

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

- 1) Call to Order
- 2) Approval of the meeting minutes of December 2, 2025. *Craig | Trey*
- 3) Introduction of Visitors:
 - a)
- 4) Ordinances and Resolutions:
 - a) Ordinance 25-11-03: Discussion, third and final reading of an ordinance authorizing a mutual aid contract with the Loramie Fire District. *Travis | Josh*
 - b) Resolution 25-11-02: Discussion, third and final reading of a resolution designating Minster Bank as a depository for public funds. *Nicole | Curt*
 - c) Ordinance 25-12-01: Discussion, suspend, pass and adopt an ordinance amending Ordinance 24-12-02 and establishing the salary administration plan providing for consideration of increases in compensation on an annual basis and to declare an emergency.
Suspend - Josh | Travis Pass - Trey | Nicole
 - d) Ordinance 25-12-02: Discussion, suspend, pass and adopt an ordinance approving an enterprise zone agreement with Fabcor Inc, pursuant to the enterprise zone regulations and to declare an emergency.
Suspend - Josh | Travis Pass - Josh | Travis
 - e) Resolution 25-12-01: Discussion, suspend, pass and adopt a resolution increasing appropriations and revenues in certain accounts/funds; transferring funds and declaring an emergency. *Suspend - Curt | Nicole Pass - Josh | Travis*
 - f) Ordinance 25-12-03: Discussion, suspend, pass and adopt the interim appropriations for 2026 and declaring an emergency. *Suspend - Craig | Trey Pass - Curt | Josh*
- 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 invoices over \$3,000.00. Nicole/Trust

8) Administrator's Report

9) Invoices: \$ 2,872,657.56 Josh/Nicole

10) Receipts: \$ 2,763,012.22 Grace/Trust

11) Motion to enter executive session to discuss employee compensation including wages and benefits, plus sale of land - Baumer Josh/Curt - 5:01 pm.

12) Motion to adjourn

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, December 2, 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, and Craig Sherman. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), Jim Hearn (Solicitor), and Jim Cain (Fiscal Officer).

Attendance: The Evening Leader, The Daily Standard

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

Approval of Nov 18, 2025, Minutes: Steele and Osterloh motioned to approve the minutes from the regular meeting on November 18, 2025. Motion passed unanimously.

A motion to excuse Clune from the meeting by Wilges and Albers. Motion passed unanimously.

Visitors: None

ORDINANCE AND RESOLUTIONS:

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.

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 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.

A motion to have the third and final reading adopting Ordinance 25-111-01 by Sherman and Steele. Motion passed unanimously.

Ordinance 25-11-03: 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

A motion to have the second reading of Ordinance 25-11-03 by Osterloh and Wilges. Motion passed unanimously.

Resolution 25-11-02: 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.

A motion to have the second reading of Resolution 25-11-02 by Albers and Sherman. Motion passed unanimously.

COMMITTEE REPORTS:

STREETS: None

SAFETY: None

PARKS: None

PERSONNEL: Met and discussed health insurance options, wages, and COLA (Cost of Living Adjustment)

UTILITIES: Met and discussed Delta Star substation and transformer. There was some concern with contract wording. Also, discussed another energy storage possibility.

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: None

OLD BUSINESS: None

NEW BUSINESS:

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.

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

ADMINISTRATOR REPORT:

- 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.

A motion to enter executive session at 6:42 to discuss employee compensation, wages and benefits and the sale of land with no action by Steele and Sherman. Motion passed unanimously.

A motion to exit executive session at 8:03 by Wilges and Steele. Motion passed unanimously.

Adjournment: Motion to adjourn was made by Albers and Sherman at 8:04pm. 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 24-10-02: Discussion, third and final 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.

This will be the third reading of the ordinance. Upon its passage, I will acquire all the necessary signatures and return the contract to the Loramie Fire District

Resolution 20-10-03: Discussion, third and final 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 last of three readings that council could give this resolution.

Ordinance 25-12-01: Discussion, suspend, pass and adopt an ordinance amending Ordinance 24-12-02 and establishing the salary administration plan providing for consideration of increases in compensation on an annual basis and to declare an emergency.

The personnel committee met last week to discuss changes to the pay ordinance for 2026. From that discussion, it is the recommendation of that committee to amend the pay ordinance to reflect a 2.8 percent pay increase for employees. This 2.8 percent increase along with the step increases that most employees will receive reflects on average a little under a five percent (4.88%) overall increase in the wages for employees.

The enclosed copy of the ordinance also reflects the changes that are necessary due to the change in minimum wage for most part-time employees along with an overall 2.8 percent increase in adjustment to the pay table.

The ordinance states that the effective date of the ordinance is December 29, 2025, for payment on January 09th. To meet the effective dates, council would need to suspend, pass and adopt the ordinance at this meeting.

Ordinance 25-12-02: Discussion, suspend, pass and adopt an ordinance approving an enterprise zone agreement with Fabcor Inc., pursuant to the enterprise zone regulations and to declare an emergency.

The Village has received an enterprise zone application from Fabcor Inc. The application details call for the construction of a 44,000 square foot building addition to their facility. Fabcor would invest approximately \$3,051,195.00 in real property as part of the project. As part of the enterprise zone agreement, Fabcor has committed to hiring 5 new employees with an estimated payroll of \$208,000.00.

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 Fabcor be granted a sixty percent exemption for years one through five and a thirty percent exemption for years six through ten for real property improvements made to the project site pursuant to Section 5709 of the Ohio Revised Code.

I have put a spreadsheet that outlines the tax abatement showing the tax Fabcor would pay without an abatement; what they pay with the proposed exemptions; and what the school receives with and without the abatement. These numbers are based on a 35% taxable value. This may be higher or lower depending on how the Auditor appraises the new investment.

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 Fabcor, council will 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 December 18th.

Resolution 25-12-01: Discussion, suspend, pass and adopt a resolution increasing appropriations in certain accounts/funds; transferring funds and declaring an emergency.

In your packet is a copy of a resolution that does several things. First it increases appropriations in one fund. The second thing that the resolution does is increase appropriations and revenues in several accounts. Finally, the resolution transfers funds from one account to another for several accounts. These adjustments are necessary, since we either have additional revenues coming in over what was expected or we had some additional expenses above what was anticipated at the first of the year. We are recommending these adjustments so that we keep all funds positive, so we can keep a balanced budget.

Ordinance 25-12-03: Discussion, suspend, pass and adopt the interim appropriations for 2026 and declaring an emergency.

Enclosed in your packet is a copy of an ordinance establishing interim appropriations for 2026 by fund accounts rather than individual line items. These interim appropriations will be used as a budget until a final appropriations budget is passed in early 2026.

This budgeting process allows the Village to calculate final numbers for 2025 before compiling the final 2026 budget. It also allows the village to continue to operate during the time the final budget is being prepared. Total interim appropriations for 2026 are set at \$ 9,108,500.00. This is about a 3.75% increase over the interim appropriations for 2025.

Since the interim appropriations will need to be passed before the beginning of the year, council will need to suspend pass and adopt this ordinance at the meeting.

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 by 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:

AMP Inc.	\$977,078.23	Power Bill
C & S Solutions	\$8,919.99	Wire for Push Camera
Gametime	\$424,038.68	Splash Pad
Peterson Construction Co.	\$12,495.00	Water Plant Valve Replacement
Western Ohio Asphalt Sealing	\$11,907.00	Street Repairs
Carolina Carports	\$6,544.55	Shed at Shooting Range
SAL Chemicals	\$14,327.00	Chemicals for Water Plant
Andover Bank	\$317,215.50	Bond Payment
Encompass	\$6,440.00	System Support – Electric
Fenson Contracting	\$125,929.16	Columbia Drive Water and Sewer
Hawkins Inc.	\$6,641.50	WWTP Chemicals

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

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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

CONTRACT

This Agreement made and concluded at Fort Loramie, Shelby County, Ohio this 9th day of September 2025, by and between the Loramie Fire District, Shelby County, Ohio, party of the First Part, and the Minster-Jackson Township Fire Department, Party of the Second Part, Witnesseth.

That the party of the First Part in consideration of the promises and agreement of the Party of the Second Part, herein set Party the sum of \$ 29,950, two partial payments to be paid within 30 days after the Loramie Fire District Clerk receives the real estate tax settlement check from the Shelby County Auditor and the Rollback and Homestead check from the Auditor of State. These funds are normally received in February and August.

In consideration whereof, party of the Second Part, agrees to furnish twenty-four (24) hour per day, fire protection and equipment available to all persons and properties locate within McLean Township North of the North Shore of Lake Loramie lying in Sections S1-T8S,R4E, S6-T8S-R5E, S-19, 20, 29, 30, 31, 32-T7S-R5E, of the Loramie Fire District, Shelby County, Ohio for the full term of one (1) year, January 1, 2026 to December 31, 2026 inclusive.

Said Party of the Second Part shall furnish the personnel of its Fire Department to any person or property within the Loramie Fire District requesting assistance of the Fire Department, but shall not be held responsible for failing to save a life, or property, nor responsible for any damage to property involved with an emergency call.

Said Party of the Second Part shall make available facilities for meeting purposes to the party of the First Part, providing that the dates and time of their meetings do not interfere with the operating of the Party of the Second part.

The Party of the Second Part shall furnish and maintain in full force and effect at all times during the term of this contract the following insurance:

1. Public liability insurance in the name of the Second Part in minimum amounts of \$1,000,000.00 for one person and \$1,000,000.00 for more than one person for a lost from tort resulting in bodily injury or death.
2. Public Liability insurance in the name of the Party of the Second Part in the minimum amount of \$1,000,000.00 for all property damage as a result of a tort.

It is the understanding of both parties that the party of the Second Part is an independent contracting agency with the party of the First Part and Party of the First Part is not liable for any actions of any Volunteer or Employee of the Party of the Second Part.

In witness thereof, the Parties hereto have set their hand on the Day and Year first written.

JEFFREY B SCHULZE
Clerk – Loramie Fire District

[Signature]
Chairman – Loramie Fire District

[Signature]
Member of the Loramie Fire District

[Signature]
Member of the Loramie Fire District

[Signature]
Member of the Loramie Fire District

Member of the Loramie Fire District

Clerk, Village of Minster

Mayor – Village of Minster

Fire Chief – Minster-Jackson
Township Fire Department

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

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

ORDINANCE 25-12-01

AN ORDINANCE AMENDING ORDINANCE 24-12-02 AND ESTABLISHING THE SALARY ADMINISTRATION PLAN PROVIDING FOR CONSIDERATION OF INCREASES IN COMPENSATION ON AN ANNUAL BASIS.

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

SECTION ONE:

The following employee classification plan and pay table are hereby established for all full-time hourly employee:

Public Works

Laborer I	M6
Laborer II	M8
Utility Maintenance Worker I	M10
Utility Maintenance Worker II	M11
Utility Maintenance Worker III	M12
Utility Maintenance Worker IV	M14
Superintendent	M20

Water/Waste Water

Operator in Training	M8
Operator I	M11
Operator II	M13
Operator III	M15
Operator IV	M16
Operator V	M17
Operator VI	M18
Superintendent	M24

Parks

Laborer	M5
Parks Worker I	M6
Parks Worker II	M7
Parks Worker III	M9
Parks Worker IV	M12
Director	M17

Administration

Admin Assistant I	M5
Admin Assistant II	M9
Utility Clerk I	M8
Utility Clerk II	M12

Electric

Groundsman	M8
Groundsman I	M10
Apprentice Lineman	M12
Lineman	M14
Journeyman Lineman	M18
Senior Lineman	M22
Superintendent	M27

Police Department

Officer 1	M12
Officer II	M15
Officer III	M17
Sergeant	M20
Admin Assistant I	M5
Admin Assistant II	M9

GIS

GIS Tech	M7
GIS Tech I	M9
GIS Tech II	M11
GIS Tech III	M113
GIS Manager	M17

Pay Table - Full Time Hourly Rate Employees

Pay Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
M5	\$21.22	\$21.90	\$22.60	\$23.35	\$24.25	\$24.66	\$25.42	\$26.00	\$26.44
M6	\$21.90	\$22.58	\$23.19	\$23.80	\$24.92	\$25.33	\$26.10	\$26.67	\$27.11
M7	\$22.58	\$23.26	\$23.95	\$24.52	\$25.33	\$26.00	\$26.83	\$27.11	\$27.79
M8	\$23.10	\$23.65	\$24.29	\$24.64	\$25.49	\$26.09	\$26.99	\$27.35	\$28.01
M9	\$23.93	\$24.17	\$24.64	\$24.97	\$25.59	\$26.42	\$27.09	\$27.82	\$28.66
M10	\$24.37	\$24.81	\$25.27	\$25.89	\$26.65	\$27.45	\$28.22	\$28.78	\$29.33
M11	\$25.04	\$25.49	\$26.19	\$26.76	\$27.45	\$28.12	\$28.78	\$29.46	\$30.01
M12	\$25.72	\$26.31	\$27.01	\$27.45	\$28.22	\$28.78	\$29.69	\$30.14	\$30.69
M13	\$26.40	\$26.84	\$27.56	\$28.12	\$28.78	\$29.46	\$30.14	\$30.82	\$31.36
M14	\$27.07	\$27.52	\$28.22	\$28.78	\$29.46	\$30.14	\$31.03	\$31.49	\$32.04
M15	\$27.71	\$28.37	\$28.89	\$29.55	\$30.26	\$30.91	\$31.53	\$32.19	\$32.85
M16	\$28.26	\$28.93	\$29.57	\$30.19	\$30.86	\$31.53	\$32.16	\$32.84	\$33.51
M17	\$29.64	\$30.37	\$31.12	\$31.89	\$32.59	\$33.32	\$33.96	\$34.78	\$35.13
M18	\$30.69	\$31.48	\$32.21	\$32.85	\$33.57	\$34.06	\$34.58	\$35.07	\$35.51
M19	\$30.90	\$31.62	\$32.54	\$32.92	\$33.59	\$34.43	\$35.30	\$36.05	\$36.88
M20	\$32.31	\$33.03	\$33.76	\$34.49	\$35.22	\$35.81	\$36.42	\$37.11	\$37.75
M21	\$32.98	\$33.69	\$34.42	\$35.15	\$35.89	\$36.49	\$37.17	\$37.82	\$38.50
M22	\$33.72	\$34.38	\$35.00	\$35.62	\$36.28	\$36.88	\$37.54	\$38.46	\$38.88
M23	\$34.40	\$35.07	\$35.70	\$36.33	\$37.00	\$37.63	\$38.30	\$38.96	\$39.66
M24	\$36.76	\$37.27	\$37.95	\$38.61	\$39.34	\$40.03	\$40.73	\$41.43	\$42.13
M25	\$37.19	\$37.87	\$38.61	\$39.21	\$39.94	\$40.82	\$41.38	\$42.29	\$43.38
M26	\$38.18	\$38.81	\$39.48	\$40.12	\$40.79	\$41.47	\$42.12	\$42.75	\$43.41
M27	\$39.81	\$39.81	\$40.53	\$41.18	\$41.84	\$42.36	\$43.02	\$43.63	\$44.29

SECTION TWO:

The following employee classification plan and pay range are hereby established for all salaried employees:

Village Administrator	\$ 125,500.00 per year
Police Chief	\$ 76,300.00 per year
Mayor	\$ 9,600.00 per year
Fiscal Officer	\$ 80,000.00 per year

Council Members	\$ 5,520.00 per year
Zoning Board Member	\$ 100.00 per meeting
Zoning Board Administrator	\$ 5,000.00 per year
Village Solicitor	\$ 13,650.00 per year

Note: Council has the discretion to withhold salary of Council members you are regularly absent from Council meetings and who do not have a valid excuse.

SECTION THREE:

The following employee classification plan and pay ranges for all part-time employees, including seasonal employees is amended as follows:

A) PART-TIME PERMANENT

	YEARS	1ST	2ND	3RD	4TH	5TH	6TH
LABORER	CLASS I	\$11.00	\$11.05	\$11.15	\$11.35	\$11.55	\$11.80
	CLASS II	\$11.85	\$12.20	\$12.45	\$12.60	\$12.85	\$13.10
	CLASS III	\$14.45	\$14.65	\$14.85	\$15.05	\$15.25	\$15.75

B) FIRE DEPARTMENT:

Fire Department employees shall be compensated as follows:

- 1) Fireman will be compensated based upon the following schedule:

Years of Service	Rate of Pay
1 st Year	\$11.00/hour
2 to 5 years	\$11.45/hour
6 to 10 years	\$11.95/hour
11 to 15 years	\$12.95/hour
16-20 years	\$13.45/hour
21 + years	\$14.45/hour

- 2) Line Officers will be compensated based upon their years of service plus \$1.00 per hour for hours worked.
- 3) The Fire Secretary will be compensated based upon their years of service for hours worked and will additionally be paid an annual salary of \$1,100.00.
- 4) The Assistant Fire Chief will be compensated based upon their years of service plus \$1.00 per hour for hours worked and will additionally be paid an annual salary of \$2,750.00.
- 5) The Fire Chief will be compensated based upon their years of service plus \$2.00 per hour for hours worked and will additionally be paid an annual salary of \$5,500.00.
- 6) Any Fireman who reaches 25 years of service or more and retires will be eligible for longevity pay according to the following:

- a) Upon retirement and for each year of service, the fireman would receive \$50.00 with maximum being paid at \$2,000.00.

C-1) PART-TIME SEASONAL

	YEARS	1ST	2ND	3RD	4TH	5TH	6TH	7TH
SUMMER LABORER		\$14.30	\$14.75	\$15.20	\$15.65	\$16.10	\$16.55	\$17.00
MOWER		\$15.30	\$15.75	\$16.20	\$16.65	\$17.10	\$17.55	\$18.00

C-2) PART-TIME SEASONAL POOL EMPLOYEES

	YEARS	1ST	2ND	3RD	4TH	5TH	6TH
LIFE GUARD		\$11.70	\$11.90	\$12.10	\$12.30	\$12.50	\$12.70
ASST. MANAGER		\$13.35	\$13.45	\$13.65	\$13.85	\$14.55	\$14.75
MANAGER		\$11,139.00					

A) PART TIME SEASONAL POOL EMPLOYEES SHIFT DIFFERENTIAL:

An additional \$0.40 per hour for hours worked between 5:00 p.m. and 9:00 pm.

B) PART TIME SEASONAL POOL EMPLOYEES WEEKEND RATE:

An additional \$.50 per hour for hours worked between 5:00 p.m. Friday and 9:00 p.m. Sunday.

C-3) PART-TIME – SEASONAL INTERNS

	YEARS	1ST	2ND	3RD	4TH	5TH	6TH	7TH
		\$12.65	\$12.90	\$13.15	\$13.40	\$13.65	\$14.00	\$14.15

D) POLICE DEPARTMENT

Auxiliary (Part-Time) Police Officer \$ 16.38 to \$ 19.26

SECTION FOUR:

In addition to the above classification plans and pay ranges, in certain circumstances the following pay rates will be established:

B) POLICE SHIFT DIFFERENTIAL:

An additional \$0.40 per hour for hours worked between 4:00 p.m. and 12:00 midnight

An additional \$.50 per hour for hours worked between 12:00 midnight and 8:00 a.m.

C) POLICE WEEKEND RATE:

An additional \$.50 per hour for hours worked between 4:00 p.m. Friday and 8:00 a.m. Monday.

D) MISCELLANEOUS:

1. Village Planning Commission Members do not receive compensation pursuant to the Ohio Revised Code.
2. Life Squad is paid per contract authorized by Ordinance.
3. 2026 Christmas Bonus is set at \$150.00 gross.
4. Mileage rate for reimbursement is the rate established by the Internal Revenue Service.
5. Mayor Outside Meeting Attended - \$95.00 per meeting
6. Delegate or Alternate attending Auglaize County Regional Planning - \$95.00 per meeting plus mileage

SECTION FIVE:

All employees shall be hired for a particular classification. The starting rate of pay will be dependent upon experience, education and knowledge. Generally, all new employees will be paid an amount equal to the minimum pay rate for each level or at a higher rate commensurate with the experience level of the new employee.

An employee can advance classification levels as that employee achieves the necessary qualifications as outlined in the applicable job description.

That all newly appointed employees shall work an introductory period of a minimum of six months before they are eligible for any increase in pay. The employee may be advanced depending upon the employee's ability and effort. If the employee's work is not satisfactory at any time within the introductory period, he or she is not retained as an employee.

The Administrator shall develop, maintain, and amend job descriptions for each classification. Council may abolish an existing classification or establish a new classification at any time. Job descriptions shall not restrict the job duties of any employee but shall be descriptive and explanatory only. The listing of a particular example of duties does not preclude the assignment of other tasks when considered necessary or desirable by the Department Head or Supervisor.

SECTION SIX:

That the salary administration plan of the Village shall be based on the current rate of compensation with consideration being given for pay increases based on one's ability to perform his/her functions, the show of interest, initiative and willingness to cooperate and take orders along with the length of service of said employee. By handling employee increases in this manner, it is Council's desire, through its employees, to better develop and improve the level of services to the public.

That the salary administration plan of the Village shall also recognize national and regional inflationary pressures and will seek to maintain the system's effectiveness by annually reviewing and considering the adjustment of salary and hiring rates. By handling employee increases in this manner, it is Council's desire to minimize costs of employee turnover and vacancies and to ensure that hiring rates remain competitive enough to attract employees skilled and talented to better improve the level of services to the public.

That Council's intent is to regularly review national and regional inflationary pressures and make recommendations for any adjustments to the various classification plans.

Adjustments to the classification plans for salaried and part-time employees as well as to items identified in Section Four are to be annually reviewed and approved by Council and are reflected as such in this ordinance.

SECTION SEVEN

All sections of this ordinance shall be effective Monday, December 29, 2025 for pay period January 9, 2026.

SECTION EIGHT

All ordinances inconsistent herewith are hereby repealed.

SECTION NINE

That this Ordinance shall take effect immediately and be in force from and after this date.

PASSED AND ADOPTED by the legislative authority of the Village of Minster on this the 16th day of December 2025.

ATTEST:

James Cain, Fiscal Officer

Craig Oldiges, Mayor

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

ORDINANCE 25-12-02

AN ORDINANCE APPROVING AN ENTERPRISE ZONE AGREEMENT WITH FABCOR INC. PURSUANT TO THE ENTERPRISE ZONE REGULATIONS AND TO DECLARE AN EMERGENCY

WHEREAS, in an effort to spur the industrial and commercial growth of the area the Village of Minster and the Auglaize County Board of County Commissioners have established and the Ohio Department of Development has certified a Rural Enterprise Zone Area that includes the Village of Minster and Jackson Township in Auglaize County; and

WHEREAS, an enterprise zone is an area within which special tax incentives may be offered by contract to businesses who agree to invest in capital improvements and/or create and/or retain jobs; and

WHEREAS, only those businesses that are qualified by financial responsibility and business experience to create and preserve employee opportunities in the Zone and to improve the economic climate of the Village and Township may apply for the tax incentives available in an Enterprise Zone; and

WHEREAS, Fabcor Inc. is an existing business in the community who is making a substantial capital investment at their facility and are creating new employment opportunities in the village; and

WHEREAS, Fabcor, Inc. has applied for a special tax incentive that would assist them in an expansion project that would see Fabcor Inc. invest up to \$3,051,195.00 in real property at their Minster facility, and

WHEREAS, Danone U.S. LLC. will create five (5) new jobs with an associated new employee payroll of \$208,000.00

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

SECTION 1: The enterprise zone agreement and related compensation agreement with Fabcor Inc. attached hereto, is hereby approved.

SECTION 2 This Ordinance shall be and it hereby is deemed to be an emergency measure for the immediate preservation of the public property, health, or safety by enabling economic growth to take place and this Ordinance shall take effect and be in force from and after its passage.

ADOPTED: December 16, 2025

Craig Oldiges, Mayor

Attest:

James Cain, Fiscal Officer

FABCOR TAX ABATEMENT

	Estimated Tax without Abatement	Estimated Tax with Abatement	School Portion of Estimated Tax Without Abatement	School Portion of Estimated Tax With Abatement
Year 1	\$31,069.00	\$12,427.60	\$22,325.00	\$8,929.23
Year 2	\$31,069.00	\$12,427.60	\$22,325.00	\$8,929.23
Year 3	\$31,069.00	\$12,427.60	\$22,325.00	\$8,929.23
Year 4	\$31,069.00	\$12,427.60	\$22,325.00	\$8,929.23
Year 5	\$31,069.00	\$12,427.60	\$22,325.00	\$8,929.23
Year 6	\$31,069.00	\$21,748.30	\$22,325.00	\$15,626.15
Year 7	\$31,069.00	\$21,748.30	\$22,325.00	\$15,626.15
Year 8	\$31,069.00	\$21,748.30	\$22,325.00	\$15,626.15
Year 9	\$31,069.00	\$21,748.30	\$22,325.00	\$15,626.15
Year 10	\$31,069.00	\$21,748.30	\$22,325.00	\$15,626.15
Savings to Company	\$310,690.00	\$170,879.50	\$223,250.00	\$122,776.92
Loss to School		\$139,810.50		\$100,473.08

VILLAGE OF MINSTER ENTERPRISE ZONE APPLICATION

PROPOSAL for Enterprise Zone Agreement between the Village of Minster/ Jackson Township/Auglaize County Commissioners located in the County of Auglaize and Robert H. Hoying Family Limited Partnership

1. Name of business, home or main office address, contact person, telephone and e-mail address:

<u>Fabcor, Inc.</u>	<u>Jacob Hoying</u>
Business Name	Contact Person
<u>P.O. Box 58</u>	<u>419-628-3891</u>
<u>350 S. Ohio Street</u>	Telephone Number
<u>Minster, OH 45865</u>	<u>jacob@fabcor.com</u>
Address	E-Mail

- A. Nature of business (manufacturing, warehousing, wholesale, retail stores or other):

Manufacturing: Engineering Design, welding, fabrication, machining

- B. If a consolidation, what are the components of the consolidation:

NA

- C. Form of business (corporation, partnership, proprietorship or other:

Corporation (S-Corp)

2. Name of principal owner(s) or officers of the business:

Jon Hoying (President) and Jacob Hoying (Vice President)

3. Is business seasonal in nature:

YES

X

NO

4. Current number of employees at site? 33 In Ohio 33

5. Is business relocating from another community in Ohio?

YES

NO

X

- A. If so what is the Communities' name: NA
6. Project Description: To keep up with growing demand, Fabcor intends to expand its current building by 44,000 square feet to the east. The expansion will greatly increase the production capacity allowing for an additional (7) planned overhead 10 ton cranes. The additional space will also provide processing efficiencies and multiple pieces of new equipment planned early and late 2026. The company will retain 33 employees and create at least 5 new hires.
7. Project which is located within the enterprise Zone will begin approximately November 2025 and will be completed by February, 2026 provided a tax exemption is provided.
8. Estimate the number of new employees the business intends to hire at the facility that is the project site. (Full time equivalent of permanent new jobs): 5
9. Estimate the amount of annual payroll such new employees will add: \$208,000
(Indicate separately the amount of existing annual payroll related to any job retention claim resulting from the project: _____)
10. Market value of the existing facility as determined for local property taxation: \$1,008,330
11. Businesses' total current investment in the facility as of the proposal's submission:
\$ 2,900,000
12. An estimate of the amount to be invested by the enterprise to establish, expand, remove or occupy a Facility:
- | | |
|--|----------------------------|
| A. Acquisition of Buildings: | \$ _____ |
| B. Additions/New Construction | \$ <u>3,051,195</u> |
| C. Improvements to Existing Buildings: | \$ _____ |
| TOTAL NEW PROJECT INVESTMENT: | \$ <u>3,051,195</u> |

13. Businesses' reasons for requesting tax incentives (Be specific as possible):

Due to strong growth year after year, Fabcor needs to increase production capacity
to keep up with demand from numerous clients across the state. Capital costs
of construction and new equipment greatly impact the company cash flow, including
maintaining existing operations. The available local tax incentive will greatly assist
Fabcor in year over year cost savings, strengthening its financial position to compete in
the market place, and to retain and create jobs in the Village of Minster.

Applicant agrees to supply additional information upon request. The applicant believes that the information contained in and submitted with this application is complete and correct.

Submitted by: Jacob Hoying, Vice President

Type or Print Name and Title


Signature

September 24, 2025

Date

ENTERPRISE ZONE AGREEMENT

This agreement made and entered into by and between the Village of Minster/Jackson Township Rural Enterprise Zone, the Township of Jackson, the Village of Minster and the County of Auglaize, Ohio (hereinafter collectively referred to as the "Governmental Entities" and Fabcor Inc., a S-Corporation, with its main offices located at 350 South Ohio Street, Minster, Ohio 45865 (hereinafter referred to as the "COMPANY").

WITNESSETH:

WHEREAS, the GOVERNMENTAL ENTITIES have encouraged the development of real property located in the area designated by resolutions adopted by the Township of Jackson, the Village of Minster and the County of Auglaize (hereinafter referred to as the "Resolutions") as an enterprise zone pursuant to Section 5709 of the Ohio Revised Code (the "Enterprise Zone"); and

WHEREAS, the COMPANY is desirous of constructing new building square footage (hereinafter referred to as the "PROJECT") within the boundaries of the aforementioned Enterprise Zone, provided that the appropriate development incentives are available to support the economic variability of said "PROJECT"; and

WHEREAS, the Director of Administrative Services of the State of Ohio determined that the Enterprise Zone designated the Resolution contains the characteristics set forth in Section 5709 of the Ohio Revised Code and certified Enterprise Zone as an enterprise zone under said Section 5709 of the Ohio Revised Code; and

WHEREAS, the GOVERNMENTAL ENTITIES are desirous of providing the COMPANY with incentives available for the development of the PROJECT in the Enterprise Zone under section 5709 of the Ohio Revised Code; and

WHEREAS, the COMPANY has submitted a proposed agreement application (herein attached as "EXHIBIT A") pursuant to Section 5709.63 of the Ohio Revised Code, (said, application hereinafter referred to as "APPLICATION"); and

WHEREAS, each of the GOVERNMENTAL ENTITIES has investigated the APPLICATION and has recommended the approval of same on the basis that the COMPANY is qualified by financial responsibility and business experience to create and preserve employment opportunities in said Enterprise Zone and improve the economic climate of the Enterprise Zone; and

WHEREAS, pursuant to Section 5709 of the Ohio Revised Code, the parties hereto desire to set forth their agreement with respect to matters hereinafter contained:

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties agree as follows:

1. The COMPANY shall construct the proposed PROJECT. The PROJECT will involve a total investment by the COMPANY of three million fifty-one thousand, one hundred and ninety-

five dollars (\$3,051,195.00) at the site. The PROJECT will begin in the first quarter of 2026 and all acquisition, construction and installation will be completed by third quarter of 2026.

2. The COMPANY shall use its commercially reasonable efforts to create or cause to be created within a time period not exceeding twenty-four (24) months after the completion of the PROJECT, the equivalent of five (5) new full time permanent jobs. The increase in the number of employees will result in two hundred eight thousand dollars (\$208,000) additional annual payroll for the COMPANY with the terms of this agreement.
3. The COMPANY shall cooperate with and provide necessary information to the designated Tax Incentive Review Council to enable the council to review and determine annually, during the period this agreement is in effect, the compliance of the COMPANY with the terms of this agreement.
4. The GOVERNMENTAL ENTITIES hereby grant a sixty percent (60%) exemption for years 1 through 5 and a thirty percent (30%) exemption for years 6 through 10 for real property additions made to the site of the PROJECT pursuant to Section 5709 of the Ohio Revised Code.
5. The COMPANY shall, during the exemption period and thereafter, continue to pay the taxes due on the land portion of the real estate bill for the PROJECT, and all other applicable taxes.
6. The GOVERNMENTAL ENTITIES shall perform all such acts and deeds as may be necessary or appropriate to effect, claim, reserve, and maintain the real property tax exemption provided in clause number four (4) herein above, including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with said tax exemption.
7. If for any reason said Enterprise Zone designation expires or the Board of County Commissioners revokes the designation of the Enterprise Zone, or if the Director of the Development for the State of Ohio revokes certification of the Enterprise Zone, any entitlement to tax exemptions as set forth in clause number four (4) above, shall continue to be enjoyed by the COMPANY, for the number of years specified in said clause number four (4) above, provided the COMPANY fulfills the terms of this agreement.
8. If the COMPANY fails to fulfill the terms of this agreement, the GOVERNMENTAL ENTITIES of Auglaize County shall have the right to terminate or modify the tax exemptions set forth in clause number four (4) above.
9. The COMPANY and the GOVERNMENTAL ENTITIES acknowledge that this Enterprise Zone Agreement must receive legislative approval by the Board of Commissioners of Auglaize County and the Council of the Village of Minster, and be forwarded on to the Ohio

Department of Taxation and Development within fifteen (15) days of approval to be finalized.

IN WITNESS WHEREOF, the Village of Minster by its Mayor and the County of Auglaize, Ohio, by its President of the Board of County Commissioners have caused this instrument to be executed this _____ day of _____, 2025 and Fabcor, by an officer, has caused this instrument to be executed on this _____ day of _____, 2025.

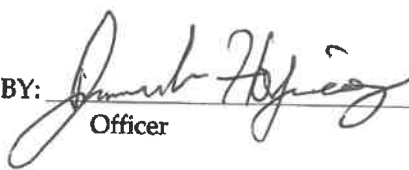
Auglaize County, Ohio

BY: _____
President

Village of Minster, Ohio

BY: _____
Mayor

Fabcor

BY:  _____
Officer

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

RESOLUTION 25-12-01

A RESOLUTION INCREASING APPROPRIATIONS IN CERTAIN ACCOUNTS/FUNDS; TRANSFERRING FUNDS AND DECLARING AN EMERGENCY

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:

The Fiscal Officer is hereby authorized to increase appropriations in the following funds as follows:

SUPPLEMENTAL APPROPRIATIONS

AMOUNT	ACCOUNT
\$171,651.23	201-0000-252-0 Public Works Department

SECTION 2:

The Fiscal Officer is hereby authorized to increase appropriations and revenue in the following funds as follows:

SUPPLEMENTAL APPROPRIATIONS WITH AN INCREASE IN REVENUE

AMOUNT	ACCOUNT
\$12,000.00	510-0000-154-3 Refuse Fund
\$591.00	215-0000-191-0 BWC Grant
\$500,000.00	101-0000-271-1 Transfer Out – KWh Tax

SECTION 3:

The Fiscal Officer is hereby authorized to make the following fund transfers:

TRANSFERS

FROM	ACCOUNT	AMOUNT	TO	ACCOUNT
101-0104-252-5	Parks -Entrance Sign	\$24,000.00	101-0101-211-0	Police Wages
101-0104-252-5	Parks -Entrance Sign	\$8,000.00	101-0101-211-1	Aux Police Wages
101-0104-252-5	Parks – Entrance Sign	\$400.00	101-0101-212-1	Police Aux Benefits
101-0102-254-2	Fire – Nozzle Replacement	\$5,000.00	101-0102-211-0	Fire Wages
101-0606-252-1	Clerk – Renewal & Consult	\$9,000.00	101-0606-212-0	Clerk Benefits
201-0000-242-4	PWD – Misc Hardware	\$30,000.00	201-0000-211-0	PWD Wages
201-0000-211-2	Snow -Slat Wages	\$112.93	201-0000-211-1	Natural Disaster Wages
201-0000-211-2	Snow – Salt Wages	\$1.61	201-0000-212-1	Natural Disaster -_ Benefits
502-0000-231-1	WWTP – JE utilities	\$20,000.00	502-0000-211-0	Waste Water - Wages
502-0000-241-0	WWTP -Lab/Chemical Exp	\$3,500.00	502-0000-211-1	Waste Water Admin - Wages

SECTION 4:

This resolution shall take effect at the earliest period allowed by law.

ADOPTED: December 16, 2025

Attest:

James Cain, Fiscal Officer

Craig Oldiges, Mayor

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

ORDINANCE 25-12-03

ORDINANCE TO ADOPT INTERIM APPROPRIATIONS FOR 2026

SECTION 1. The interim appropriations for 2026 shall be a total of \$9,108,500.00
Each fund is as follows:

\$2,000,000.00	101	General Fund (101)
\$260,000.00	201	Public Works Department (201)
\$12,500.00	202	State Highway (202)
\$12,500.00	203	Permissive \$5 License (203)
\$25,000.00	205	Fire/EMS Tax Levy (205)
\$0.00	211	American Rescue Plan (211)
\$0.00	215	BWC Grant (215)
\$0.00	216	Bullet Proof Vests (216)
\$500.00	218	Mayor's Court Computer (218)
\$0.00	219	Playground Equipment (219)
\$0.00	220	MARC Radio Grant (220)
\$0.00	221	Parkview ADA Sidewalks
\$30,000.00	302	Debt Service (302)
\$700,000.00	401	Capital Improvements (401)
\$0.00	407	Northwest Development (407)
\$0.00	408	Police Department (408)
\$600,000.00	410	Northeast Development (410)
\$15,000.00	414	Sanitary Sewer Replacement (414)
\$300,000.00	501	Water Department (501)
\$450,000.00	502	Waste Water Treatment Plant (502)
\$4,200,000.00	503	Electric Department (503)
\$40,000.00	505	Pool (505)
\$75,000.00	506	WWTP Upgrade (506)
\$250,000.00	507	Electric System Upgrade (507)
\$3,000.00	508	Utility Deposits (508)
\$0.00	509	Water Plant Expansion (509)
\$75,000.00	510	Refuse (510)
\$0.00	512	Water Tower (512)
\$60,000.00	516	Debt Service on WWTP Renovation (516)

\$9,108,500.00

Total Interim Appropriations

SECTION 2.

This Ordinance is hereby declared to be an emergency ordinance because of the need to allow for the payment of bills in order to maintain the welfare of the residents of the Village of Minster, Ohio.

ADOPTED: December 16, 2025

Mayor, Craig Oldiges

James Cain,
Fiscal
Officer

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

+++++

- 1) Freson Contracting is wrapping up the work on the installation of the sewer line and water line from Southgate Drive to Columbia Drive. They have removed the lift station and have finished installing the storm sewer and water lines. Currently, Fenson is preparing the ground for landscaping and seeding, which will be completed in the spring.
- 2) 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.
- 3) Leaf Pick-up has come to an end. Crews went out last week to collect piles of leaves that were out before the recent snow. Anyone that still has leaves will need to take them out to the compost area off west Seventh Street.
- 4) The Parks Department hosted the Winter Festival on December 12th. Even with the cold weather the event had a great turnout. The skating rink and the Santa photos were a big hit. A special thanks goes out to Ryan Geise and Adam Olberding for planning the event
- 5) The replacement spray feature for the splash pad has been ordered and is currently in the design phase. This will be a customized piece that will reflect the German heritage theme. Water Odyssey will be covering the cost of the piece.
- 6) Village crew repaired a water line leak on Third Street on Friday the 12th. The water line had a hole in the bottom of the pipe that was causing the leak. Crews were able to excavate the line and repair the line by mid-morning.
- 7) Village offices will be closed on Wednesday the 24th and Thursday, December 25th for the Christmas holidays and then again on Thursday, January 1st for New Year's Day.



Minster Police Department

Council Report: 12/16/2025

CFS From - To: 11/27/25—12/11/25 (Thursday to Thursday)

Reactive CFS:

Notable:

- Follow up on several investigations is ongoing. A few large investigations have recently concluded.

Proactive CFS:

Notable:

- See attached CMI report.

Community Engagement:

- Officers are conducting walk-throughs at Minster Schools.
- Officers are providing security at Minster High School basketball games.
- Officers are providing security at St. Augustine Church for Wednesday Mass.
- Sgt. Koesters and Ptl. Barrett helped at the annual Shop with the Blue event on December 13th.
- Chief Morris is in talks with school officials about potential training and other potential safety measures.
- Sgt. Koesters is presenting active shooter training to Heritage Manor Staff this week.

Department News:

- Chief Morris and Sgt. Koesters are going over year-end evaluations with all department employees.
- MPD is on pace to meet or exceed the highest annual call volume recorded since 2012, the earliest year available in our current tracking system. This increase is primarily driven by officers' self-initiated proactive calls.
- A Year-End Report will be provided to council in January 2026.

Topic for discussion at the next council meeting:



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 11/27/2025 until 12/11/2025

Nature Code	Nature Description	Total
0	INFORMATION ONLY	1
02	CRASH, PROPERTY DAMAGE	1
09	COMPLAINT	1
09C	COMPLAINT - CIVIL	1
10A	ASSIST AUG CO SO UNIT	2
10S	ASSIST SHELBY CO SO UNIT	1
12B	ALARM DROP	11
13	SPECIAL DETAIL	1
13H	UNLOCK HOUSE	1
13S	Special Event Security	2
13V	UNLOCK VEHICLES	1
18A	ANIMAL COMPLAINT	1
20A	DOMESTIC VIOLENCE	1
29	SQUAD RUN	2
34	JUVENILE INCIDENTS	1
53A	FOOT PATROL	23
57	TRAFFIC STOP	6
60	SUSPICIOUS PERSON	1
60A	SUSPICIOUS VEHICLE	3
63A	UNOCCUPIED HOME CHECK	1
74	OPEN DOOR	3
80	TRESPASSING	1
85	WELFARE CHECK	1
86	FOLLOW UP INVESTIGATION	3
87S	SCHOOL WALK THRU	15
911	911 HANGUP CALLS	1
UTY	REQUEST FOR VILLAGE UTILI	4
Grand Total: 90		

Date: 12/12/2025
Time: 8:07:02AM

Selective Check Register

VILLAGE OF MINSTER

Including all check statuses

For Bank Id 01 and Check Date from 11/17/2025 to 12/11/2025

User: FISCAL
Page: 1

BANK ID	CHECK #	STATUS	VENDOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT	EFT	C
01	174223	O	0000006037	BRIAN N. & KRISTEN A. SHERMAN	12/03/2025		79.00		
01	174224	O	0000006039	CONSTANCE L. LANGENKAMP	12/03/2025		50.00		
01	174225	O	0000006034	DAILY SERVICES LLC	12/03/2025		48.00		
01	174226	O	0000005388	DAVID C. WINCH	12/03/2025		21,250.00		
01	174227	O	0000006040	JAMES R. & SHIRLEY F. SHENK	12/03/2025		7,292.00		
01	174228	O	0000006036	MIDWEST CONSTRUCTION SERVICES	12/03/2025		23.00		
01	174229	O	0000005218	MILLER CONTRACTING GROUP INC.	12/03/2025		32.00		
01	174230	O	0000006035	RYDER INTEGRATED LOGISTICS INC	12/03/2025		7,683.00		
01	174231	O	0000005751	TIMOTHY & GAYLE KUEHNER	12/03/2025		175.00		
01	174232	O	0000006038	WESLEY & CASANDRA THIEMAN	12/03/2025		1,194.00		
01	174233	O	0000000267	AMERICAN MUNICIPAL POWER, INC.	12/03/2025		977,078.23		
01	174234	O	0000003808	AMP INC.	12/03/2025		687.50		
01	174235	O	0000003453	C & S SOLUTIONS, INC.	12/03/2025		8,919.99		
01	174236	O	0000004812	CHEMICAL SERVICES, INC.	12/03/2025		3,622.00		
01	174237	O	0000004148	CHILL TEX, LLC	12/03/2025		230.00		
01	174238	O	0000000018	CITY OF ST. MARYS	12/03/2025		13,360.89		
01	174239	O	0000000018	CITY OF ST. MARYS	12/03/2025		100.00		
01	174240	O	0000003239	CORE & MAIN	12/03/2025		137.08		
01	174241	O	0000004216	COUNTRYSIDE CONSULTING AND SUPPLY LLC	12/03/2025		344.00		
01	174242	O	0000001394	CROWN EQUIPMENT CORP	12/03/2025		2,753.68		
01	174243	O	0000000119	CULLIGAN LIMA	12/03/2025		18.45		
01	174244	O	0000002922	DISPLAY SALES COMPANY	12/03/2025		2,023.00		
01	174245	O	0000005578	FERGUSON WATERWORKS	12/03/2025		3,249.60		
01	174246	O	0000001920	GAME TIME	12/03/2025		424,038.68		
01	174247	O	0000006011	GAVIN SCHULZE	12/03/2025		449.73		
01	174248	O	0000005989	GLOBE LIFE	12/03/2025		415.12		
01	174249	O	0000000619	INDUSTRIAL APPRAISAL CO.	12/03/2025		1,235.00		
01	174250	O	0000006024	IRBY	12/03/2025		811.00		
01	174251	O	0000000315	JOINT TOWNSHIP DISTRICT MEMORIAL HOSPITAL	12/03/2025		122.00		
01	174252	O	0000000143	LEFELD WELDING & STEEL	12/03/2025		320.00		
01	174253	O	0000005256	LOCK KEYPERS LOCKSMITH SERVICES	12/03/2025		191.00		
01	174254	O	0000005555	MATTHEW BENDER & CO, INC	12/03/2025		287.11		
01	174255	O	0000003847	MIDNET MEDIA	12/03/2025		330.00		
01	174256	O	0000003544	OACP	12/03/2025		875.00		

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VILLAGE OF MINSTER

Including all check statuses

For Bank Id 01 and Check Date from 11/17/2025 to 12/11/2025

BANK ID	CHECK #	STATUS	VENDOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT EFT	C
01	174291	O	0000000071	WAGNERS IGA	12/11/2025		734.62	
01	174292	O	0000000131	WASHINGTON NATIONAL INS CO.	12/11/2025		145.70	
01	E01957	R	00000002325	FIRST NATIONAL BANK OF OMAHA	11/17/2025		5,743.29	X
01	E01958	R	00000000023	MINSTER BANK	11/17/2025		12,050.91	X
01	E01959	R	0000000132	OHIO SCHOOL DISTRICT	11/17/2025		797.58	X
01	E01960	R	0000000128	STATE OF OHIO	11/17/2025		1,878.59	X
01	E01961	R	0000000704	OHIO PUBLIC EMPL DEFERRED	11/21/2025		1,330.00	X
01	E01962	R	0000000001	US TREASURY FIT	11/21/2025		2,904.03	X
01	E01963	R	0000000135	VILLAGE OF MINSTER-B MED	11/21/2025		552.21	X
01	E01964	R	0000000136	VILLAGE OF MINSTER-D MED	11/21/2025		552.21	X
01	E01965	R	0000005497	COLONIAL LIFE	11/26/2025		72.00	X
01	E01966	R	0000000704	OHIO PUBLIC EMPL DEFERRED	11/26/2025		1,330.00	X
01	E01967	R	0000000872	TREASURER, STATE OF OHIO KWH TAX	11/26/2025		695.00	X
01	E01968	R	0000000001	US TREASURY FIT	11/26/2025		3,563.95	X
01	E01969	R	0000000135	VILLAGE OF MINSTER-B MED	11/26/2025		1,290.69	X
01	E01970	R	0000000136	VILLAGE OF MINSTER-D MED	11/26/2025		1,290.69	X
01	E01971	R	0000000132	OHIO SCHOOL DISTRICT	11/26/2025		1,917.08	X
01	E01972	R	0000005404	ANDOVER BANK	12/03/2025		317,215.50	X
01	E01973	R	0000003489	BURKE PETROLEUM, INC	12/03/2025		9,027.75	X
01	E01974	R	0000000026	CENTERPOINT ENERGY	12/03/2025		1,533.79	X
01	E01975	R	0000005426	MADISON ENERGY INVESTMENTS III LLC	12/03/2025		10,629.22	X
01	E01976	R	0000005846	MADISON ENERGY INVESTMENTS VI LLC	12/03/2025		41,983.40	X
01	E01977	R	0000003745	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	12/03/2025		871.80	X
01	E01978	R	0000003844	PITNEY BOWES INC.	12/03/2025		981.50	X
01	E01979	R	0000000063	RUMPKE WASTE, INC	12/03/2025		25,227.71	X
01	E01980	R	0000004424	US BANK EQUIPMENT FINANCE	12/03/2025		490.97	X
01	E01981	R	0000000134	OHIO INSURANCE - DENTAL	12/05/2025		25,356.71	X
01	E01982	R	0000005757	OHIO INSURANCE - GAP	12/05/2025		97,448.25	X
01	E01983	R	0000002816	OHIO INSURANCE - LIFE	12/05/2025		1,392.84	X
01	E01984	R	0000005756	OHIO INSURANCE - MEDICAL	12/05/2025		436,984.43	X
01	E01985	R	0000001971	OHIO INSURANCE - VISION	12/05/2025		5,379.61	X
01	E01986	R	0000002816	OHIO INSURANCE - LIFE	12/08/2025		1,271.26	X
01	E01987	R	0000000704	OHIO PUBLIC EMPL DEFERRED	12/09/2025		1,330.00	X
01	E01988	R	0000000132	OHIO SCHOOL DISTRICT	12/09/2025		1,535.17	X

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VILLAGE OF MINSTER

Including all check statuses

For Bank Id 01 and Check Date from 11/17/2025 to 12/11/2025

BANK ID	CHECK #	STATUS	VENDOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT	EFT
01	P00393	R	0000004613	HALF MOON VENTURES, LLC	12/11/2025		23,011.25	✓
01	P00394	R	0000005879	HAWKINS, INC	12/11/2025		6,641.50	✓
01	P00395	R	0000000416	SUNBELT SOLOMON SERVICES, LLC	12/11/2025		612.50	✓
01	P00396	R	0000001278	USA BLUE BOOK	12/11/2025		625.67	✓
01	P00397	R	0000003735	WINNER'S COMPUTER, LLC	12/11/2025		24,554.62	✓
Bank ID: 01		Name: MINSTER STATE BANK		Checking Account #:	01 002 2	Bank ID Totals:	2,872,657.56	
							Report Totals:	2,872,657.56

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Treasurer's Report

VILLAGE OF MINSTER

As of 12/31/2021

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ACCOUNT NO.	BEGIN CASH	CUR DEBITS	DESCRIPTION	CUR CREDITS	ENDING BALANCE	PAYABLES	OUTSTAND. CHKS	UNCOM. CASH	NET TREASURY CASH
101-0000-100-0			GENERAL FUND CASH ACCT						
127719.12		24493.88	427964.69		4724248.31	34824.16	3156573.49	4689424.15	7880821.80
FUND 101 GENERAL FUND									
127719.12		24493.88	427964.69		4724248.31	34824.16	3156573.49	4689424.15	7880821.80
									Uncommitted Less Encumbrances of -292.68 = 4,689,716.83
201-0000-100-0			PWD CASH ACCT						
477163.14		12058.91	141750.86		347471.19	9388.66	1099689.12	338082.53	1447160.31
FUND 201 PWD									
477163.14		12058.91	141750.86		347471.19	9388.66	1099689.12	338082.53	1447160.31
									Uncommitted Less Encumbrances of 292.68 = 337,789.85
202-0000-100-0			STATE HIGHWAY CASH ACCT						
83770.39					83770.39		87119.96	83770.39	170890.35
FUND 202 STATE HIGHWAY FUND									
83770.39					83770.39		87119.96	83770.39	170890.35
									Uncommitted Less Encumbrances of 0.00 = 83,770.39
203-0000-100-0			PERMISSIVE LICENSE CASH						
14412.24-					14412.24-		130000.00	14412.24-	115587.76
FUND 203 PERMISSIVE LICENSE FUND									
14412.24-					14412.24-		130000.00	14412.24-	115587.76
									Uncommitted Less Encumbrances of 0.00 = -14,412.24
204-0000-100-0			PARKS CASH ACCT						
220.00					220.00		37069.25	220.00	37289.25
FUND 204 PARKS FUND									
220.00					220.00		37069.25	220.00	37289.25
									Uncommitted Less Encumbrances of 0.00 = 220.00
205-0000-100-0			FIRE/EMS TAX LEVY - CASH						
910283.67					910283.67		304520.00	910283.67	1214803.67
FUND 205 FIRE/EMS TAX LEVY									
910283.67					910283.67		304520.00	910283.67	1214803.67
									Uncommitted Less Encumbrances of 0.00 = 910,283.67
210-0000-100-0			PICKLEBALL/BASKETBALL COURTS GRANT						
FUND 210 STATE ISSUE II									
211-0000-100-0			AMERICAN RESCUE PLAN ACT						
							174547.75		174547.75
FUND 211 U.S. EPA BROWNFIELD									
							174547.75		174547.75
212-0000-100-0			FIRE EXPOSURE GRANT						
FUND 212 FIRE TRAINING GRANT/FIRE EQUIPMENT GRANT									
213-0000-100-0			ALCOHOL AWARENESS CASH ACCT						
6023.50		13.50			6037.00			6037.00	6037.00

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Treasurer's Report

VILLAGE OF MINSTER

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As of 12/31/2021

ACCOUNT NO.	DESCRIPTION	PAYABLES	OUTSTAND. CHKS	UNCOM. CASH	NET TREASURY CASH
BEGIN CASH	CUR DEBITS	CUR CREDITS	ENDING BALANCE		
303-0000-100-0	WATER WELL - CASH				
FUND 303 WATER WELL NOTE					
401-0000-100-0	CAPITAL IMPROVE CASH ACCOUNT				
836668.34	126897.55	709770.79	1141214.21	709770.79	1850985.00
FUND 401 CAPITAL IMPROVEMENT FUND					
836668.34	126897.55	709770.79	1141214.21	709770.79	1850985.00
			Uncommitted Less Encumbrances of 0.00 = 709,770.79		
402-0000-100-0	STATE ISSUE CASH				
			67277.52		67277.52
FUND 402 PARK COMPLEX					
			67277.52		67277.52
403-0000-100-0	INDUSTRIAL PARK CASH ACCT				
454675.61	139736.73	314938.88	330253.75	314938.88	645192.63
FUND 403 CAPITAL IMPROVEMENT-LAND					
454675.61	139736.73	314938.88	330253.75	314938.88	645192.63
			Uncommitted Less Encumbrances of 0.00 = 314,938.88		
404-0000-100-0	OPEN				
			2438.00		2438.00
FUND 404 WESTERN LAKE AREA ASH REMOVAL GRANT					
			2438.00		2438.00
405-0000-100-0	OPEN				
FUND 405 EAGLE ACRES ST RECONSTRUCTION					
406-0000-100-0	OPEN				
			58410.17		58410.17
FUND 406 OPEN					
			58410.17		58410.17
407-0000-100-0	SIXTH ST. IMPROVEMENT CASH ACCT				
86846.19	86846.19		287391.70	86846.19	374237.89
FUND 407 SIXTH STREET IMPROVEMENT					
86846.19	86846.19		287391.70	86846.19	374237.89
			Uncommitted Less Encumbrances of 0.00 = 86,846.19		
408-0000-100-0	POLICE DEPARTMENT RENOVATION				
341.87	341.87		2424777.97	341.87	2425119.84
FUND 408 POLICE DEPARTMENT RENOVATION					
341.87	341.87		2424777.97	341.87	2425119.84
			Uncommitted Less Encumbrances of 0.00 = 341.87		
409-0000-100-0	WEBSTER STREET CONSTRUCTION CASH ACCT				

