

**COMMUNITY IMPROVEMENT CORPORATION  
BOARD OF TRUSTEES MEETING  
AT VILLAGE COUNCIL CHAMBERS**

**February 7, 2023**

**5:45 P.M.**

- I. Discuss and approve the February 1, 2022 meeting minutes.
- II. New Business
  - A. Review and Approve the 2022 Annual Report
  - B. Accept the resignation of John Stechschulte and Brenda Boeke from the Community Improvement Corporation
  - C. Approve the appointment of Brittany Hemmelgarn, Todd Weigandt, and Josh Meyer to the Community Improvement Corporation.
  - D. Election of Officers
  - E. Any Business brought to the meeting
- III. Old Business
- IV. Committee Reports
  - A. New Business and Publicity – Don Harrod
    1. New Businesses in town since February 2022
  - B. Business Retention and Expansion –
    1. Growth and Planning
    2. Community Outreach Business Meetings
    3. Update/other
  - C. Economic Development and Planning –
    1. Industrial Property Status
  - D. Land Search Committee –
    1. Update/Other
- V. Update on Industrial Park and Village Improvements –Don Harrod
  - A. Electric
  - B. Water and Waste Water Treatment
  - C. Street Projects
  - D. Recreation Plans
- VI. Motion to Adjourn

**MINUTES**  
**Meeting of the Board of Trustees**  
**of the**  
**Minster Community Improvement Corporation**

Minutes of the regular meeting of the board of trustees of the Minster Community Improvement Corporation held at the Minster Village Council Chambers, Minster, Ohio, at 5:45 p.m. on Tuesday, February 1, 2022.

Matt Quinter called the meeting to order. Silent roll call of members was taken with those present being Brenda Boeke, John Stechschulte, Jim Lammers, Dennis Kitzmiller, Steve Eiting, Tom Herkenhoff, Don Harrod, Craig Sherman, Curt Albers and Amy Siegel.

The reading of the minutes from the February 2021 meeting was dispensed. A motion to accept the minutes as written was made by Tom Herkenhoff and seconded by Brenda Boeke. All members voted in approval. Motion carried.

The first order of new business was to review and approve the 2021 Annual Report. Reading of the Annual Report was dispensed and Don Harrod made a motion to approve the 2021 Annual Report. Motion was seconded by Steve Eiting. All members voted in approval. Motion carried.

The second order of new business was the election of officers. Matt Quinter asked for nominations of new officers. Upon discussion, Curt Albers motioned to keep all officers the same for the next year. Craig Sherman seconded the motion. All voted in favor to keep the officers the same. Motion carried.

The third order of new business was the appointment of Diane Juette to the Minster Community Fund. Wes Farno was the representative and his term ends 12/31/2022. John Stechschulte made a motion to approve the appointment of Diane and seconded by Brenda Boeke. All voted in approval. Motion carried.

The fourth order of new business was to approve the sale of 0.75 acres to Thieman Land Holdings. Fox Supply would like to expand their building by 12,000 sq ft. This expansion will enable them to hire 5 new employees. Council approved on 12/7/21 designating the land as not needed for municipal purposes. Steve Eiting confirmed with Don that there is still a sellable lot to the West of Fox Supply and it was also confirmed the price for 0.75 acres is \$15,000. A motion to approve the sale of 0.75 acres was made by Craig Sherman and seconded by Jim Lammers. All members voted in approval. Motion carried.

The fifth order of new business was to accept the resignation of Jerry Baumer. Matt confirmed with Don that we do not need to fill Jerry's spot; however, it would be nice to get a new member in. A motion to accept Jerry's resignation was made by Tom Herkenhoff and seconded by Jim Lammers. All members voted in approval. Motion carried.

No old business was presented to the Board for consideration.

Being no further business presented for discussion, Don Harrod gave the New Business and Publicity committee report. The new businesses in the community in 2021 are O'Reilly's, 419 Nutrition, Edward Jones, ADS Financial. It was also noted that a total of 27 leads were received from JobsOhio in 2021, in which all of these leads are looking for larger buildings and/or parcels of land.

Don Harrod reported the cancellation of the Community Outreach Business meetings due to COVID-19, but plan to start having them again in 2022.

Don Harrod went over the Business Retention and Expansion and noted there are 20 acres available at the industrial park. The Village also has the Berger Farm on St Rt 119 of approximately 121 acres after 17 acres of wooded lot sold in 2021.

Finally, Don Harrod highlighted recent and proposed village improvement activities. He noted the following:

- Electric system – The Village has had conversations with DP&L about improvement projects. This summer DP&L plans to move lines close to the Public Works building so that both feeds are not on the same line. DP&L also has plans in 2024 and 2025 to work on improvement projects in the area. Don stated the steel transmission pole at Progress Tool is complete and the electric department is currently working on installing underground wire along the canal. Another project the electric department is working on is replacing the poles along the golf course that woodpeckers have damaged.
- Water – Don stated the plans are 90% finished for the new water tower in which we received a 2.5-million-dollar grant and will be bid out this spring.
- Wastewater – The Village has been working on trying to resolve a TDS issue by working with CDM to find engineering solutions. Two options are to dilute the TDS with well water or figure somewhere else to dump it (Lake Loramie).
- Street Projects – Brumbaugh Construction started work on east 7<sup>th</sup> Street on 1/31/22 to replace the water line. The 2<sup>nd</sup> phase of 7<sup>th</sup> Street Don hopes to bid out this year and have a \$500,000 0% interest loan for.
- The Park & Recreational Department – Concrete has been poured around the little league concession stand and new surface under the playground has been installed on the south side of Four Seasons and will be poured at the playground on the north side of the park. The Village is working with the school about reconstructing the east tennis court.

Don Harrod opened the table up for additional comments.

There were no additional comments. Upon the conclusion of the committee reports and with no further business presented for discussion, John Stechschulte motioned to adjourn. Steve Eiting seconded the motion with all in favor. Meeting adjourned at 6:05 p.m.

Submitted by: Amy Siegel

**County: Auglaize**  
**Annual Report: 2022**  
**Date: January 24, 2023**

**MINSTER COMMUNITY IMPROVEMENT CORPORATION**  
**(ESTABLISHED: 1980)**

1. **Territorial Jurisdiction:** Village of Minster
2. **Designated Agent:** The Village of Minster, Ohio has designated the corporation as its agent for development.
3. **Person to be Contacted:** Amy Siegel

Business Address

5 W. Fourth St.  
P.O. Box 1  
Minster, OH 45865-0001  
(419) 628-3497

4. **Officers:**

|                      |              |                                  |
|----------------------|--------------|----------------------------------|
| President:           | Matt Quinter | Engineer                         |
| Vice President:      | Steve Eiting | Banker                           |
| Secretary/Treasurer: | Amy Siegel   | Village Administrative Assistant |

5. **Trustees:**

|                     |                               |
|---------------------|-------------------------------|
| Curt Albers         | Village Council Member        |
| Jack Buschur        | Electrical Contractor         |
| Craig Sherman       | Village Council Member        |
| Don Harrod          | Village Administrator         |
| Tom Herkenhoff      | Village Council Member        |
| Dennis Kitzmiller   | Mayor                         |
| Jim Lammers         | Manufacturer's Representative |
| Rudy Quinter        | Marketing                     |
| Jim Shenk           | Attorney                      |
| Brittany Hemmelgarn | Village Fiscal Officer        |
| Josh Meyer          | School Superintendent         |
| Todd Weigandt       | Real Estate                   |

6. **Activities:**
  - There have been no industrial revenue bonds issued since the last annual report.
  - The Village undertook and completed several projects within the village.
    - *Sale of Land:* Sale of parcel ground (0.75 acres) at the Industrial Park to Thieman Holdings, LLC (Fox Supply).
    - *Purchases:* There were no land purchases in 2022.

- *Street Improvements:* Resurfaced various streets in the community including:  
**Ohio Street (Sixth to Seventh)**  
**Jefferson Street (Third to Calvary Chapel parking lot)**  
**Fifth Street (Hanover to Main)**  
**Fourth Street (Garfield to Paris)**  
**Seventh Street (Cleveland to railroad)**  
 Completed the reconstruction of East Seventh Street Phase I.  
 Began Sidewalk Repair Program
- *Utility Improvements:*  
 Started engineering of new water tower.  
 Begun engineering for Dues Ditch Storm Water Project.  
 Made emergency repairs to the Ohio Street Water Tower.  
 Lined sanitary sewer line between Hanover Street and Lincoln Street and Third Street to Fifth Street.  
 Began engineering on TDS study for Waste Water Treatment Plant.  
 Renovated cold storage building at Waste Water Treatment Plant.  
 Set steel transmission line pole at Progress Tool.  
 Approved various easements for Dayton Power and Light to rebuild transmission line.
- *Economic Development Activities:*  
 Continued involvement with AMP, Jobs Ohio, Dayton Development Corporation and Auglaize County Economic Development Coalition, and West Central Ohio Development Council in pursuit of economic development.  
 Participated in a local workforce development program.  
 Supported HometownOpportunity.com.  
 Amended an Enterprise Zone Agreement with Nidec Minster.
- *Parks:*  
 Resurfaced playground at Four Seasons Park.  
 Concreted around Little League Concession Stand.  
 Received \$87,000 grant from State of Ohio Nature Work's Program for playground improvements at Paris Street Park.
- *Other:*  
 Successfully renewed 3 mill – 3-year Tax Levy for Fire and EMS.
- **CIC Committees**
  - *Business Retention* – Due to COVID there were no meetings with local area businesses.
  - *Economic Development and Planning* - Continued work with the Dayton Development Corporation, AMP and the Job Ohio to attract new businesses.
  - *Land search committee* – Continued work with local real estate agents on the purchase of additional land.

**7. Financial Statement:**

The corporation had no income and no expenditures in 2022.

|                                     |   |                |
|-------------------------------------|---|----------------|
| Balance in checkbook as of 12-31-21 |   | \$80.60        |
| Income:                             | + | \$0.00         |
| Expense:                            | - | \$0.00         |
|                                     |   | -----          |
| Balance in checkbook as of 12-31-22 |   | <u>\$80.60</u> |

Respectfully submitted,

Amy Siegel  
Secretary/Treasurer

**Minster Community Improvement Corporation**  
**Income Statement**  
**Year Ended December 31, 2022**

|                |      |                      |
|----------------|------|----------------------|
| Revenue        |      | \$ -                 |
| Expenses       | \$ - |                      |
| Total Expenses |      | \$ -                 |
| Net Income     |      | <u><u>\$0.00</u></u> |

**Minster Community Improvement Corporation**  
**Balance Sheet**  
**Year Ended December 31, 2022**

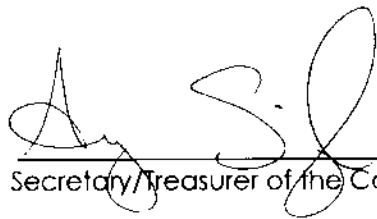
|              |                        |                       |                        |
|--------------|------------------------|-----------------------|------------------------|
| Assets       |                        | Liabilities           | \$0.00                 |
| Cash         | \$ 80.60               | Equity                | \$ 80.60               |
|              |                        | Total liabilities and |                        |
| Total Assets | <u><u>\$ 80.60</u></u> | Equity                | <u><u>\$ 80.60</u></u> |

**Statement of Cash Flows**  
**Minster Community Improvement Corporation**  
**For the year ended December 31, 2022**

|                                            |      |                    |
|--------------------------------------------|------|--------------------|
| <b>Cash Flow from Operating Activities</b> | \$ - |                    |
| Cash provided by operating activities      |      | <u>\$ -</u>        |
| Net increase (decrease) in cash            |      | <u><u>\$ -</u></u> |

## STATEMENT OF CERTIFICATION ON USE OF FUNDS

I, Amy Siegel, do hereby certify that the Community Improvement Corporation of Minster has not received, spent, or processed any monies, other than those items indicated on the annual report and has \$80.60 in the Community Improvement Corporations name for the reporting period ending December 31, 2022

Signed:  Date: 2-7-23  
Secretary/Treasurer of the Community Improvement Corporation

Signed:  Date: 2-7-23  
President of the Community Improvement Corporation