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Excuse Nicole
↳ Travis/Curt

December 2, 2025
Tuesday - 6:30 p.m.
Village of Minster Council Chambers

- 1) Call to Order
- 2) Approval of the meeting minutes of November 18, 2025. Josh/Tracy
- 3) Introduction of Visitors:
 - a)
- 4) Ordinances and Resolutions:
 - a) Ordinance 25-11-01: Discussion, third and final reading of an ordinance to approve the execution of an Efficiency Smart Schedule with American Municipal Power, Inc. (Craze/Tracy)
 - b) Ordinance 25-11-03: Discussion and second reading of an ordinance authorizing a mutual aid contract with the Loramie Fire District. Josh/Travis
 - c) Resolution 25-11-02: Discussion and second reading of a resolution designating Minster Bank as a depository for public funds. Curt/Craze
- 5) Committee Reports and Discussion Items:

Streets : Nicole, Trey, and Travis Safety : Nicole, Curt, Josh Parks : Curt, Josh, Nicole Personnel : Curt, Craig, Josh	Finance/Audit : Travis, Craig, Trey Utilities : Josh, Nicole, Travis Econ. Development : Trey, Travis, Craig Community Engagement and Development : Craig, Curt, Trey
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- 6) Old Business:
 - a)
- 7) New Business:
 - a) Discussion and motion to approve the November 2025 Income Tax Report from the City of St. Marys.
- 8) Administrator's Report
- 9) Motion to enter executive session to discuss employee compensation and the sale of land.
- 10) Motion to adjourn including wages and benefits

Curt/Craze

↳ Tracy/Craze - 6:42 pm

Executive Session out ~ Travis/Tracy 8:03

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, November 18, 2025

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

Attendance: Eric Morris (Police Chief), The Evening Leader

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

Approval of Nov 4, 2025 Minutes: Clune and Albers motioned to approve the minutes from the regular meeting on November 4, 2025. Motion passed unanimously.

Visitors: None

ORDINANCE AND RESOLUTIONS:

Resolution 25-10-01: Discussion, third and final reading of a resolution documenting the position of the Village of Minster regarding naming of addressing authority within the jurisdiction of the Village of Minster.

A month or so ago, I attended a meeting set up by the County Engineer and the Sheriff Mike Vorhees. The purpose of the meeting was to discuss the next generation 9-1-1 system that was being set up in the county and the need to develop a cohesive methodology in reporting new addresses assigned to lots within the county.

According to Sheriff Vorhees with the new 9-1-1 system, the county is required to put in all new addresses within seventy-two hours. Currently, each community in the county assigns their own street addresses and it may be several weeks after an address is assigned that it gets reported to the county. This delays the new address from being entered into the 9-1-1 system and often causes confusion with first responders.

It was the consensus of those at the meeting that a centralized addressing authority, such as the county engineer's office would be the best way to ensure that new addresses were assigned and entered into the system to guarantee enhanced safety and compliance with the next generation 9-1-1 requirements. With the GIS system that the county has put in place, this would be very easy for the county to do. The county would assume the assigning of addresses rather than this being done by each community in the county.

The resolution in your packet states that the village agrees with the recommendation from the meeting and believes that it is in the best interest of the village to authorize the county engineer's office to assign addresses. The county engineer's office would work with the village to ensure that any patterns in assigning addresses are continued.

If this is acceptable to council, the county has asked us to pass a resolution authorizing the county engineer's office to serve as our addressing authority. This will be the third and final reading of the resolution.

A motion to have the third and final reading adopting Resolution 12-10-01 by Osterloh and Steele. Motion passed unanimously.

Ordinance 25-11-01: Discussion and second reading of an ordinance to approve the execution of an Efficiency Smart Schedule with American Municipal Power, Inc.

Back in 2010, the Village entered into a contract with AMP to participate in the implementation of an energy efficiency program called Efficiency Smart. Since this time, the village has renewed the Efficiency Smart contract four times previously. The last time the village renewed the contract was in 2022 for a three-year term. That term is set to expire at the end of the year, and council needs to decide if we want to participate in the Efficiency Smart program once again.

The program was designed to help communities deliver a professional, effective energy efficiency program to their residential, commercial and industrial customers and it has done that over the years. The program has provided the village with a low cost, least risk power supply resource that helps us maintain a competitive balance with programs offered by investor-owned utilities, while delivering significant value to our customers.

So far, the customers of the village's electric system have responded favorably to the program. Multiple businesses have worked with Efficiency Smart in installing some sort of energy efficiency measures. These measures include replacement of fluorescent fixtures, installation of occupancy sensors, improvements to refrigeration controls, installation of variable frequency drives and replacement of air handling systems. On the residential side, residents have utilized the program to purchase energy star appliances, LED bulbs and to recycle old refrigerators and freezers.

Our current contract results have been good. Through this contract, customers have seen a lifetime savings of 21,046 MWh and customer savings of \$2,172,800. The Village has seen a summer peak reduction of 2,895 kW. Our return on investment is currently 106%, and it is estimated that we saved \$1,382,334.00 in power costs over the term of the contract.

For this renewal period, AMP and Efficiency Smart are offering the same version of the plan that includes resources for residential customers, including a revamped website, a meter loan program, new air conditioning unit rebates, home energy use advise for high bill customers, and online home energy audits along with their current commercial and industrial emphasis that has seen Efficiency Smart work on 23 projects with 16 different companies during this current term.

The newly proposed contract would have a yearly cost of \$223,656.00. The costs avoided for the term of the proposed contract would be approximately \$2,000,000.00 over the three-year term.

The utility committee met with staff of Efficiency Smart two weeks ago and reviewed the Efficiency Smart program. I believe that everyone felt comfortable with the proposed new contract offered by Efficiency Smart and that all the committee members agreed that the program is a worthwhile program for the utility to offer.

Involvement with the program for another three years has several benefits for the village. Once again, the program offers a member specific MWh savings guarantee that each member will achieve 70% of the members estimated energy savings. The cost of the program at \$16.92 per MWh is the cheapest energy

source that we have in our portfolio, and it provides a direct benefit to our customers who use the program.

If Council wants to move forward with renewing the program with Efficiency Smart and AMP, this would be the second reading of an ordinance to enter into the agreement. I have included a copy of such an ordinance in your packet.

A motion to have the second reading of Ordinance 25-11-01 by Wilges and Sherman. Motion passed unanimously.

Ordinance 25-11-03: Discussion and first reading of an ordinance authorizing a mutual aid contract with the Loramie Fire District

The annual renewal of the mutual aid agreement for fire protection with the Loramie Fire District for 2026 is set for Council's approval. This agreement is for fire protection coverage of properties located within McLean Township, north of the north shore of Lake Loramie. The amount of payment is determined by the mills levied against property owners in McLean Township. This year the Minster-Jackson Township Fire Department will receive \$29,950.00. This is up \$5,990.00 from what we received in 2025.

Since the contract called for this to go into effect on January 1st, we have plenty of time to give this ordinance the full three readings. Upon its passage, I will acquire all the necessary signatures and return the contract to the Loramie Fire District

A motion to have the first reading of Ordinance 25-11-03 by Clune and Albers. Motion passed unanimously.

Resolution 25-11-02: Discussion and first reading of a resolution designating Minster Bank as a depository for public funds.

Every five years, the Village must pass a resolution, declaring certain banks as depositories for public funds. At the end of this year, the five-year contract for Minster Bank to act as a depository will expire. Enclosed in your packet is a copy of the agreement with Minster Bank and a copy of the resolution approving them as a depository for the next five years. To continue to use Minster Bank, Council will need to pass this resolution. This would be the first of three readings that council could give this resolution.

A motion to have the first reading of Resolution 25-11-02 by Osterloh and Steele. Motion passed unanimously.

COMMITTEE REPORTS:

STREETS: Met and discussed parking on 4th Street by Post Office. The grant application for work on Ohio St. was not awarded and expect to table that project. Also, had a discussion about expanding 6th St. to Hamilton and Jefferson to the north.

SAFETY: None

PARKS: None

PERSONNEL: Met and discussed health insurance increases.

UTILITIES: None

ECONOMIC DEVELOPMENT: Committee met to discuss possible land sale in the industrial park. The committee has more questions that need answered before any sale.

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: Committee met to discuss capital improvement budget from department heads. The committee would like to see a 3-5 year plan be developed by department heads and also meet with the heads to understand the needs of capital expenditures being requested. The committee will also be having a budget meeting in December/

OLD BUSINESS: None

NEW BUSINESS:

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

The City of St. Mary's is reporting that we received \$363,179.57 in income tax dollars for the month of October 2025. For the year, we have received \$4,491,268.13. This is approximately \$75,000.00 more than what we received last year to date. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

A motion to approve the October 2025 Income Tax Report from the City of St. Mary's by Steele and Clune. Motion passed unanimously.

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:

City Electric Supply	\$ 7,494.49	Wire
Fenson Contracting LLC	\$ 179,856.85	Contract
Hess Fencing	\$ 9,913.00	Pickleball dividers
Moeller Door and Window	\$ 8,814.19	New door at safety bldg
		New drinking fountain @ Four
DWA Recreation	\$ 4,102.00	Seasons
Schmiesing Tree Service	\$ 21,400.00	Tree trimming on 4th St.
Minster Bank	\$ 3,264.11	Loan Payment
Minster Bank	\$ 3,230.60	Loan Payment
Treasurer, State of Ohio	\$ 3,340.40	Audit fees
Encompass	\$ 7,598.04	SCADA @ 3 Substation
Hawkings	\$ 16,609.79	Chemicals
SAL CHEMICAL	\$ 7,847.80	CHEMICALS
FENSON CONTRACTING	\$ 177,176.72	COLUMBIA DR. WATER AND SEWER
MACK INDUSTRIES	\$ 5,152.00	MANHOLES

TREASURER OF STATE	\$ 5,200.00	OHIO EPA
ENCOMPASS	\$ 7,598.04	SCADA 3 SUBSTATIONS
HAWKINS	\$ 16,609.79	CHEMICALS
HOMAN AND STUCKE	\$ 10,970.50	CONCRETE WORK
		240 V SINGLE PHASE METER / LICENSE
ANIXTER POWER	\$ 5,751.00	MODULES
BUSCHUR ELECTRIC	\$ 3,720.66	4 SEASONS WELL HOUSE
CHOICE ONE ENGINEERING	\$ 9,360.00	PARIS ST. PARK IMPROVEMENTS
CHOICE ONE ENGINEERING	\$ 3,722.50	SR 66 SIDEWALKS
HAWKINS	\$ 13,015.64	WATER CHEMICALS
MESCO	\$ 5,302.04	URD WIRE
Barrett Paving	\$ 398,566.93	Minor Street Resurfacing

A motion to approve invoices over \$3,000.00 by Sherman and Wilges. Motion passed unanimously.

ADMINISTRATOR REPORT:

- 1) Freson Contracting continues to work on installing the sewer line from Southgate Drive to Columbia Drive. Fenson successfully bored under State Route 66 last week and once finished with the sanitary sewer tie in will begin to demolish the old lift station.
- 2) PAB Construction has started work on North Hamilton Street. They have two crews working on the project with one crew installing the storm sewer and the other crew working on the water line and water taps. During the reconstruction of Hamilton Street, it will be closed to all traffic except for those homes on Hamilton or in Steeple View Estates.
- 3) Brumbaugh Construction is scheduled to start work on the State Route 66 Sidewalk Project this week. The Village is responsible for the improvements to the cross walks and traffic light at the intersection of State Route 66 and Bensman Road/State Route 119. John Neuman is in the process of ordering all the equipment necessary for these improvements.
- 4) The Parks Department will host a Winter Festival this December 12th. There will be several food truck vendors, Santa and an ice-skating rink for the event, which will start at 5:00 pm on the 12th.
- 5) Public Works Crews with the assistance of Dan Paulus have been working on extending the sewer so that the new Albers house on State Route 66 can be tied into it.
- 6) Leaf pickup continues to occur daily. Public crews will continue to go out for the next couple of weeks picking up leaves. Residents are reminded to place the leaves in the curb lawn rather than the street.
- 7) The Electric Department has taken down the flags and military banners for the year. They have started installing the lights on the trees along Fourth Street. They, along with the Parks Department, will continue installing Christmas decorations over the next couple of weeks.

- 8) D. L. Smith, the contractor who was awarded the bid for the miscellaneous sidewalk repair project has indicated that they will not begin the project next spring. They have until the first of June to complete the project.
- 9) Last week the Public Works Department repaired a water line leak on the raw water line coming in from the wells at Four Seasons Park. The leak was noticed on Friday morning and crews repaired the pipe that day.
- 10) Last week, John Nueman and I met with Convergent Energy who is interested in doing an energy storage project in the village. I will gather the information that was shared with us from Convergent and schedule a utility committee meeting to discuss their proposal.
- 11) Last week a Land and Water Conservation Fund grant application for improvements to the Paris Street Park was turned into the Ohio Department of Natural Resources for their review. Word on whether we were successful in acquiring the grant funds will be released sometime in early 2026.

A motion to accept the receipts of \$2,279,247.44 by Albers and Wilges. Motion passed unanimously.

A motion to approve invoices of \$2,264,911.00 by Clune and Osterloh. Motion passed unanimously.

A motion to enter executive session at 6:56 to discuss the sale of land with no action by Clune and Steele. Motion passed unanimously.

A motion to exit executive session at 7:27 by Albers and Steele. Motion passed unanimously.

Adjournment: Motion to adjourn was made by Wilges and Steele at 7:28pm. Motion passed unanimously.

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 25-11-01: Discussion, third and final reading of an ordinance to approve the execution of an Efficiency Smart Schedule with American Municipal Power, Inc.

Back in 2010, the Village entered into a contract with AMP to participate in the implementation of an energy efficiency program called Efficiency Smart. Since this time, the village has renewed the Efficiency Smart contract four times previously. The last time the village renewed the contract was in 2022 for a three-year term. That term is set to expire at the end of the year, and council needs to decide if we want to participate in the Efficiency Smart program once again.

The program was designed to help communities deliver a professional, effective energy efficiency program to their residential, commercial and industrial customers and it has done that over the years. The program has provided the village with a low cost, least risk power supply resource that helps us maintain a competitive balance with programs offered by investor-owned utilities, while delivering significant value to our customers.

So far, the customers of the village's electric system have responded favorably to the program. Multiple businesses have worked with Efficiency Smart in installing some sort of energy efficiency measures. These measures include replacement of fluorescent fixtures, installation of occupancy sensors, improvements to refrigeration controls, installation of variable frequency drives and replacement of air handling systems. On the residential side, residents have utilized the program to purchase energy star appliances, LED bulbs and to recycle old refrigerators and freezers.

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For this renewal period, AMP and Efficiency Smart are offering the same version of the plan that includes resources for residential customers, including a revamped website, a meter loan program, new air conditioning unit rebates, home energy use advise for high bill customers, and online home energy audits along with their current commercial and industrial emphasis that has seen Efficiency Smart work on 23 projects with 16 different companies during this current term.

The newly proposed contract would have a yearly cost of \$223,656.00. The costs avoided for the term of the proposed contract would be approximately \$2,000,000.00 over the three-year term.

The utility committee met with staff of Efficiency Smart a couple of weeks ago and reviewed the Efficiency Smart program. I believe that everyone felt comfortable with the proposed new contract offered by Efficiency Smart and that all the committee members agreed that the program is a worthwhile program for the utility to offer.

Involvement with the program for another three years has several benefits for the village. Once again, the program offers a member specific MWh savings guarantee that each member will achieve 70% of the members estimated energy savings. The cost of the program at \$16.92 per MWh is the cheapest energy source that we have in our portfolio, and it provides a direct benefit to our customers who use the program.

If Council wants to move forward with renewing the program with Efficiency Smart and AMP, this would be the third and final reading of an ordinance to enter into the agreement. I have included a copy of such an ordinance in your packet. If approved, I will have the contract signed and returned to AMP.

Ordinance 24-10-02: Discussion and second reading of an ordinance authorizing a mutual aid contract with the Loramie Fire District

The annual renewal of the mutual aid agreement for fire protection with the Loramie Fire District for 2026 is set for Council's approval. This agreement is for fire protection coverage of properties located within McLean Township, north of the north shore of Lake Loramie. The amount of payment is determined by the mills levied against property owners in McLean Township. This year the Minster-Jackson Township Fire Department will receive \$29,950.00. This is up \$5,990.00 from what we received in 2025.

Since the contract called for this to go into effect on January 1st, we have plenty of time to give this ordinance the full three readings. Upon its passage, I will acquire all the necessary signatures and return the contract to the Loramie Fire District

Resolution 20-10-03: Discussion and second reading of a resolution designating Minster Bank as a depository for public funds.

Every five years, the Village must pass a resolution, declaring certain banks as depositories for public funds. At the end of this year, the five-year contract for Minster Bank to act as a depository will expire. Enclosed in your packet is a copy of the agreement with Minster Bank and a copy of the resolution approving them as a depository for the next five years. To continue to use Minster Bank, Council will need to pass this resolution. This would be the second of three readings that council could give this resolution.

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

The City of St. Mary's is reporting that we received \$347,358.14 in income tax dollars for the month of November 2025. For the year, we received \$4,8838,626.27. This is approximately \$140,000 more than what we received last year to date. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

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

ORDINANCE 25-11-01

TO APPROVE THE EXECUTION OF AN EFFICIENCY SMART SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC.

WHEREAS, the Village of Minster, Ohio ("Municipality") owns and operates an electric utility system for the sale of electric power and associated energy for the benefit of its citizens and taxpayers; and

WHEREAS, American Municipal Power, Inc. ("AMP") is an Ohio nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric power and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members ("Members"), such Members, including Municipality, being, as of the date hereof, political subdivisions that operate, or whose members operate, municipal electric utility systems in Delaware, Indiana, Kentucky, Maryland, Michigan, Ohio, Pennsylvania, Virginia and West Virginia; and

WHEREAS, AMP and Municipality have entered into a Master Services Agreement, AMP Contract No. C-10-2005-4383 ("MSA"), pursuant to which AMP provides certain services to Municipality as set forth in various schedules to the Master Services Agreement (the "Schedules"); and

WHEREAS, AMP and the Vermont Energy Investment Corporation ("VEIC") will enter or have entered into an agreement (the "ES Agreement") for the implementation of an energy efficiency program known as Efficiency Smart ("ES"), and to provide a program of energy efficiency services ("ES Services") designed to lower the total need for higher cost electric generation facilities or purchased power and thereby reduce Municipality's customers' bills, to be offered to AMP Members; and

WHEREAS AMP and Municipality desire to enter into a Schedule ("ES Schedule"), under the MSA, which provides that AMP will obtain and sell to Municipality, and Municipality will

agree to take and pay for, a share of the ES Services which AMP will acquire through the ES Agreement; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MINSTER, OHIO:

SECTION 1: That the ES Schedule between Municipality and AMP, substantially in the form attached hereto or on file with the Clerk, including Appendices thereto, are approved, and the Mayor of Municipality is hereby authorized to execute and deliver the ES Schedule, with such changes as the Mayor may approve as neither inconsistent with this Ordinance nor materially detrimental to the Municipality, his or her execution of the ES Schedule to be conclusive evidence of such approval.

SECTION 2. That the Village Administrator is hereby authorized to take any action necessary for Municipality to fulfill its obligations under the ES Schedule.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements.

SECTION 4. If any section, subsection, paragraph, clause or provision or any part thereof of this Ordinance shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Ordinance shall be unaffected by such adjudication and all the remaining provisions of this Ordinance shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 5. That this Ordinance shall take effect at the earliest date allowed by law.

ADOPTED: December 2, 2025

Craig Oldiges, Mayor

Attest:

James Cain, Fiscal Officer

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

ORDINANCE 25-11-03

AN ORDINANCE AUTHORIZING A MUTUAL AID CONTRACT WITH THE LORAMIE FIRE DISTRICT

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

SECTION 1:

The Mayor and Clerk are authorized to enter into a mutual aid agreement with the Fort Loramie Fire District for a one-year term beginning January 1, 2025; the compensation of \$ 29,950.00 to be paid to the Minster Jackson Township Fire Department.

SECTION 2:

Because of the need to enter into a contract to provide fire coverage in the area within the Fort Loramie Fire District this Ordinance is declared an emergency ordinance and shall take immediate effect.

ADOPTED: December 16, 2025

Craig Oldiges, Mayor

Attest:

James Cain, Fiscal Officer

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

RESOLUTION 25-11-02

A RESOLUTION DESIGNATING MINSTER BANK AS A DEPOSITORY FOR PUBLIC FUNDS

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

SECTION ONE:

The application of Minster Bank, is hereby accepted.

SECTION TWO:

Minster Bank is hereby designated as a depository of interim or inactive funds of the Village for a period of five years commencing January 1, 2026.

SECTION THREE:

The Village's Fiscal Officer shall deposit said funds among the designated depositories as such interest and upon such terms as are in the best interest of the Village of Minster.

SECTION FOUR:

This Resolution shall take effect from and after the earliest period allowed by law.

ADOPTED: December 16, 2025

Craig Oldiges, Mayor

Attest:

James Cain, Fiscal Officer

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

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
TOTAL RECEIPTS AS OF OCTOBER 31	\$3,760,829.01	\$4,516,683.29	\$4,416,752.66	\$4,491,268.13
TOTAL RECEIPTS FOR NOVEMBER	<u>\$260,290.87</u>	<u>\$278,756.28</u>	<u>\$280,999.57</u>	<u>\$347,358.14</u>
YTD RECEIPTS THROUGH NOVEMBER	\$4,021,119.88	\$4,795,439.57	\$4,697,752.23	\$4,838,626.27
REFUNDS THROUGH NOVEMBER	\$164,858.10	\$101,211.24	\$132,180.53	\$119,223.36

Respectfully submitted,



Angela Brown
Tax Commissioner

Income Tax Report - City of St Marys

Year 2025 through 2025

Month 11 through 11

Multi City Code MN

Income Month	Month-to-Date	Year-to-Date
Business Taxpayer	19,298.71	1,151,257.67
Sub-contract Net-profit	840.00	8,734.18
Subtotal: BUSINESS	20,138.71	1,159,991.85
Non-resident Taxpayer	173.81	173.81
Resident Taxpayer	1,506.48	308,078.54
Subtotal: INDIVIDUAL	1,680.29	308,252.35
Group Total: NET PROFIT	21,819.00	1,468,244.20
Sub-contract Withholding	0.00	0.00
Withholding	325,539.14	3,370,382.07
Subtotal: WITHHOLDING	325,539.14	3,370,382.07
Group Total: WITHHOLDING	325,539.14	3,370,382.07
11 NOVEMBER	347,358.14	4,838,626.27
	347,358.14	4,838,626.27

Monthly Rev by Bank Date - City of St Marys

Transaction Multi City Code MN

Year	Tax	Pen/Int	Total Paid	Count
2018	0.00	(0.04)	(0.04)	1
2020	0.00	150.00	150.00	1
2021	(0.83)	0.00	(0.83)	1
2022	0.09	0.00	0.09	1
2023	1.02	0.09	1.11	2
2024	16,728.24	707.16	17,435.40	10
2025	1,712.98	0.00	1,712.98	6
Business Taxpayer	18,441.50	857.21	19,298.71	22
2024	162.34	11.47	173.81	4
Non-resident Taxpayer	162.34	11.47	173.81	4
2018	0.00	36.00	36.00	1
2023	69.72	0.00	69.72	1
2024	634.75	474.01	1,108.76	16
2025	292.00	0.00	292.00	2
Resident Taxpayer	996.47	510.01	1,506.48	20
2025	840.00	0.00	840.00	3
Sub-contract Net-profit	840.00	0.00	840.00	3
2025	325,539.14	0.00	325,539.14	226
Withholding	325,539.14	0.00	325,539.14	226
Grand Total	345,979.45	1,378.69	347,358.14	275

TO: Mayor, Council Members, and Others

FROM: Donald W. Harrod, Administrator

RE: Administrator's Report

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- 1) Freson Contracting continues to work on the installation of the sewer line from Southgate Drive to Columbia Drive. The new sewer line is tied into our system and plans are being made to demolish the old lift station in front of Progress Tool. Once completed, Fenson will wrap up the project, and we will have to landscape and reseed the area next spring.
- 2) PAB Construction has started work on North Hamilton Street. They have two crews working on the project with one crew installing the storm sewer and the other crew working on the water line and water taps. PAB's goal is to have the old street base excavated and the new base installed this winter, so that there will be gravel down as a road base.
- 3) Brumbaugh Construction continues to work on the State Route 66 Sidewalk Project. They have some of the drive approaches finished as well as some of the sidewalk installed. They are currently installing the storm sewer that is on the project and then will continue to work on the sidewalks. There plan is to be completed by the end of the year.
- 4) Leaf Pick-up will continue the rest of this week, and we will go out a few times in the week of the 8th of December to finish picking up the leaves, weather permitting.
- 5) The Parks Department will host a Winter Festival this December 12th. There will be several food truck vendors, Santa and an ice-skating rink for the event, which will start at 5:00 pm on the 12th.



Minster Police Department

Council Report: 12/02/2025

CFS From - To: 11/13/25—11/27/25 (Thursday to Thursday)

Reactive CFS:

Notable:

- Follow up on several investigations is ongoing.

Proactive CFS:

Notable:

- See attached CMI report.

Community Engagement:

- Officers are conducting walk-throughs at Minster Schools.
- Officers are working with the school to provide security at the Minster High School basketball games.
- Officers are providing/provided security at St. Augustine Church for Wednesday Mass.
- Ptl. Bonvillian and Ptl. Barrett assisted with the Turkey Trot held on Thanksgiving Day.
- Sgt. Koesters and Ptl. Barrett signed up for the annual Shop with the Blue event on December 13th.
- Chief Morris and Ptl. Bonvillian are in talks with school officials about potential training and other potential safety measures.

Department News:

- Chief Morris and Sgt. Koesters are working on year-end evaluations.
- Ptl. Bonvillian has been working with each shift to complete our annual firearms qualifications at our new range. (Shed has been scheduled for installation on December 11th).
- Sgt. Koesters is working with Heritage Manor to present active shooter training to their staff.
- Ptl. Gruss successfully completed his field training.

Topic for discussion at the next council meeting:



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 11/13/2025 until 11/27/2025

Nature Code	Nature Description	Total
0	INFORMATION ONLY	1
02	CRASH, PROPERTY DAMAGE	1
04	CRASH, PERSONAL INJURY	1
09	COMPLAINT	1
09C	COMPLAINT - CIVIL	3
09T	COMPLAINT (TRAFFIC)	3
10A	ASSIST AUG CO SO UNIT	1
10N	ASSIST NEW BREMEN PD	1
10S	ASSIST SHELBY CO SO UNIT	1
11	TRASH DUMPING	1
12B	ALARM DROP	6
13	SPECIAL DETAIL	1
13F	ESCORT FUNERAL	3
13V	UNLOCK VEHICLES	1
15A	ARREST WARRANT	1
24	DRUNKENESS	1
28	FIRE	1
29	SQUAD RUN	4
35X	EXTRA PATROL	3
53A	FOOT PATROL	33
53M	MEETING	3
57	TRAFFIC STOP	25
57A	PEDESTRIAN STOP	1
60	SUSPICIOUS PERSON	1
60A	SUSPICIOUS VEHICLE	1
72	MENTAL PERSON	1
74	OPEN DOOR	3
85	WELFARE CHECK	2
86	FOLLOW UP INVESTIGATION	1
87S	SCHOOL WALK THRU	17
911	911 HANGUP CALLS	1
94	LOST AND FOUND	1
DUP	DUPLICATE CALL	2
UTY	REQUEST FOR VILLAGE UTILI	3

Grand Total: 129