two representatives of the Mercer-Auglaize YMCA will be at the council meeting to discuss an upcoming project at the south YMCA. This project is partially funded by state funds and as part of the agreement to use state funding, the YMCA needs to establish the right of governmental agencies to make public use of the property by entering into a joint use agreement with that governmental agency. The YMCA is asking both New Bremen and Minster to enter into a joint use agreement that states that the complex will be used as a recreational complex by the communities. The YMCA is asking no other commitment than that from the communities. I've attached a draft copy of the proposed joint use agreement in your packet for your review.

Resolution 21-10-01: A resolution declaring it necessary to improve certain streets within the Village of Minster, such improvements will include the installation of concrete sidewalks.

In your packet is a copy of a Resolution of Necessity which declares it a necessity to put in sidewalks along State Route 119 west and declares it is the intention of the Village Council to assess the costs of the sidewalks to the various property owners along state Route 119 west who reside in the Village.

Choice One has developed a set of plans which shows the sidewalks going in on both sides of the road. One set of plans shows the sidewalks on the north side ending prior to the Thobe property, with a crosswalk being installed to take pedestrians to the sidewalks on the south side. This would eliminate the need for a retaining wall which would need to be installed if sidewalks would go on the Thobe property. The second set of plans show the sidewalks on both sides of the street with the sidewalks extending through the Thobe property and a retaining wall been installed.

At the last meeting, council asked if I would contact the county commissioners to determine if the commissioners would require the property owners who reside outside of the village corporation limits (5 property owners) to install sidewalks. I have a meeting set up with them for Tuesday, November 2nd at 9:30 am and hope to have something to report to council at the meeting.

If at this time, council wants to move forward with installing sidewalks, the resolution would need to be passed. Upon passage of a Resolution of Necessity, the Village sends out estimated assessments to the property owners who are required to install sidewalks and holds a public open house for the property owners to review the plans and ask any questions.

Discussion and motion to re-appoint Joel Wuebker to the Distribution Committee of the Minster Community Fund for a three-year term beginning January 1, 2022.

We have received notification from the Minster Community Fund that Joel Wuebker, who represents the Village Council on that board, term is set to expire at the end of 2021. Joel has served as a member of the Distribution Committee for one year, finishing a previous member's term and wishes to be reappointed for a three-year term. The appointment due at this time would commence on January 1, 2022 and expire on December 31, 2024.

If Council so desires to re-appoint Joel to the Distribution Committee of the Minster Community Fund, they should pass a motion doing so.

Discussion and motion to approve an invoice from Duncan and Allen.

In your packet is a copy of an invoice for legal services supplied by Duncan and Allen to defend the village in the solar lawsuit. The invoice covers services through September 30, 2021 and totals \$18,193.00.

Since we have approved all other Duncan and Allen invoices separately, even though the invoice is under \$25,000.00, we can do so with the passage of a motion.

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

In your packet is a list of invoices that are over \$3,000.00. This list is 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:

Bridgewell Resources	\$13,777.00	Pine Electric Poles
Minster Concrete Coatings	\$6,112.19	Retainage – Playground Rubber Surface
Solomon Corporation	\$15,315.00	Transformers
Treasurer, State of Ohio – EPA	\$5,200.00	Annual Discharge Fee - WWTP
Baumer Construction	\$17,436.63	Rough Carpentry Work at WWTP
Baumer Construction	\$12,050.98	Overhead and Man Doors at WWTP
Baumer Construction	\$8,428.84	Siding/Trim at WWTP
Baumer Construction	\$4,180.00	Rood - WWTP
Buschur Electric	\$14,645.00	Generator – Canal Road Lift Station
Buschur Electric	\$14,770.00	Generator for Diamond Estates Lift Station
Environmental Management and Development	\$5,087.09	Aluminum Sulphate - WWTP

Discussion and motion to request the \$5.00 Permissive License Fee funds from the county.

The 2021 minor street resurfacing project has been completed by Barrett Paving. Since this project is complete, the Village can request reimbursement from the County Engineer for our portion of the \$5.00 Permissive License Fee. The county collects this fee from the residential license plates charges and a portion comes back to the village to be used for road maintenance.

Discussion and motion to enter into an agreement with CDM Smith for Total Dissolved Solids (TDS) Phase I Design at Minster Water and Waste Water Facilities.

As we have discussed in the past, the Village on occasion discharges more total dissolved solids into the canal than what our NPDES permit from the Ohio EPA allows. The EPA has advised the village that we need to develop a solution to ensure that the discharge levels for total dissolved solids are always below the levels identified in the NPDES permit or face finding and orders. Our high total dissolved solids issues are caused by a number of factors with the biggest being the reject water from the water treatment plant.

Earlier this year, the Village contracted with CDM Smith to develop a list of possible solutions to resolve this issue. CDM Smith came up with a vast list of possible solutions and identified potential costs for each solution along with pros and cons. Based upon this list, it was determined that the most reasonable solution was dilution of the reject water with water that contained lower levels of total dissolved solids. As we were not sure if the EPA would approve this method, a meeting was held with the Ohio EPA, where the option of dilution was

presented to them. During this meeting, the EPA stated that dilution was a viable solution and something that we could explore.

In order to dilute the reject water another source of water needed to be found. This could be done by two ways, either use an existing well or drill a new well. Since the EPA does not allow us to use well #4, which is in the Oktoberfest Park, for drinking water, it was proposed that we use this well. It was also discussed that we made need an additional well in the future to utilize as a back-up well if well #4 would have a problem (Phase II).

To make sure that well #4 was a viable option, the Ohio EPA is requiring that we perform a pump test where the results of that test are analyzed to determine how the use of this well would affect our other wells, but more importantly determine if well #4 has low enough total dissolved solids to be able to dilute the reject water. If well #4 was able to be used for dilution purposes, we would need to do some reconfiguration of the piping behind the water plant in order to dump the water from well #4 into the reject water line.

For us to satisfy the Ohio EPA that well #4 is a viable well for dilution, we need to do a pumping analysis of the well, perform an anti-degradation analysis, complete a revised NPDES permit, develop a set of plans for the reconfiguration of the piping and submit a permit to install into the EPA for their approval. We have asked CDM Smith to give us a quote for this work. CDM Smith has given us a price of \$99,400.00 to complete the above-mentioned task. This price also includes monies to look at a second option for our total dissolved solids. This is an option that was suggested by the Ohio EPA and involves taking the reject water from the water treatment plant and re-routing it to Lake Loramie. This may be a better long term option for the village.

I believe that this project can be funded out of the American Rescue Plan Act Funds that we received, since it is a water and waste water infrastructure project. In order to keep off of the Ohio EPA's findings and orders list, we need to keep moving forward with developing a solution to our TDS issue. I believe that we need to move forward with the engineering proposal to show the EPA that we are working toward a solution. If council wants to accept the proposal, from CDM Smith, they can do so with a motion.

+250,000 from YMCA

\$1750,000 Capital Improvement Grant from STATE

- must w/ local schools
Rec Complex
→ (Gym space)
→ (Turf field)
→ 3 courts / 1 court

JOINT USE AGREEMENT

This Joint Use Agreement ("Agreement") is entered into by and between [GOVERNMENTAL AGENCY], whose address is [ADDRESS] (the "Government Agency"), and YMCA of Greater Dayton, whose address is [ADDRESS] (the "Nonprofit").

WHEREAS, through SB 310, Nonprofit received an appropriation in the amount of \$750,000 (the "Appropriated Funds"); and

WHEREAS, Nonprofit will use these Appropriated Funds for Auglaize-Mercer Recreational Complex (the "Project"); and

WHEREAS, the Appropriated Funds will be used to make improvements and construct facilities on real property owned or leased by Nonprofit (the "Property"); and

WHEREAS, the parties to this Agreement will each have obligations and duties in regard to the Project; and

WHEREAS, to establish the right of Government Agency to make public use of the Property Section 509.11 of SB 310 requires Nonprofit to enter into a Joint Use Agreement with Government Agency that contains the requirements in SB 310 Section 509.11 (B)(1)-(3); and

NOW, THEREFORE, in consideration of the mutual benefits hereunder, it is hereby agreed to between the parties as follows:

1. Property leased, or owned by Nonprofit. [The Property consists of [describe the Property] located at [describe the location of the Property]. Nonprofit owns the Property or has a lease of the Property that shall commence no later than the date of this Agreement and terminate no earlier than the last day of the month following the 15th anniversary of the date on which the final disbursement of Appropriated Funds is made.
2. Use of Property by Government Agency. The Property will be used as a recreational complex for the Auglaize and Mercer County communities and will include a turf field and two gymnasiums.
3. Reimbursement of funds. The State of Ohio shall be reimbursed should the Government

Commented [G1]: Proper entity names will need to be added.

→ Foreword / Drafted
→ Use AARP Funds
→ Carry Letters
→ Check w/ Township
→ Ask each Township
→ Ask to Community

Commented [G2]: We will need to add.

→ Have to be used
Don't have to be a Y member to rent
Schedule by April 1st

Agency's right to use the Property be terminated by Nonprofit prior to the expiration of the term of this Agreement, calculated by dividing the awarded funds by 15 and multiplying that sum by 15 less the number of full years the acquired or improved property has been used by the Government Agency.

4. Use of funds. The Appropriated Funds shall be used as described in SB 310, and shall be used only for capital improvements and not operating costs. Any Appropriated Funds that are not spent shall be returned in full to the State of Ohio.
5. Insurance for Nonprofit's Property and indemnification. Nonprofit agrees, at its own cost, to procure and continue in force at all times that this Agreement is in effect, in its name, general liability insurance against any and all claims for injuries to persons or damage to property occurring or arising out of any use of the Property contemplated herein. Nonprofit shall also procure, and continue in force, casualty insurance, insuring against all risks of loss or damage to the Property and the improvements made thereto under the Project.
6. To be used if Nonprofit is the recipient of the Appropriated Funds Indemnification. Nonprofit shall indemnify and hold Government Agency harmless from all liability for construction, operation and maintenance costs of the Project.
7. Compliance with federal, state and local law. Nonprofit shall comply with all applicable federal, state and local laws as well as state administrative regulations relating to the capital improvement process, including construction, bidding and ethics laws and regulations.
8. Term. The term of this Agreement shall be coextensive with the grant agreement between the Ohio Department of Natural Resources ("ODNR") and Nonprofit, relating to the Appropriated Funds and Project.
9. Amendments. Any amendments to this Joint Use Agreement require must be approved by ODNR before any amendment takes effect.

FOR THE NON PROFIT:

Signature

Printed Name: _____

Date: _____

FOR THE GOVERNMENT AGENCY:

Signature

Printed Name: _____

Date: _____

COUNCIL MEMBER	YES	NO	ABSTAIN
Travis Wilges			
Tom Herkenhoff			
Craig Sherman			
Curt Albers			
Craig Oldiges			
Nicole Clune			
Mayor Dennis Kitzmiller			

RESOLUTION 21-10-01

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 along State Route 119 West and between State Route 66 and the canal.

SECTION 7: 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 8: 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 9: 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 10: This Ordinance shall be effective at the earliest time permitted by law.

ADOPTED: November 17, 2021

Dennis Kitzmiller, Mayor

Attest:

Amy Siegel, Fiscal Officer

Duncan & Allen_{LLP}

COUNSELLORS AT LAW

1730 Rhode Island Avenue, NW
Suite 700
Washington, DC 20036-3115
Telephone (202) 289-8400
FAX(202) 289-8450
Tax ID #52-0904941

COVER SHEET

Village of Minster
5 W. Fourth St.
P.O. Box 1
Minster, OH 45865

Attention: Donald W. Harrod, Village Administrator

October 15, 2021

Client: 002210

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PRIVILEGED & CONFIDENTIAL

For Professional Services Rendered Through September 30, 2021

ACCOUNT SUMMARY

Matter	Description	Invoice #	Services	Tax	Expenses	Interest	Total
221002	MinMun2 LLC	43079	\$16,077.50	\$0.00	\$2,115.50	\$0.00	\$18,193.00
Total Current Charges							\$18,193.00
Previous Balance							\$86,825.00
Less Payments							(\$86,825.00)
PAY THIS AMOUNT							\$18,193.00

Due Upon Receipt. Please include the invoice number on all remittance. Thank you.

<u>Vendor</u>	<u>Amount</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Description</u>
Bridgewell Resources	\$13,777.00	248449401	166858	Pine Poles
Minster Concrete Coating	\$6,112.19		166874	Pay out retainage
Solomon Corporation	\$15,315.00	352662	166878	Transformers
Treasurer, State of OH - EPA	\$5,200.00		166880	Annual Discharge Fee
Baumer Construction	\$17,436.63	3133	166923	Rough Carpentry - WWTP
Baumer Construction	\$12,050.98	3134	166923	Overhead & Man Doors - WWTP
Baumer Construction	\$8,428.84	3135	166923	Siding/Trim - WWTP
Baumer Construction	\$4,180.00	3136	166923	Roof - WWTP
Buschur Electric	\$14,645.00	15652	166925	Generator - Canal Rd
Buschur Electric	\$14,770.00	15653	166925	Generator - 7th St
Environmental Mgmt & Develop.	\$5,087.09	20362	166927	Aluminum Sulphate - WWTP

Motion to allow purchases approved by Council on 11-02-21

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

- +++++
- 1) Leaf pickup continues to occur on a daily basis, weather permitting. Residents are asked to refrain from putting sticks and brush in with the leaves. These cause a problem with the collection chute delaying the leaf pickup.
 - 2) Electrical crews changed a service last Saturday at Machine Concepts in preparation for setting a steel pole at Progress Tool. It is anticipated that crews from Parks Drilling and Vaughn Electric will be in within the next couple of weeks to begin setting the steel pole.
 - 3) The Village and CDM Smith met last week to review the progress on the design of the Water Tower Replacement Project. Plans for the design of the tower are at the thirty percent stage. CDM Smith had several questions on the design that the village answered. CDM Smith will continue to work on the development of the construction plans.
 - 4) Crews from the Public Works Department and the Waste Water/Water treatment Plant continue to work on fire hydrant testing. This project should be wrapped up within the next week or so.
 - 5) We anticipate Moody's Well Drilling to be in sometime this week to begin doing the required 72-hour pump testing of well #4. The Ohio EPA is requiring us to conduct this test so that we can determine if well #4 is a viable solution for our TDS issue.

6) RECYCLING CENTER

Date: 10/20/2021
Time: 2:43:17PM

Unposted Check\Warrant Register

User: AMY
Page: 1

VILLAGE OF MINSTER

Bank ID	Vendor #	Vendor Name	Type	Chk\Warr\EFT\DP Date	Chk\Warr\EFT\DP #	Amount	EFT DP
Trans #	CASH ID	Invoice #	Invoice Description	PO #	Line	Amount	
01	0000000001			10/20/2021	166885	\$2,154.16	
IV-00038470	101		Payroll Week Ending 10-17-21 -T-FIT		897.93		
IV-00038470	201		Payroll Week Ending 10-17-21 -T-FIT		314.37		
IV-00038470	501		Payroll Week Ending 10-17-21 -T-FIT		116.62		
IV-00038470	502		Payroll Week Ending 10-17-21 -T-FIT		245.90		
IV-00038470	503		Payroll Week Ending 10-17-21 -T-FIT		576.53		
IV-00038470	505		Payroll Week Ending 10-17-21 -T-FIT		2.81		
01	0000000025	A. E. DAVID COMPANY		10/20/2021	166886	\$71.60	
VR-00118720	101	225563	FIREMEN GEAR		50.70		
VR-00118720	101	225564	FIREMEN GEAR		20.90		
01	0000003791	ADAM BERGMAN		10/20/2021	166887	\$325.00	
VR-00118718	101		FOOTBALL GAME SECURITY		325.00		
01	0000003618	ADAM KROUSKOP		10/20/2021	166888	\$130.00	
VR-00118719	101		FOOTBALL GAME SECURITY		130.00		
01	0000002399	ADAMS WINDOW WASHING		10/20/2021	166889	\$86.00	
VR-00118717	101	108918	CLEAN OFFICE WINDOWS		86.00		
01	0000003787	ANDREW ROETGERMAN		10/20/2021	166890	\$50.00	
VR-00118721	101		STEEL TOE BOOTS		50.00		
01	0000003169	ANIXTER POWER SOLUTIONS, LLC		10/20/2021	166891	\$1,355.00	
VR-00118722	503	5072621-00	WINTER GEAR FOR ELECTRIC		412.00		
VR-00118722	503	5072621-01	WINTER GEAR FOR ELECTRIC		595.00		
VR-00118722	503	5072621-02	WINTER GEAR FOR ELECTRIC		348.00		
01	0000003259	BRIAN DREXLER		10/20/2021	166892	\$65.00	
VR-00118723	101		FOOTBALL GAME SECURITY		65.00		
01	0000002700	BRIAN SEXTRO		10/20/2021	166893	\$50.00	
VR-00118724	503		STEEL TOE BOOTS		50.00		
01	0000000014	BRINKMAN SERVICE CENTER		10/20/2021	166894	\$3,658.75	
VR-00118725	101		VILLAGE VEHICLES REPAIR		3,599.95		
VR-00118725	501		VILLAGE VEHICLES REPAIR		58.80		
01	0000003489	BURKE PETROLEUM, INC		10/20/2021	166895	\$2,672.62	
VR-00118726	101	2006821-IN	GAS - FIRE DEPT CALL OUT		1,411.62		
VR-00118727	101	0423184-IN	GAS		223.96		
VR-00118728	101	0423185-IN	GAS		368.71		
VR-00118727	201	0423184-IN	GAS		100.07		
VR-00118728	201	0423185-IN	GAS		164.74		
VR-00118727	503	0423184-IN	GAS		152.48		
VR-00118728	503	0423185-IN	GAS		251.04		
01	0000002301	CDM SMITH INC.		10/20/2021	166896	\$11,780.00	
VR-00118730	506	90136007	TDS STUDY FOR WWTP		1,526.00		
VR-00118729	509	90136003	ENGINEERING FOR NEW WATER TO		10,254.00		
01	0000004148	CHILLTEX, LLC		10/20/2021	166897	\$3,877.75	

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Trans #	CASH ID	Invoice #	Invoice Description	PO #	Line	Amount	
VR-00118731	101	7802	HVAC SERVICE/REPAIR		100.00		
VR-00118731	101	8218	HVAC SERVICE/REPAIR		484.95		
VR-00118731	502	7467	HVAC SERVICE/REPAIR		1,871.00		
VR-00118731	502	7564	HVAC SERVICE/REPAIR		100.00		
VR-00118731	502	7901	HVAC SERVICE/REPAIR		1,321.80		
01	0000000430	COMMERCIAL COMMUNICATIONS		10/20/2021	166898	\$2,107.92	
VR-00118732	101	43689	EQUIPMENT INSTALL INTO CRUIZER		2,107.92		
01	0000003239	CORE & MAIN		10/20/2021	166899	\$1,177.14	
VR-00118733	201	P703719	MATERIAL		917.10		
VR-00118733	201	P728390	MATERIAL		260.04		
01	0000004216	COUNTRYSIDE CONSULTING AND SUPPLY		10/20/2021	166900	\$1,466.00	
VR-00118734	101	17780	WEED KILLER		1,350.00		
VR-00118734	101	17781	WEED KILLER		116.00		
01	0000003777	DUNCAN & ALLEN LLP		10/20/2021	166901	\$9,989.72	
VR-00118735	503	43079	LEGAL SERVICES - SOLAR FIELD		9,989.72		
01	0000002325	FIRST NATIONAL BANK OF OMAHA		10/20/2021	166902	\$1,893.12	
VR-00118736	101		CREDIT CARD		1,272.22		
VR-00118736	201		CREDIT CARD		312.61		
VR-00118736	503		CREDIT CARD		308.29		
01	0000000079	FOUR-U-OFFICE SUPPLIES		10/20/2021	166903	\$169.30	
VR-00118737	101	017569-00	SUPPLIES		161.79		
VR-00118738	101	481478-00	SUPPLIES		7.51		
01	0000004071	GALLOWAY GROUP, INC.		10/20/2021	166904	\$292.97	
VR-00118765	503	STDINV00804	MATERIAL		292.97		
01	0000002161	JOHN NEUMAN		10/20/2021	166905	\$50.00	
VR-00118739	503		STEEL TOE BOOTS		50.00		
01	0000000048	MESCO ELECTRICAL SUPPLY		10/20/2021	166906	\$196.58	
VR-00118740	503	S509656181.0	MATERIAL		95.10		
VR-00118741	503	S509638651.0	MATERIAL		13.83		
VR-00118742	503	S509648624.0	MATERIAL		87.65		
01	0000002143	NKTELCO INC.		10/20/2021	166907	\$1,421.68	
VR-00118743	101		PHONE CHARGES		1,015.77		
VR-00118743	201		PHONE CHARGES		81.02		
VR-00118743	501		PHONE CHARGES		21.49		
VR-00118743	502		PHONE CHARGES		166.74		
VR-00118743	503		PHONE CHARGES		100.17		
VR-00118743	505		PHONE CHARGES		36.49		
01	0000000567	OHIO CHILD SUPPORT PAYMENT CENTER		10/20/2021	166908	\$83.70	
IV-00038489	101		Payroll Week Ending 10-17-21 -D-SUP		83.70		
01	0000000704	OHIO PUBLIC EMPL DEFERRED		10/20/2021	166909	\$1,070.00	

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IV-00038480	101		Payroll Week Ending 10-17-21 -D-ODC		714.35		
IV-00038480	201		Payroll Week Ending 10-17-21 -D-ODC		72.80		
IV-00038480	501		Payroll Week Ending 10-17-21 -D-ODC		16.40		
IV-00038480	503		Payroll Week Ending 10-17-21 -D-ODC		266.45		
01	0000003622	OHIO PUBLIC ENTITY CONSORTIUM		10/20/2021	166910	\$3,093.59	
VR-00118744	101	OPF1021198	HEALTH REIMBURSEMENT		182.00		
VR-00118744	101	OPF1021198	HEALTH REIMBURSEMENT		2,911.59		
01	0000005528	PARKER MAURER		10/20/2021	166911	\$130.00	
VR-00118745	101		FOOTBALL GAME SECURITY		130.00		
01	0000000920	PROFESSIONAL ELECTRIC PRODUCTS CO		10/20/2021	166912	\$6,929.63	
VR-00118746	503	S101202759.0	MATERIAL		1,194.63		
VR-00118766	503	S101211785.0	MATERIAL		1,100.00		
VR-00118767	503	S101202494.0	MATERIAL - HUSKIE TOOL		4,635.00		
01	0000004591	RUHENKAMP BORING & TRENCHING		10/20/2021	166913	\$1,807.70	
VR-00118768	503	21-4239	BORING - 90 MAIN ST		1,807.70		
01	0000003411	RYAN GEISE		10/20/2021	166914	\$50.00	
VR-00118747	101		STEEL TOE BOOTS		50.00		
01	0000005527	S & S FILTER LLC		10/20/2021	166915	\$1,800.00	
VR-00118748	501	INV-0085	SAND FILTER SAMPLING & TESTING		1,800.00		
01	0000000416	SOLOMON CORPORATION		10/20/2021	166916	\$653.26	
VR-00118749	503	048094	SERVICES - TRANSFORMERS & CRE		-131.24		
VR-00118749	503	353061	SERVICES - TRANSFORMERS & CRE		784.50		
01	0000005530	SPECKMAN AUTOMOTIVE INC		10/20/2021	166917	\$108.50	
VR-00118750	201	17689/1	TRUCK DOOR HANDLE		108.50		
01	0000002423	ST HENRY TILE CO, INC.		10/20/2021	166918	\$1,041.33	
VR-00118752	201	2110-221-496	MATERIAL		848.54		
VR-00118751	503	2110-222798	MATERIAL - SAND		192.79		
01	0000000661	TREASURER, STATE OF OHIO		10/20/2021	166919	\$500.00	
VR-00118753	402	1653040	NOI FOR DUES DITCH PROJECT		500.00		
01	0000001278	USA BLUE BOOK		10/20/2021	166920	\$831.35	
VR-00118754	201	749527	MATERIAL		831.35		
01	0000000076	WESTERN OHIO TRUE VALUE		10/20/2021	166921		
VR-00118757	101	514855	SUPPLIES		169.95		
VR-00118758	101	514616	SUPPLIES		5.99		
VR-00118762	101	515066	SUPPLIES		10.28		
VR-00118764	101	515134	SUPPLIES		65.98		
VR-00118755	201	514725	SUPPLIES		10.79		
VR-00118756	201	514719	SUPPLIES		22.28		
VR-00118760	201	514807	SUPPLIES		47.96		
VR-00118763	501	515141	SUPPLIES		74.99		
VR-00118761	502	515028	SUPPLIES		84.82		
VR-00118759	503	514812	SUPPLIES		21.44		
01	0000000076	WESTERN OHIO TRUE VALUE		10/20/2021	166922	\$644.43	

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VR-00118769	201	515269	SUPPLIES		129.95		

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Trans #	CASH ID	Invoice #	Invoice Description	PO #	Line	Amount	
01	0000000001			10/13/2021	166855	\$3,264.38	
IV-00038439	101		Payroll Week Ending 10-10-21 -T-FIT		1,901.54		
IV-00038439	201		Payroll Week Ending 10-10-21 -T-FIT		370.64		
IV-00038439	501		Payroll Week Ending 10-10-21 -T-FIT		105.18		
IV-00038439	502		Payroll Week Ending 10-10-21 -T-FIT		234.81		
IV-00038439	503		Payroll Week Ending 10-10-21 -T-FIT		650.94		
IV-00038439	505		Payroll Week Ending 10-10-21 -T-FIT		1.27		
01	0000000267	AMERICAN MUNICIPAL POWER, INC.		10/13/2021	166856	\$824,239.65	
VR-00118680	503	1001884	POWER		824,239.65		
01	0000000881	BARRETT PAVING MATERIAL		10/13/2021	166857	\$323,577.04	
VR-00118681	203	10256532-1	2021 RESURFACING		30,000.00		
VR-00118681	401	10256532-1	2021 RESURFACING		293,577.04		
01	0000003924	BRIDGEWELL RESOURCES LLC		10/13/2021	166858	\$13,777.00	
VR-00118682	503	0248449401	POLES		13,777.00		
01	0000003489	BURKE PETROLEUM, INC		10/13/2021	166859	\$1,726.32	
VR-00118683	101	0422929-IN	GAS		431.00		
VR-00118684	101	0422928-IN	GAS		328.57		
VR-00118683	201	0422929-IN	GAS		431.01		
VR-00118684	201	0422928-IN	GAS		328.57		
VR-00118683	501	0422929-IN	GAS		19.59		
VR-00118684	501	0422928-IN	GAS		14.94		
VR-00118683	503	0422929-IN	GAS		97.96		
VR-00118684	503	0422928-IN	GAS		74.68		
01	0000003581	CARQUEST AUTO PARTS OF MINSTER		10/13/2021	166860	\$600.16	
VR-00118686	101		PARTS		217.99		
VR-00118686	201		PARTS		122.93		
VR-00118686	503		PARTS		259.24		
01	0000000119	CULLIGAN LIMA		10/13/2021	166861	\$72.25	
VR-00118685	101	0754271	WATER		72.25		
01	0000002922	DISPLAY SALES COMPANY		10/13/2021	166862	\$1,778.00	
VR-00118687	503	INV-030229	CHRISTMAS LIGHTS		1,778.00		
01	0000000085	EVENING LEADER		10/13/2021	166863	\$404.84	
VR-00118688	101	5091945	OKTOBERFEST POST		225.00		
VR-00118689	101	26306	NOTICE OF ZONING HEARING		179.84		
01	0000000028	FIRE SAFETY SERVICES INC.		10/13/2021	166864	\$1,917.00	
VR-00118690	101	119987	ANNUAL FLOW TEST		1,917.00		
01	0000000079	FOUR-U-OFFICE SUPPLIES		10/13/2021	166865	\$88.80	
VR-00118691	101	017496-00	SUPPLIES		88.80		
01	0000000109	FOX SUPPLY		10/13/2021	166866	\$188.26	
VR-00118693	502	117942	SUPPLIES		91.26		
VR-00118692	503	117943	SUPPLIES		97.00		
01	0000004613	HALF MOON VENTURES, LLC		10/13/2021	166867	\$41,597.88	
VR-00118694	503	1224	POWER		41,597.88		

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01	0000005526	HAROLD MEYER		10/13/2021	166868	\$300.00	
VR-00118695	201		LAWN MOWER REPAIR		300.00		
01	0000001038	ICMA		10/13/2021	166869	\$852.00	
VR-00118696	101	133741	MEMBERSHIP FEE - HARROD		852.00		
01	0000005214	JACK DOHENY COMPANIES, INC.		10/13/2021	166870	\$2,862.52	
VR-00118697	201	142097	MAIN LINE CAMERA REPAIR		1,763.72		
VR-00118697	201	142100	MAIN LINE CAMERA REPAIR		264.00		
VR-00118698	201	142006	MATERIAL		834.80		
01	0000000315	JOINT TOWNSHIP DISTRICT MEMORIAL HO		10/13/2021	166871	\$268.00	
VR-00118699	101	126917	DRUG TEST		149.00		
VR-00118699	201	126917	DRUG TEST		78.00		
VR-00118699	502	126984	DRUG TEST		41.00		
01	0000005426	MADISON ENERGY INVESTMENTS III LLC		10/13/2021	166872	\$56,178.04	
VR-00118700	503	SP-077-00000	POWER		56,178.04		
01	0000000048	MESCO ELECTRICAL SUPPLY		10/13/2021	166873	\$164.71	
VR-00118701	503	S509628946.0	SUPPLIES		136.75		
VR-00118702	503	S509616932.0	SUPPLIES		27.96		
01	0000004436	MINSTER CONCRETE COATING LLC		10/13/2021	166874	\$6,112.19	
VR-00118703	401		RUBBER SURFACE AROUND PLAYG		6,112.19		
01	0000000567	OHIO CHILD SUPPORT PAYMENT CENTER		10/13/2021	166875	\$83.70	
IV-00038458	101		Payroll Week Ending 10-10-21 -D-SUP		83.70		
01	0000000704	OHIO PUBLIC EMPL DEFERRED		10/13/2021	166876	\$1,070.00	
IV-00038449	101		Payroll Week Ending 10-10-21 -D-ODC		679.64		
IV-00038449	201		Payroll Week Ending 10-10-21 -D-ODC		82.59		
IV-00038449	501		Payroll Week Ending 10-10-21 -D-ODC		1.77		
IV-00038449	502		Payroll Week Ending 10-10-21 -D-ODC		0.63		
IV-00038449	503		Payroll Week Ending 10-10-21 -D-ODC		304.99		
IV-00038449	505		Payroll Week Ending 10-10-21 -D-ODC		0.38		
01	0000000063	RUMPKE WASTE, INC		10/13/2021	166877	\$73.94	
VR-00118704	201	1301118	CONTAINER RENTAL		73.94		
01	0000000416	SOLOMON CORPORATION		10/13/2021	166878	\$15,315.00	
VR-00118705	503	352662	TRANSFORMERS		15,315.00		
01	0000002423	ST HENRY TILE CO, INC.		10/13/2021	166879	\$113.73	
VR-00118706	503	2110-459712	SUPPLIES		113.73		
01	0000000661	TREASURER, STATE OF OHIO		10/13/2021	166880	\$5,200.00	
VR-00118708	502		2021 ANNUAL DISCHARGE FEE		5,200.00		
01	0000002890	TRI-STATE FERTILIZER EQUIPMENT		10/13/2021	166881	\$48.20	
VR-00118707	101	13125	SUPPLIES		48.20		
01	0000001278	USA BLUE BOOK		10/13/2021	166882	\$812.45	
VR-00118709	201	162967	MATERIAL		415.93		
VR-00118710	501	742798	MATERIAL		396.52		

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Trans #	CASH ID	Invoice #	Invoice Description	PO #	Line	Amount	
01	0000000290	BAUMER CONSTRUCTION		10/22/2021	166923	\$42,096.45	
VR-00118770	506	3133	ROUGH CARPENTRY FOR WWTP		17,436.63		
VR-00118770	506	3134	ROUGH CARPENTRY FOR WWTP		12,050.98		
VR-00118770	506	3135	ROUGH CARPENTRY FOR WWTP		8,428.84		
VR-00118770	506	3136	ROUGH CARPENTRY FOR WWTP		4,180.00		
01	0000003489	BURKE PETROLEUM, INC		10/22/2021	166924	\$1,771.81	
VR-00118771	101	0423701-IN	GAS		214.89		
VR-00118772	101	0423702-IN	GAS		476.12		
VR-00118771	201	0423701-IN	GAS		143.25		
VR-00118772	201	0423702-IN	GAS		317.42		
VR-00118771	501	0423701-IN	GAS		33.06		
VR-00118772	501	0423702-IN	GAS		73.25		
VR-00118771	502	0423701-IN	GAS		33.05		
VR-00118772	502	0423702-IN	GAS		73.25		
VR-00118771	503	0423701-IN	GAS		126.73		
VR-00118772	503	0423702-IN	GAS		280.79		
01	0000000017	BUSCHUR ELECTRIC INC.		10/22/2021	166925	\$29,415.00	
VR-00118773	502	15652	GENERATOR - CANAL RD		14,645.00		
VR-00118774	502	15653	GENERATOR - 7TH ST		14,770.00		
01	0000000018	CITY OF ST. MARYS		10/22/2021	166926	\$165.00	
VR-00118775	502	8750	BACTERIA TESTS		90.00		
VR-00118776	502	8759	BACTERIA TESTS		75.00		
01	0000001907	ENVIRONMENTAL MGMT.&DEVEL		10/22/2021	166927	\$5,087.09	
VR-00118777	501	20362	CHEMICALS - ALUMINUM SULFATE		5,087.09		
01	0000000079	FOUR-U-OFFICE SUPPLIES		10/22/2021	166928	\$57.40	
VR-00118778	201	126382	COPY FEES - PWD		57.40		
01	0000001948	GALETON		10/22/2021	166929	\$1,755.62	
VR-00118779	503	2624255	SAFETY GLASSES & GLOVES		1,755.62		
01	0000000586	GOVERNMENT FINANCE		10/22/2021	166930	\$160.00	
VR-00118780	101		MEMBERSHIP - STECHSCHULTE		160.00		
01	0000000879	KLEEM, INC.		10/22/2021	166931	\$177.12	
VR-00118781	201	89943	SIGNS		177.12		
01	0000000048	MESCO ELECTRICAL SUPPLY		10/22/2021	166932	\$162.05	
VR-00118782	503	S509621975.0	MATERIAL		162.05		
01	0000000920	PROFESSIONAL ELECTRIC PRODUCTS CO		10/22/2021	166933	\$2,175.42	
VR-00118783	503	S101192863.0	MATERIAL		2,175.42		
01	0000005412	UTILISMART CORPORATION		10/22/2021	166934	\$1,375.00	
VR-00118784	503	MIN-21-10	MONTHLY SOFTWARE SUPPORT		1,375.00		
01	0000002120	VERIZON WIRELESS		10/22/2021	166935	\$1,189.45	

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Trans #	CASH ID	Invoice #	Invoice Description	PO #	Line Amount		
VR-00118785	101	9890494457	CELL PHONE CHARGES		590.78		
VR-00118785	201	9890494457	CELL PHONE CHARGES		318.17		
VR-00118785	501	9890494457	CELL PHONE CHARGES		44.80		
VR-00118785	502	9890494457	CELL PHONE CHARGES		44.78		
VR-00118785	503	9890494457	CELL PHONE CHARGES		190.92		
01	0000000076	WESTERN OHIO TRUE VALUE		10/22/2021	166936	\$396.45	
VR-00118786	201	515321	SUPPLIES		7.47		
VR-00118786	201	515347	SUPPLIES		3.98		
VR-00118787	201	K15631	SUPPLIES		169.90		
VR-00118786	501	515353	SUPPLIES		43.72		
VR-00118786	503	515301	SUPPLIES		85.96		
VR-00118786	503	515316	SUPPLIES		85.42		

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