

January 20, 2026
Tuesday - 6:30 p.m.
Village of Minster Council Chambers

- 1) Call to Order
- 2) Approval of the meeting minutes of January 6, 2026. ~~ND~~ TREY | TRAVIS
- 3) Introduction of Visitors:
 - a)
- 4) Ordinances and Resolutions:
 - a) Resolution 26-01-01: Discussion and second reading of a resolution authorizing the Village's participation in the Ohio Department of Administrative Service's Cooperative Purchasing Program for 2026. CRAIG | CURT
 - b) Resolution 26-01-02: Discussion and second reading of a resolution authorizing the sale of excess personal property by internet sales. JOSH | NICOLE
 - c) Ordinance 26-01-01: Discussion and second reading of an ordinance to approve the execution of a schedule with American Municipal Power, Inc. for participation in the Community Energy Savings Smart Thermostat Program. TRAVIS | TREY

5) Committee Reports and Discussion Items:

~~S~~treets: Nicole, Trey, and Travis
~~S~~afety: Nicole, Curt, Josh
~~P~~arks: Curt, Josh, Nicole
~~P~~ersonnel: Curt, Craig, Josh

~~F~~inance/Audit: Travis, Craig, Trey
~~U~~tilities: Josh, Nicole, Travis
~~E~~con. Development: Trey, Travis, Craig
~~C~~ommunity Engagement and Development:
Craig, Curt, Trey

6) Old Business:

a)

7) New Business:

- a) Discussion and motion to appoint individuals to various commissions and boards. NICOLE | TRAVIS
- b) Discussion and motion to seek bids for the Brick Replacement Project on Fourth Street over the canal. ~~ND~~ TREY | JOSH
- c) Discussion and motion to move James Cain from introductory status to full time permanent status as the Village's Fiscal Officer.
- 2.8 % RAISE ~~ND~~ JOSH | CURT

d) Discussion and motion to approve Invoices over \$3,000.00 Curt/Travis

8) Administrator's Report

9) Invoices: \$ 1,475,836.76 Nicole/Josh

10) Receipts: \$

11) Motion to enter executive session to discuss employee compensation including wages and benefits. 743 → ENTER (Curt/Travis)

12) Motion to adjourn 813 - Josh/Travis - Out

↳ Nicole/Travis

STATE OF
VILLAGE
3/19/2006

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, January 6, 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, Nicole Clune, 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.

Re-elected Council members Wilges, Steele, Sherman and Albers were all sworn in and signed their Oath of Office.

Approval of December 16, 2025, Minutes: Sherman and Osterloh motioned to approve the minutes from the regular meeting on December 16, 2025. Motion passed unanimously.

Visitors: None

ORDINANCE AND RESOLUTIONS:

Resolution 26-01-01: Discussion and first reading of a resolution authorizing the Village's participation in the Ohio Department of Administrative Services' Cooperative Purchasing Program for 2026.

Enclosed is a copy of Resolution 26-01-01 authorizing the village's participation in the State of Ohio's Cooperative Purchasing Program, more commonly known as State Purchasing. The Department of Administrative Services requires local governments to annually pass a resolution or ordinance authorizing their participation in this program.

The primary benefit of this program is that it allows local governments to realize the benefits and cost savings of buying goods and services through state contracts. Local governments can buy limited quantities of equipment or materials at bulk rates through the program and can avoid incurring the additional costs that are associated with the formal bidding process.

Participation in the program does result in a significant costs savings for the village and I would encourage Council to pass this resolution.

A motion by Clune and Steele for the first reading of Resolution 26-01-01. Motion passed unanimously.

Resolution 26-01-02: Discussion and first reading of a resolution authorizing the sale of excess personal property by internet auction.

In your packet is a copy of a resolution expressing the Village's intent to sell excess personal property by internet auction. For the past several years, we have utilized a government internet auction site called

GovDeals.com to auction excess equipment and vehicles that we had accumulated. We would like to do the same this year as equipment and vehicles are replaced. However, to do this, according to the Ohio Revised Code, the legislative authority must adopt a resolution expressing its intent to sell excess and used property by internet auction each year.

Just to refresh your memory, GovDeals.com is an internet site for the sale of government surplus equipment only. Communities can list their excess equipment on the site, set a minimum bid limit, set terms and conditions of a sale and set an auction length. Bidders can easily register and bid on equipment of their choice. There are no fees to list the equipment. If a piece of equipment sells, there is no client fee, however the winning bidder pays a buyer's premium. Payment from a successful bidder is due within 5 business days and payments are made electronically through the GovDeals.com website and then transferred into the village's bank account.

Even though we would be selling items on the internet, the Ohio Revised Code does call for the notice of sale to be published once in a local paper and put on the village's website.

If this is acceptable to council, the resolution would need to be passed.

A motion by Albers and Steele to have the first reading of Resolution 26-01-02. Motion passed unanimously.

Ordinance 26-01-01: Discussion and first reading of an ordinance to approve the execution of a schedule with American Municipal Power, Inc. for participation in the Community Energy Savings Smart Thermostat Program.

Late last year, Erin Miller from AMP presented information on a program offered by AMP called the Smart Thermostat program. This program combats transmission and capacity charges by reducing members system peak demand through the management of Wi-Fi connected thermostats. The program, which was started in 2023 is a thermostat program that adjusts thermostat load during peak days but no more than 80 hours a year. There were 16 peaking events in 2025 where the thermostats were changed.

Residents who have a Wi-Fi connected thermostat can participate at no cost to them. During peak times, the thermostat's set point would be raised by no more than three degrees. This increase in temperature reduces equipment load at peak times by more than 1 kW per thermostat enrolled. A customer who signs up for the program receives a onetime incentive payment of \$55 and if they stay enrolled after each peaking season, they can win an additional \$250.00. A customer can also opt out of any event, where the thermostat set point is raised.

AMP has seen a participation rate of 1.5 to 2% of residential meters enroll in the program. Based upon the number of meters that the village has that would be around 25 meters. The Village would need to pay AMP \$80.00 per meter that is enrolled, however, the estimated annual savings per thermostat enrolled is \$138.00, a net savings of \$58.00 a meter for the village. Annual savings for the village based upon 20 to 25 meters enrolled would be about \$1,160.00 to \$1,508.00. If more meters enroll than the number will rise.

There is no other cost for the village to participate in the program. Members only need to help market the program to customers and provide AMP with a customer list for participant verification. AMP provides all the marketing materials

Even though the savings are small for the village, any efforts at reducing the capacity and transmission peaks for the village save all customers in the long run. This is especially true as capacity charges and transmission charges continue to rise. If council would want to participate in the program, they would need to pass an ordinance. The deadline for enrollment for 2026 is February 27th, so council could give the ordinance the full three readings

A motion by Osterloh and Wilges to have the first reading of Ordinance 26-01-01. Motion passed unanimously.

COMMITTEE REPORTS:

STREETS: None

SAFETY: Clune reported on the Minster Area Life Squad run totals for 2025. There were 227 total runs. 73 of them were non-transport. There were 182 calls in the Village, 19 for McClean Twp, 29 to Jackson Twp, and 4 for Van Buren Twp.

PARKS: None

PERSONNEL: None

UTILITIES: Met on 12/9 to discuss Delta Star transformer and the Community Energy Savings Smart Thermostat program.

ECONOMIC DEVELOPMENT: None

COMMUNITY ENGAGEMENT AND DEVELOPMENT: None

FINANCE/AUDIT: None

OLD BUSINESS: None

NEW BUSINESS:

Discussion and motion to appoint a council president.

At the first meeting of the year, Council has always appointed a Council President. This person acts as the mayor when the mayor cannot perform his duties.

Steele and Sherman motioned to appoint Albers as Council President. Motion passed unanimously.

Discussion and motion to appoint two councilors as the Council representatives to the Volunteer Fire Fighters' Dependent Fund.

Each year Council appoints two members to serve as their representative on the Volunteer Fire Fighters' Dependents Fund Board. In the past it has always been the chairperson of the Safety Committee. If we follow the same protocol as in the past, Nicole would be the appointee to this Board. We also need to appoint another member of the Safety Committee to serve on the board.

To make the appointments, Council should pass a motion doing so.

Sherman and Albers motioned to appoint Clune and Osterloh as representatives to the Volunteer Fire Fighters Dependent Fund. Motion passed unanimously.

Discussion and motion to employ Carter Elking as a park's laborer for the Parks and Recreation Department.

Late last year, we advertised for candidates to fill a new position in the Park's Department. We received several applications for the position and conducted interviews. Based upon the resumés and the interviews, both Ryan and I would like to recommend that Council consider hiring Carter Elking for the Park's Laborer position in the Park's Department.

Carter is a graduate of New Bremen High School and has experience in lawn and diamond maintenance from having worked at the Village of New Bremen and Crown while in school. He is very personable and both Ryan and I believe that he will fit in well with Adam Olberding in the department. He also seems eager to learn and should be able to quickly pick up on how to complete projects.

Carter would be classified as Park's laborer I and would be on a six-month introductory period. We would like to start Carter out at \$22.51. He would be available to start work shortly, if Council agrees with the recommendation. As with all new employees, the mayor needs to recommend appointing Carter to the position and Council needs to confirm the appointment through the passage of a motion.

Clune and Steel motioned to hire Carter Elking as a park's laborer for the Parks and Recreation Department. 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 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:

Mack Industries	\$5,152.00	Reissue for lost check
Brenneman Excavating	\$11,800.00	Manhole and Valve Adjustements
IRBY	\$32,420.00	Wire
McWane Poles	\$11,464.15	Poles for Electric Department
SAL Chemicals	\$7,902.20	Chemicals
Anixter Inc.	\$11,101.16	Specialty Tools
		Switchgear and Conduit for Well Field
Buschur Electric	\$6,506.89	Building
SecurCom	\$7,389.06	Cameras at Four Seasons Park
		New Computers at Police Department
Winners Computers	\$7,463.85	and Monthly Expenses
Minster Area Life Squad	\$24,125.00	4 th Quarter Pay

A motion to approve invoices over \$3,000 by Osterloh and Wilges. Motion passed unanimously.

Discussion and appointment of a designee to attend the required public records training for Craig Sherman, Curt Albers, Travis Wilges and Trey Steele.

Under a House Bill passed several years ago, each elected official needs to attend or appoint someone to attend a mandatory open meeting seminar sometime during their term in office. With Craig, Nicole, Travis and Trey being newly elected, they would need to attend or appoint someone to attend.

If each councilor wants to appoint me as the representative for these meetings, I will make sure that I get to the required training, prior to end of 2024.

All newly re-elected Councilmen appointed Don Harrod to be their representative for public records training.

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

The City of St. Mary's is reporting that we received \$406,694.21 in income tax dollars for the month of December 2025. For the year, we received \$5,245,320.48. This is approximately \$76,000 more than what we received last year to date and marks our second highest amount received. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

Steele and Osterloh motioned to approve the December 2025 Income Tax Report submitted by the City of St. Marys. Motion passed unanimously.

ADMINISTRATOR REPORT:

- 1) Crews are almost finished on the transfer of the generator, well controls, and switch gear from the old well house to the new well house at Four Seasons Park. Once work is completed, we will need to re-pour part of the concrete walkway from the parking lot to the large diamond complex.
- 2) The Village is applying for a grant from the State Fire Marshal's office for the Fire Department. Grants will be awarded up to \$50,000.00 for equipment for small rural fire departments. The Fire Chief has requested funding for an extraction tool; hoses and confined space equipment. Deadline for submitting the grant is January 10th.
- 3) Brumbaugh Construction continues to work on the sidewalk installation on the east side of State Route 66 north of the Eagle Plaza. They have some work to finish on the southeast corner of Bensman Road and State Route 66 and should be able to wrap the project up this week or next depending on the weather.
- 4) Employees will begin the removal of the Christmas decorations from the streets and the park this week. Once again, we will leave the lights in the trees along Fourth Street until early spring.

A motion to approve invoices totaling \$184,044.97 by Wilges and Sherman. Motion passed unanimously.

A motion to accept the receipts of \$2,246,859.75 by Steele and Osterloh. Motion passed unanimously.

Adjournment: Motion to adjourn was made by Steele and Albers at 7:02pm. 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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Resolution 26-01-01: Discussion and second reading of a resolution authorizing the Village's participation in the Ohio Department of Administrative Services' Cooperative Purchasing Program for 2026.

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peak demand through the management of Wi-Fi connected thermostats. The program, which was started in 2023 is a thermostat program that adjusts thermostat load during peak days but no more than 80 hours a year. There were 16 peaking events in 2025 where the thermostats were changed.

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Discussion and motion to appoint individuals to various commissions and boards.

There are several positions open on various boards and commissions that will need to be re-appointed for new terms. These open positions and those who have volunteered to serve are listed below:

Tree Commission (3 Year Term)

Kellen Mescher
Open

West Ohio Rail Authority (3 Year Term)

Don Harrod

Community Fund Representative (3 Year Term)

Joel Wuebker

Regional Planning Commission (2 Year Term)

Craig Oldiges
Don Harrod

Income Tax Appeal (2 Year Term)

Xavier Bernhold
Mike Griner
Phyllis Baumer

We still have an opening for a position on the Tree Commission that we will need to fill yet. For these individuals to serve on their respective boards, the Mayor must appoint and the Council must approve the appointments by passage of a motion.

Discussion and motion to seek bids for the Brick Replacement Project on Fourth Street over the canal.

Choice One Engineering has completed the engineering on the Fourth Street brick repair over the canal. This project involves replacing the brick, the underlaying concrete base and the bituminous layer that hold the bricks together. As anyone knows who has driven over the bricks they are starting to settle out, and we believe this is do to the underlying concrete deterioration and the fact that the bricks are shifting due to not having a solid anchor keeping the bricks tight against each other. Choice One's recommendation is to replace the underlaying concrete and attach a piece of angle iron where the bricks meet the asphalt to help hold the bricks in place better. This will keep the bricks from shifting and cause the bricks to deteriorate.

This work is very labor intensive as many of the bricks need to be cut to fit in the area. Choice One has prepared an estimated costs of the project of \$188,765.00, with \$46,000.00 being for the concrete base and \$79,000.00 allocated to remove and reset the bricks. I have included a copy of the estimate in your packet for your review.

Last week, the street committee met to discuss the project and were in favor of seeking bids for construction. Choice One is working on the bid documents for the project, however, to seek bids council would first need to authorize us to do so through the passage of a motion.

Discussion and motion to move James Cain from introductory status to full time permanent status as the village's fiscal officer.

Jim Cain has completed his six-month introductory period as Fiscal Officer and should be removed from the introductory status to permanent full-time status.

In my opinion, Jim has done a very good job in his first six months of employment with the Village. Jim has taken the necessary training to learn the Harris accounting system and is working very diligently to wrap up fiscal year 2024 and fiscal year 2025. He seems to be a quick learner and isn't afraid to ask questions for clarity. His previous knowledge obtained from being a fiscal officer for Van Buren township has served him well as he has transitioned to his new position.

I have spoken with the Mayor and he suggested that we go into executive session to discuss Jim's removal from introductory status with the entire council. If Council wants to grant a pay increase to Jim, we will need pass an ordinance amending the 2026 pay ordinance which would set a new salary for Jim.

As we have done in the past, the Mayor would need to make a recommendation and Council would need to confirm the recommendation to remove Jim from introductory status with the passage of a motion.

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

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

PAB CONSTRUCTION	\$ 63,777.42	HAMILTON ST. RECONSTRUCTION
CITY OF ST MARYS	\$ 19,551.56	4TH QTR ADMIN FEE
CIVIC PLUS	\$ 4,617.27	SOCIAL MEDIA

CORE AND MAIN	\$ 3,112.41	PWD REPAIR SUPPLIES
FERGESON WATERWORKS	\$ 3,609.00	NAS MIXER W/ MOTOR
FLOCK GROUP	\$ 23,000.00	ANNUAL FLOCK SYSTEM
OHIO CONCRETE CRUSHING	\$ 79,812.34	CRUSH CONCRETE
PAB CONSTRUCTION	\$ 10,082.00	HAMILTON ST. RECONSTRUCTION
SOUTHWEST AUGLAIZE CHAMBER	\$ 5,250.00	ANNUAL DUES
TANTALUS	\$ 28,305.59	ANNUAL DUES
US GEOLOGICAL SURVEY	\$ 3,813.00	MONITORING FEE
OHIO TREASURER	\$ 10,417.32	OPWC LOAN PAYMENT
AXON ENTERPRISE	\$ 33,928.84	ANNUAL FLEET CONTRACTS
CHOICE ONE ENGINEERING	\$ 7,020.00	PARIS ST. PARK PLAN
FENSON CONTRACTING	\$ 53,751.70	COLUMBIA DR. WATER/SEWER
SUNBELT SOLOMAN	\$ 73,325.00	REBUILD TRANSFORMERS

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

RESOLUTION 26-01-01

A RESOLUTION AUTHORIZING THE VILLAGE OF MINSTER TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM

WHEREAS, Ohio's Cooperative Purchasing ACT (AM. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

WHEREAS, effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the State of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials.

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

SECTION I: That the Village Administrator hereby requests authority in the name of the Village of Minster to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Ohio Revised Code Section 125.04.

SECTION II: That the Village Administrator is hereby authorized to agree in the name of the Village of Minster to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of the Village of Minster's participation in the contract. Further, that the Village Administrator does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by Ohio Revised Code Section 125.04.

SECTION III: That the Village Administrator is hereby authorized to agree in the name of the Village of Minster to directly pay the vendor, under each such state contract in which it participated for items it receives pursuant to the contract, and the Village Administrator does hereby agree to directly pay the vendor.

FIRST READING: January 6, 2026
SECOND READING: January 20, 2026
PASSAGE: February 3, 2026

Craig Oldiges, Mayor

Attest:

James Cain, Fiscal Officer

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of the resolution adopted by the Council of the Village of Minster at a public meeting held on the 3rd day of February 2026 and that I am duly authorized to execute this certificate.

James Cain, Fiscal Officer

Date

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

RESOLUTION 26-01-02

A RESOLUTION EXPRESSING THE VILLAGE'S INTENT TO SELL EXCESS PERSONAL PROPERTY BY INTERNET AUCTION

WHEREAS, from time to time, the village acquires certain property, including motor vehicles, road machinery, equipment, tools and supplies which have reached the limit of their useful life and are no longer needed for public use.

WHEREAS, Ohio Revised Code Section 721.15 (D) allows municipal corporations to sell personal property by internet auction.

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

SECTION 1: That the Village Administrator hereby is authorized to sell excess and unneeded personal property by internet auction, when it is determined that the selling by internet auction is the most effective and efficient method to dispose of the property.

SECTION II: All internet auctions shall be conducted on a website where the item will be listed, terms and conditions will be established and bidders will have a minimum of ten days to submit bids. Notice of said auction to the highest bidder will be published at least once in a newspaper of general circulation as well as published on the Village of Minster's website, including the description as to how the auction(s) will be conducted, the general terms and conditions of the sale, and the specific number of days for bidding on the property, which shall be no less than ten (10) calendar days, including Saturday, Sundays, and legal holidays.

SECTION III: That the auction(s) will be conducted using a third-party contractor.

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

FIRST READING: January 6, 2026
 SECOND READING: January 20, 2026
 PASSAGE: February 3, 2026

 Craig Oldiges, Mayor

Attest:

 James Cain, Fiscal Officer

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

ORDINANCE 26-01-01

AN ORDINANCE TO APPROVE THE EXECUTION OF A SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC. FOR PARTICIPATION IN THE COMMUNITY ENERGY SAVINGS SMART THERMOSTAT PROGRAM

WHEREAS, the Village of Minster 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 EnergyHub, Inc. ("EnergyHub") will enter or have entered into an agreement (the "EH Agreement") to provide Software as a Service ("SaaS") and program management services in order to provide a thermostat-based demand management program that has the advantages to participating AMP Members of economics of scale, mitigation of risk from local technology deployment and support, and reduced burden of ongoing support; and

WHEREAS, AMP and Municipality desire to enter into a Schedule ("Smart Thermostat Schedule"), under the MSA, which provides that AMP will obtain and sell to Municipality, and Municipality will agree to take and pay for the services which AMP will acquire through the EH Agreement.

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

SECTION 1: That the Smart Thermostat Schedule between Municipality and AMP, substantially in the form attached hereto or on file with the Clerk, including Appendices thereto, are approved, and the Village Administrator is hereby authorized to execute and deliver the Smart Thermostat Schedule, with such changes as the Village Administrator 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 Smart Thermostat 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.

FIRST READING: January 6, 2026
SECOND READING: January 20, 2026
PASSAGE: February 3, 2026

Attest:

Craig Oldiges, Mayor

James Cain, Fiscal Officer

**FOURTH STREET BRICK REPAIRS
VILLAGE OF MINSTER
FINAL CONSTRUCTION ESTIMATE**

Replacement of the brick roadway pavement on Fourth Street near the Dutch Mill

January 13, 2025

ITEM		UNIT OF	APPROX.	UNIT	
NO.	DESCRIPTION	MEASURE	QTY.	PRICE	TOTAL
202	REMOVED, AS PER PLAN	LUMP	1	\$5,000.00	\$5,000.00
202	PAVEMENT REMOVED (CONCRETE BASE)	S.Y.	245	\$25.00	\$6,125.00
202	PAVEMENT REMOVED (ASPHALT PAVEMENT)	S.Y.	300	\$12.00	\$3,600.00
203	EXCAVATION, AS PER PLAN	C.Y.	70	\$35.00	\$2,450.00
204	EXCAVATION OF SUBGRADE, AS PER PLAN	C.Y.	13	\$60.00	\$780.00
204	SUBGRADE COMPACTION, AS PER PLAN	S.Y.	300	\$4.00	\$1,200.00
254	PAVEMENT PLANING, ASPHALT CONCRETE, 1-1/2"	S.Y.	220	\$8.00	\$1,760.00
301	ASPHALT CONCRETE BASE, PG64-22 (449)	C.Y.	5	\$550.00	\$2,750.00
304	AGGREGATE BASE, AS PER PLAN	C.Y.	67	\$85.00	\$5,695.00
407	NON-TRACKING TACK COAT	GAL.	47	\$15.00	\$705.00
441	1" ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (449), PG64-22 (SETTING BED)	C.Y.	7	\$500.00	\$3,500.00
442	2-1/4" ASPHALT CONCRETE INTERMEDIATE COURSE, 19mm, TYPE A (449)	C.Y.	4	\$700.00	\$2,800.00
442	1-1/2" ASPHALT CONCRETE SURFACE COURSE, 9.5mm, TYPE A (449)	C.Y.	12	\$750.00	\$9,000.00
452	9-1/2" NON-REINFORCED CONCRETE PAVEMENT, QC-1P, AS PER PLAN	S.Y.	280	\$165.00	\$46,200.00
611	4" CONDUIT, TYPE B, 707.45, STORM REPAIR, AS PER PLAN	FT.	25	\$35.00	\$875.00
611	6" CONDUIT, TYPE B, 707.45, STORM REPAIR, AS PER PLAN	FT.	25	\$40.00	\$1,000.00
611	8" CONDUIT, TYPE B, 707.45, STORM REPAIR, AS PER PLAN	FT.	25	\$45.00	\$1,125.00
614	MAINTAINING TRAFFIC				
SPEC	REMOVE AND RESET BRICK PAVING (ROADWAY)	LUMP	1	\$15,000.00	\$15,000.00
	CONSTRUCTION TOTAL	S.F	2200	\$36.00	\$79,200.00
					\$188,765.00



We make no warranty, express or implied, that the actual construction cost of the work associated with these estimated quantities and costs will not vary. The cost reflects our opinion of current probable construction cost.

Allan J. Heitbrink, P.E.

Date

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

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- 1) Brumbaugh Construction has nearly completed the sidewalk installation on the east side of State Route 66 north of the Eagle Plaza. All the storm work has been completed, and the sidewalk has been installed up to Bensman Road. Brumbaugh needs to come back in and finish grading the area and prepping the area for seeding. Pleiman Landscaping has been contacted, and we are on their list for early spring. Also in the spring, the electrical department will finalize the updated crosswalk signals once the material comes in.
- 2) The Village has received notification from the Ohio Department of Transportation that ODOT will be resurfacing State Route 66 through the village sometime in late summer or early fall. This is an ODOT project and they will handle all the bidding, contract management and will oversee the resurfacing. The Village has notified ODOT that the week of September 28th is not a good time to complete the project.
- 3) Travis Fishbaugh has advised us that a bearing in the oxidation ditch that operates the augers needs replaced due to wear and tear. This bearing connects the augers together at the main drive shaft. To fix the issue, the augers need to be pulled from the oxidation ditch, the bearing replaced, and then the augers reset in the oxidation ditch. The village has all the parts necessary for the repair; however, we do not have the crane to remove the augers. Therefore, Peterson Construction will be in the week of January 26th to assist the wastewater plant employees with the repairs.
- 4) The electric department has discovered that two of the laminated wood poles that are at the intersection of Paris and Seventh Streets are starting to show signs of rot. The electric department has removed the wires from one of the poles and reconnected the wires to a new ductile iron pole that was set to replace the laminate pole. The department is in the process of removing the butt of the laminate pole and from that we will take pictures of the pole and reach out to the manufacturer because these poles are only about 16 years old. In the meantime, we are also going to be looking at getting the other laminate poles tested to make sure that no other poles are starting to deteriorate. We have about thirty some laminate poles throughout the village.
- 5) Courtney and Associates are nearing completion of the cost-of-service studies for both the water system and the electrical system. Now that we have 2025-year end numbers, Courtney will plug those numbers into the cost-of-service studies to get the village the latest and most accurate data. Once Courtney finalizes the studies, we will meet with the utilities committee to review the data and recommendations.
- 6) PAB Construction continues to work on the reconstruction of North Hamilton Street. They have finished the installation of utilities between Fifth and Sixth Street and have laid a stone base in this section. They are currently excavating the section of Hamilton Street between Sixth and Seventh Street and getting ready to install utilities in this area.
- 7) Well number five at the Four Seasons Park is out of service. We believe that we have a bad motor that is causing issues with the well. Quinter Well Drilling has been notified, and we are awaiting them to come in and pull the motor to verify.
- 8) The Ohio Plan and Stolly Insurance has notified us that the village's property and liability insurance premiums will increase less than one percent from 2025 to 2026, even though the property values increased by over 2.7 million dollars.

- 9) The electric department anticipates receiving their new fifty-foot bucket truck from Utility Truck Equipment within the next two weeks. Once the truck is delivered, we will change everything over from the old truck and get the old truck ready to auction off.
- 10) Tanya Helton the pool manager for the past several years, has indicated that she will return for another year. Also, we are beginning the push to hire lifeguards and maintenance workers for the pool this summer. An article will be in the Town Crier newsletter, and we will reach out to the schools to let them know that anyone that wants to apply for a lifeguard position can now do so.
- 11) The Village will begin accepting on-line shelter house reservations beginning at 12:01am on March 1st. Anyone who wants to reserve a shelter house in person can do so beginning at 8:00 am on March 2nd.
- 12) The Ohio EPA has notified the village that our request to increase the TDS limits because of the updates to the tributary area has been rejected. The Miami-Erie Canal is a modified warmwater habitat and per 3745-1-05(A)(12), a "modified warmwater habitat" is considered a "limited quality water"; therefore, because of this designation, per the OAC, we were exempt from a full blow anti-deg. The basis for the rejection of our anti-deg request is that Loramie Creek is less than 2 miles downstream from the Minster 001 Outfall – and Loramie Creek is a "warmwater habitat" which is not a "limited quality water" and there is a clause in the OAC that allows consideration for downstream waterbodies when determining if a modification is warranted. Therefore, they are going to require a social-economic justification portion of the anti-deg process to be completed before they reconsider an increase in the TDS limit because of the tributary area. We are looking into what the social-economic justification entails.



Minster Police Department

Council Report: 01/20/2026

CFS From - To: 01/01/26—01/15/26 (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 providing security at Minster High School basketball games.
- Officers are providing security at St. Augustine Church for Wednesday Mass.
- Chief Morris is in talks with school officials about potential training and other potential safety measures.
- Chief Morris read books to children at the Stallo Library on January 13th.
- MPD and Minster Schools set up a K9 drug sweep in the coming weeks.
- Minster PD will have the opportunity to participate in the Battle of the Badges Blood Drive on April 2nd at the Grand Lake YMCA.

Department News:

- Officers have been researching and signing up for training for 2026.
- Sgt. Koesters attended a county detective meeting at Wapak PD.
- Chief Morris toured the county EMA office in St. Marys and attended the monthly chief's meeting.
- Selection for the department's task force officer has begun. The department has not participated in the Grand Lake Task Force since 2012. This is an opportunity for an officer to gain experience, network, enhance MPD's effectiveness, and support greater collaboration between all county agencies.

Topic for discussion at the next council meeting:



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/01/2026 until 01/15/2026

Nature Code	Nature Description	Total
02	CRASH, PROPERTY DAMAGE	3
03T	TELEPHONE HARASSMENT	2
08	ASSAULT	1
09C	COMPLAINT - CIVIL	1
10	ASSIST OTHER UNIT	1
10A	ASSIST AUG CO SO UNIT	1
12B	ALARM DROP	4
13F	ESCORT FUNERAL	3
29	SQUAD RUN	6
35X	EXTRA PATROL	7
53A	FOOT PATROL	20
53M	MEETING	3
57	TRAFFIC STOP	20
60	SUSPICIOUS PERSON	3
60A	SUSPICIOUS VEHICLE	1
63A	UNOCCUPIED HOME CHECK	2
74	OPEN DOOR	2
77	FRAUD	1
82	ABANDONED VEHICLE/DISABI	3
85	WELFARE CHECK	1
87S	SCHOOL WALK THRU	20
88	PUBLIC SERVICE CALL	1
90	TALKS/PRESENTATIONS	1
94	LOST AND FOUND	2
TST	TEST PURPOSES	1
UTY	REQUEST FOR VILLAGE UTILI	5

Grand Total: 115

Date: 01/16/2026
Time: 12:34:53PM

Selective Check Register

VILLAGE OF MINSTER

Including outstanding and returned checks

For Bank Id 01 and Check Date from 01/07/2026 to 01/16/2026

User: FISCAL
Page: 1

BANK ID	CHECK #	STATUS	VENDOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT EFT C
01	174324	O	0000006047	PAB CONSTRUCTION	01/14/2026		63,777.42
01	174325	O	0000002618	A.R.M.S. INC.	01/16/2026		735.00
01	174326	O	0000002399	ADAMS WINDOW WASHING	01/16/2026		105.00
01	174327	O	0000002707	ALAN WINNER	01/16/2026		737.80
01	174328	O	0000003808	AMP INC.	01/16/2026		668.50
01	174329	O	0000004916	ANIMAL RESOURCE FOUNDATION	01/16/2026		2,950.00
01	174330	O	0000004809	BL ANDERSON CO., INC.	01/16/2026		389.84
01	174331	O	0000004578	CAPITAL ONE COMMERCIAL	01/16/2026		1,741.34
01	174332	O	0000000018	CITY OF ST. MARYS	01/16/2026		19,551.56
01	174333	O	0000000018	CITY OF ST. MARYS	01/16/2026		410.00
01	174334	O	0000005700	CIVICPLUS LLC	01/16/2026		4,617.27
01	174335	O	0000003239	CORE & MAIN	01/16/2026		4,292.34
01	174336	O	0000005906	Cardiac Life Products	01/16/2026		2,303.84
01	174337	O	0000000085	EVENING LEADER	01/16/2026		60.00
01	174338	O	0000005578	FERGUSON WATERWORKS	01/16/2026		6,016.50
01	174339	O	0000006048	FLOCK GROUP INC	01/16/2026		23,000.00
01	174340	O	0000003728	FLOW MASTERS IRRIGATION, LLC	01/16/2026		1,452.78
01	174341	O	0000000835	GEHRET NURSERY	01/16/2026		1,062.00
01	174342	O	0000005989	GLOBE LIFE	01/16/2026		518.90
01	174343	O	0000004218	LIBERTY MUTUAL INSURANCE CO.	01/16/2026		3,000.00
01	174344	O	0000000550	MIKE'S SANITATION, INC.	01/16/2026		428.00
01	174345	O	0000003581	MINSTER FEDERATED	01/16/2026		1,305.21
01	174346	O	0000001649	MINSTER HISTORICAL SOCIETY	01/16/2026		500.00
01	174347	O	0000006023	MINSTER VFW POST 6432	01/16/2026		2,250.00
01	174348	O	0000000834	OHIO CITY/COUNTY MANAGEMENT ASSC	01/16/2026		180.00
01	174349	O	0000005283	OHIO CONCRETE CRUSHING & AG. LLC	01/16/2026		79,812.34
01	174350	O	0000006047	PAB CONSTRUCTION	01/16/2026		10,082.00
01	174351	O	0000006050	ROSS WUEBKER	01/16/2026		700.00
01	174352	O	0000002036	SOUTHWESTERN AUG COUNTY CHAMBER	01/16/2026		5,250.00
01	174353	O	0000006022	SUNDANCE SYSTEMS INC.	01/16/2026		1,155.00
01	174354	O	0000005991	SUPERIOR UNIFORM SALES, INC	01/16/2026		165.90
01	174355	O	0000005258	TANTALUS SYSTEMS INC	01/16/2026		28,305.59
01	174356	O	0000005778	UNITED STATE GEOLOGICAL SURVEY	01/16/2026		3,813.00
01	174357	O	0000000131	WASHINGTON NATIONAL INS CO.	01/16/2026		145.70

Date: 01/16/2026
Time: 12:34:53PM

Selective Check Register

VILLAGE OF MINSTER

Including outstanding and returned checks

For Bank Id 01 and Check Date from 01/07/2026 to 01/16/2026

BANK ID	CHECK #	STATUS	VENDOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT EFT C
01	E02073	R	0000006047	PAB CONSTRUCTION	01/14/2026		58,871.46 X
01	E02074	R	0000002596	AFLAC	01/16/2026		939.00 X
01	E02075	R	0000003489	BURKE PETROLEUM, INC	01/16/2026		8,196.12 X
01	E02076	R	0000000026	CENTERPOINT ENERGY	01/16/2026		803.19 X
01	E02077	R	0000005553	INVOICE CLOUD INC	01/16/2026		229.00 X
01	E02078	R	0000005426	MADISON ENERGY INVESTMENTS III LLC	01/16/2026		24,656.92 X
01	E02079	R	0000005846	MADISON ENERGY INVESTMENTS VI LLC	01/16/2026		6,189.60 X
01	E02080	R	0000000704	OHIO PUBLIC EMPL DEFERRED	01/16/2026		1,395.00 X
01	E02081	R	0000005904	Ohio Treasurer	01/16/2026		10,417.32 X
01	E02082	R	0000006047	PAB CONSTRUCTION	01/16/2026		9,307.23 X
01	E02083	R	0000004424	US BANK EQUIPMENT FINANCE	01/16/2026		488.52 X
01	E02084	R	0000000001	US TREASURY FIT	01/16/2026		2,934.00 X
01	E02085	R	0000000135	VILLAGE OF MINSTER-B MED	01/16/2026		595.32 X
01	E02086	R	0000000136	VILLAGE OF MINSTER-D MED	01/16/2026		595.32 X
01	P00412	R	0000000267	AMERICAN MUNICIPAL POWER, INC.	01/16/2026		885,230.58
01	P00413	R	0000005866	AXON ENTERPRISE, INC	01/16/2026		33,928.84
01	P00414	R	0000005884	B3 CLEANING	01/16/2026		2,040.00
01	P00415	R	0000001061	CHOICE ONE ENGINEERING	01/16/2026		10,407.50
01	P00416	R	0000000799	DICKMAN SUPPLY	01/16/2026		2,541.26
01	P00417	R	0000005702	FENSON CONTRACTING LLC	01/16/2026		53,751.70
01	P00418	R	0000000079	FOUR U OFFICE SUPPLIES	01/16/2026		182.34
01	P00419	R	0000000109	FOX SUPPLY	01/16/2026		723.95
01	P00420	R	0000004613	HALF MOON VENTURES, LLC	01/16/2026		14,523.74
01	P00421	R	0000000879	KLEEM, INC.	01/16/2026		899.43
01	P00422	R	0000002423	MINSTER SUPPLY	01/16/2026		84.00
01	P00423	R	0000005826	MORGAN MOELLER	01/16/2026		92.75
01	P00424	R	0000000416	SUNBELT SOLOMON SERVICES, LLC	01/16/2026		73,325.00
01	P00425	R	0000001278	USA BLUE BOOK	01/16/2026		1,004.84
Bank ID Totals:							1,475,936.76
Report Totals:							1,475,936.76

Bank ID: 01 Name: MINSTER STATE BANK

Checking Account #: 01 002 2