

January 27, 2025
Monday - 6:30 p.m.
Village of Minster Council Chambers

PARKS - 4:29 7:30 am
UTILITIES - 4:30 pm 128
STREET 7:00 am 2/10

- 1) Call to Order
Excuse Craig ~ Trey/Curt
- 2) Approval of the January 6, 2025, meeting minutes. - Nicole/Josh
- 3) Introduction of Visitors:
 - a) Lisa Watercutter of the Minster Historical Society to ask permission to hold their annual Food Truck Rally. 7th Annual 3:30-10:00 pm 8 trucks Frank Rott/Cleveland
Motion - Travis/Josh
- 4) Ordinances and Resolutions:
 - a) Resolution 25-01-01: Discussion and second reading of a resolution authorizing the Village's participation in the Ohio Department of Administrative Service's Cooperative Purchasing Program for 2024. Trey/Nicole
 - b) Resolution 25-01-02: Discussion, and second reading of a resolution authorizing the sale of excess personal property by internet sales. Curt/Josh
- 5) Committee Reports and Discussion Items:

<u>Streets</u> : Nicole, Trey, and Travis <u>Safety</u> : Nicole, Curt, Josh <u>Parks</u> : Curt, Josh, Nicole <u>Personnel</u> : Curt, Craig, Josh	<u>Finance/Audit</u> : Travis, Craig, Trey <u>Utilities</u> : Josh, Nicole, Travis <u>Econ. Development</u> : Trey, Travis, Craig <u>Community Engagement and Development</u> : Craig, Curt, Trey
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- 6) Old Business:
 - a) Discussion and motion to reject the bids for the Southeast Substation – Power Transformer.
Josh/Travis
 - b) Discussion and motion to rebid the Southeast Substation – Power Transformer Project. Curt/Trey
- 7) New Business:
 - a) Discussion and motion to accept a proposal from Choice One Engineering for the Columbia Drive Water and Sewer Extension Project. Josh/Travis
 - b) Discussion and motion to employee Gavin Schulze as a fire fighter with the Minster-Jackson Township Fire Department. Approved by Craig O Nicole/Trey
 - c) Discussion and motion to accept the December 2024 Income Tax Report as Submitted by the City of St. Marys. Curt/Nicole
 - d) Discussion and motion to purchase a three-phase pad mount electrical transformer from Sunbelt Solomon Corporation. Travis/Trey

- 8) Administrator's Report
- 9) Receipts: \$
- 10) Invoices: \$
- 11) Discussion and motion to enter into executive session to discuss the sale of land.
- 12) Motion to adjourn
Trey / Curt

Sash / Nicole 7:10 pm
Curt / Trey 7:23 pm

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

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Lisa Watercutter of the Minster Historical Society to ask permission to hold their annual Food Truck Rally.

Lisa from the Historical Society will be at the council meeting to ask permission to once again hold their annual Food Truck Rally on West Fourth Street on June 7, 2025. Council usually grants permission through the passage of a motion.

Resolution 25-01-01: Discussion and second reading of a resolution authorizing the Village's participation in the Ohio Department of Administrative Services' Cooperative Purchasing Program for 2025.

Enclosed is a copy of Resolution 25-01-01 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.

Resolution 25-01-02: Discussion, and second 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, in order 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.

Discussion and motion to reject the bids for the Southeast Substation – Power Transformer.

On October 29th, the Village opened bids for the Southeast Substation – Power Transformer Project. The project was for the purchase of a 20 MVA Power Transformer which was to be added to the Southeast Substation. At that time, only one bid was received from a potential supplier of the transformer. That bid was from Delta Star and their base bid price was \$1,876,104.00 with a bid delivery date of February 2028.

After talking with the utility committee and reviewing the bid with them, it was recommended that because we only received one bid and that the delivery date was three years out, that the village reject the bid and rebid the project. Council can do this through the passage of a motion rejecting the bid.

Discussion and motion to rebid the Southeast Substation – Power Transformer Project.

Given that the village only received one bid for the Southeast Substation Project, we would like to rebid the project and see if we can get more bidders to submit bids. We are in the process of redoing the bid specifications and will be providing the bid specifications to Encompass Engineering, who will assist the village in getting the bid documents to other bidders.

If everyone remembers, John Neuman has brought to the utilities committee's attention, that we should be looking at adding another substation transformer at the Dannon substation. The current transformer that serves the substation is approximately 25 years old and it sees a tremendous load from Danone and other businesses that are fed from the substation. He is worried that the continuous load is shortening the life of the current transformer. He has suggested that we need to look at adding another transformer at this substation to help alleviate the load on the current transformer, so that we get the maximum life out of the current transformer.

If council is in favor of rebidding the project, they should pass a motion authorizing the village administrator to once again seek bids for the purchase of the substation transformer.

Discussion and motion to accept a proposal from Choice One Engineering for the Columbia Drive Water and Sewer Extension Project.

In your packet is a copy of a proposal from Choice One Engineering for the development of plans and bid documents for the Columbia Drive Water and Sewer Extension Project. This project entails the installation of a 16" water main from Southgate Drive approximately 1800 feet to Columbia Drive. With the installation of this water line, we will loop the water lines in this area. In addition, the project also involves the installation of a 12" sanitary sewer line that extends from the existing pump station in front of Progress Tool to Columbia Drive. This gravity sewer will replace the need for the existing pump station.

The Village would like to replace the existing pump station as there currently is very little flow into the pump station (Progress Tool and some of Dannon's domestic sewage). In addition, the pumps that are in the pump station are starting to age and are having difficulty maintaining prime. Finally, another reason to replace the pump station is the condition of the structure that sits atop the pump station. The building is going to need major repairs in the near future as the roof and doors need replaced.

Choice One has given us a price of \$36,300.00 to engineer the project, to handle the construction bidding procedures and to do the layout staking. The Village has already obtained the easements that will be needed and will need to obtain plan approval from both ODOT and the Ohio EPA. In order to do this, detailed engineering plans must be submitted to both of these agencies.

In our discussions with the finance committee, we noted that we would like to undertake this project in 2025 and allocated the resources for us to be able to do the project. We also discussed the project with the utility committee and they agreed that we should move forward with the project. If the entire council is in favor of moving forward, they would need to pass a motion to enter into an agreement with Choice One for the engineering.

Discussion and motion to employee Gavin Schulze as a fire fighter with the Minster-Jackson Township Fire Department.

Alan Winner will be at the council meeting to ask for the mayor to appoint and council to confirm the hiring of Gavin Schulze as a fire fighter for the department. Gavin is a graduate of Ft. Loramie High School and the University of Toledo and now lives in Minster. Once hired Gavin will be on a probationary period and will start in the state's training program for fire fighters.

Discussion and motion to accept the December 2024 Income Tax Report as submitted by the City of St. Marys.

The City of St. Mary's is reporting that we received \$471,110.43 in income tax dollars for the month of December. For the year ending, we have received, \$5,168,862.66. This is approximately \$141,000.00 less than what we received in 2024, however, it is our second highest year in income tax receipts ever. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

Discussion and motion to purchase a three-phase pad mount electric transformer from Sunbelt Solomon Corporation.

The Village needs to purchase a 1000 KVA pad mount electrical transformer. We currently have only one in stock and have about ten out in the system. The size of the transformer is relatively common and if a new business comes into the village or an existing one expands, the village may need to utilize our only in stock transformer.

John Neuman has obtained quotes for the purchase of a new transformer and the lowest and best quote comes from Sunbelt Solomon. Solomon quoted a price of \$44,425.00 for the transformer with a lead time of 16 to 18 weeks. Because the price is under the bidding threshold, the village does not need to do a formal bidding process.

If council wants to move forward with the purchase of the transformer, they can do so by the passage of a motion authorizing its purchase.

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

RESOLUTION 25-01-01

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.

ADOPTED: February 10, 2025

Attest:

Craig Oldiges, Mayor

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 17th day of February 2025 and that I am duly authorized to execute this certificate.

Fiscal Officer

Date

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

RESOLUTION 25-01-02

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.

ADOPTED: February 10, 2025

Craig Oldiges, Mayor

Attest:

Fiscal Officer

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Monday, January 6, 2025

Council Meeting: Council convened at 6:30 pm in Council Chambers with five council members present: Josh Osterloh, Curt Albers, Travis Wilges, Trey Steele, and Nicole Clune. Also, present were Craig Oldiges (Mayor), Don Harrod (Village Administrator), James Hearn (Solicitor) and Taylor West.

Attendance: Tom Millhouse (Daily Standard), and Skyler Mitchell (Evening Leader).

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

Steele and Albers motioned to excuse Craig Sherman from the meeting. Motion passed on five aye votes.

Approval of December 17, 2024 Minutes: Clune and Osterloh motioned to approve the minutes from the regular meeting on December 17, 2024. Motion passed on four aye votes and one abstention (Wilges).

Visitors:

None

ORDINANCE AND RESOLUTIONS:

Resolution 25-01-01: Discussion, and first reading of a resolution authorizing the Village's participation in the Ohio Department of Administrative Service's Cooperative Purchasing Program for 2025.

The Department of Administrative Services requires local governments to annually pass a resolution or ordinance authorizing our participation in their cooperative purchasing 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.

Wilges and Steele motioned for approval of the first reading of **Resolution 25-01-01**. Motion passed on five aye votes.

Resolution 25-01-02: Discussion, and first reading of a resolution authorizing the sale of 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. The Village would like to do the same this year as equipment and vehicles are replaced. However, in order 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.

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.

Clune and Steele motioned for approval of the first reading of **Resolution 25-01-02**. Motion passed on five aye votes.

COMMITTEE REPORTS:

STREETS:

Nicole Clune reported that the village recently met with representatives from ODOT to discuss the lowering of the speed limit on State Route 66 between Seventh Street and Bensman Road/SR 119. ODOT required a letter from the village solicitor stating that he was in agreement with lowering the speed limit. That letter has been sent to ODOT. Harrod will follow up with ODOT to make sure that the letter was acceptable.

PERSONNEL:

Curt Albers reported that the personnel committee meet to interview potential candidates for the Fiscal Officers position, which will be discussed later.

OLD BUSINESS:

None

NEW BUSIENSS:

Discussion and motion to appoint a council president for 2025.

At the first meeting of the year, Council has always appointed a Council President. This person acts as the mayor when the mayor is not able to perform his duties. Last year Curt Albers assumed this position. Being no further discussion, Clune and Steel motioned to appoint Curt Albers to the position. Motion passed on four aye votes with one abstention (Albers).

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 the village follows the same protocol as in the past, Nicole Clune would be the appointee to this Board. The Village would also need to appoint another member of the Safety Committee to serve on the board.

Being no further discussion, Wilges and Albers motioned to appoint Nicole Clune and Josh Osterloh to be council's representatives to the Volunteer Fire Fighter's Dependents Fund Board. Motion passed on five aye votes.

Discussion and motion to hire Taylor West as the Fiscal Officer.

The personnel committee conducted interviews of potential candidates for the Fiscal Officer's position the week of December 30, 2024. It is the recommendation of the committee that the village employee Taylor West as the new Fiscal Officer. Ms. West is the current fiscal officer for the Village of Cridersville, Ohio. Ms. West will be paid \$58,000.00 per year to fulfill the role of Fiscal Officer and will assume the position on January 20, 2025. Based upon the recommendation of the personnel committee, Mayor Oldiges appointed Ms. West as the Fiscal Officer. This appointment was confirmed by a motion from Osterloh and Steele. All voted in favor.

ADMINISTRATOR REPORT:

- 1) Last week, Village employees began to remove the Christmas Decorations. Most of the decorations should be removed by the end of this week. We will leave the lights in the trees along Fourth Street until early spring.
- 2) Electrical crews came in early on the morning of December 27th to assist Precision Strip Inc. with shutting off power to their buildings so that Precision Strip could do work on their side of the electric meter. Power was restored later that day.
- 3) Electrical crews have begun installing underground lines which will serve part of the proposed East Village Subdivision located off of Fifth Street and Hamilton Street. Once they complete work in this area, they will move on to installing lines for the next phase of StoneGate Subdivision.
- 4) On Monday, January 6th, Ohio Insurance Services, will be in the village to review the health insurance program for 2025 with village employees. This is an annual occurrence, when our insurance coverage changes.

Receipts: There were no receipts presented to council.

Invoices: There were no invoices presented to council at this meeting

COMMENTS & CORRESPONDENCE:

There were no comments.

Adjournment: Wilges and Osterloh motioned to adjourn at 6:48 pm. Motion passed on five aye votes.

Craig Oldiges, Mayor

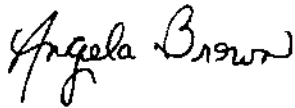
Fiscal Officer

Recorded & typed by Donald W. Harrod

**Report of the Tax Department
Village of Minster
For the Month of December 2024**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
TOTAL RECEIPTS AS OF NOVEMBER 30	\$4,016,492.60	\$4,021,119.88	\$4,795,439.57	\$4,697,752.23
TOTAL RECEIPTS FOR DECEMBER	<u>\$580,151.71</u>	<u>\$446,898.51</u>	<u>\$514,696.68</u>	<u>\$471,110.43</u>
YTD RECEIPTS THROUGH DECEMBER	\$4,596,644.31	\$4,468,018.39	\$5,310,136.25	\$5,168,862.66
REFUNDS THROUGH DECEMBER	\$239,061.25	\$169,106.58	\$110,936.86	\$158,789.75

Respectfully submitted,



Angela Brown
Tax Commissioner

Income Tax Report - City of St Marys

Year 2024 through 2024

Month 12 through 12

Multi City Code MN

Income Month	Month-to-Date	Year-to-Date
Business Taxpayer	149,305.00	1,187,878.22
Sub-contract Net-profit	365.00	13,725.61
Subtotal: BUSINESS	149,670.00	1,201,603.83
Non-resident Taxpayer	0.00	0.00
Resident Taxpayer	4,988.41	312,559.62
Subtotal: INDIVIDUAL	4,988.41	312,559.62
Group Total: NET PROFIT	154,658.41	1,514,163.45
Sub-contract Withholding	0.00	0.00
Withholding	316,452.02	3,654,699.21
Subtotal: WITHHOLDING	316,452.02	3,654,699.21
Group Total: WITHHOLDING	316,452.02	3,654,699.21
12 DECEMBER	471,110.43	5,168,862.66
	471,110.43	5,168,862.66

Monthly Rev by Bank Date - City of St Marys

Transaction Multi City Code MN

Year	Tax	Pen/Int	Total Paid	Count
2018	2,645.00	1,459.28	4,104.28	9
2020	(4,104.28)	0.00	(4,104.28)	3
2023	2,000.00	0.00	2,000.00	1
2024	147,305.00	0.00	147,305.00	13
Business Taxpayer	147,845.72	1,459.28	149,305.00	26
2023	1,457.74	43.67	1,501.41	10
2024	3,487.00	0.00	3,487.00	11
Resident Taxpayer	4,844.74	43.67	4,888.41	21
2023	45.00	0.00	45.00	1
2024	320.00	0.00	320.00	1
Sub-contract Net-profit	365.00	0.00	365.00	2
2022	(12.89)	0.00	(12.89)	1
2023	12.89	0.00	12.89	1
2024	316,452.02	0.00	316,452.02	186
Withholding	316,452.02	0.00	316,452.02	188
Grand Total	469,607.48	1,502.95	471,110.43	237



SUNBELT SOLOMON
UNPARALLELED POWER SOLUTIONS

Quote: **Q-112248** | Sale
Date: January 23, 2025
Change Order: No | Revision: 0
Project: Image Machine

Sunbelt Solomon remanufactured (REMAN) transformers are BABA Certified
Consult with your sales rep to confirm if this applies to the unit(s) within your quote

John Neuman
Minster Utilities Dept
jneuman@minsteroh.com

Bryan Kroeker
Territory Manager
bryan.kroeker@sunbeltsolomon.com | +1 7858224445

PRODUCT

Three Phase Pad Mount 1000 KVA

KVA: 1000 @ 65°C | 60Hz | Impedance: Standard

HV: 12470GrdY/7200 (95 KV BIL) | Loop Feed | LV: 480Y/277 (30 KV BIL)

Primary Taps: 2-2.5% FCAN & BN

QTY

1

EACH

\$44,425

5-Position Tap Changer

Primary Bushings: 6) 200 Amp Dead Front Wells & 15 kV Inserts

Secondary Bushings: 6-Hole Spades

Bayonet Fusing

Liquid Level Gauge

Liquid Temperature Gauge

Pressure Vacuum Gauge Assembly

Drain Valve with Sampler

New COPPER Primary & Secondary Windings

Non-PCB Mineral Oil

Standard ANSI Green Paint

Remanufactured Unit with New COPPER Primary & Secondary Windings

Ask your sales rep about volume discounts

Destination: Minster, OH | **FOB:** Origin | **Shipping & Handling:** Prepaid & Allowed

Shipment: 16-18 Weeks ARO | **Warranty:** 3 Years | **Terms:** Net 30 with approved credit.

Offer to sell valid for 30 days. Price is subject to re-evaluation after 15 days. Units subject to availability.

Please note any changes to the specifications on this quotation form and reference the quotation number on your Purchase Order. Sunbelt Solomon ("Supplier") will use your Purchase Order to proceed with manufacturing when terms and conditions are finalized. Please note that changes made after the manufacturing process begins may result in additional charges and potential delays in production. Production of units that are contingent on the approval/receipt of drawings will begin the manufacturing process after the final sign off on the specified drawings by the customer. Please contact your sales representative for the estimated drawing lead time associated with this quote.

All sales, rental and services are subject to Supplier's Terms and Conditions for Sales and Rentals of Equipment and/or Services ("Terms and Conditions") unless otherwise mutually agreed in writing by officer of Supplier as evidenced by such officer's signature. Acceptance of a Buyer purchase order by Supplier does not constitute acceptance of Buyer terms and conditions. As orders are time sensitive and it is cost prohibitive to review and negotiate terms and conditions between parties, Supplier Terms and Conditions apply to quotes/orders: 1) with a value before tax of \$25,000 or less, 2) emergency services or services completed before issuance of a purchase order, and 3) rush orders for sales and rental that are to ship within three (3) days regardless of submission of terms and conditions by Buyer. If the Quotation is for Company to perform evaluation services on Customer-owned equipment (e.g. for Company to determine how/if the piece of equipment failed and/or whether it can be repaired), then the provisions of terms and conditions will apply which include (among other provisions) risk of loss remaining with Customer and Company only being liable for damage to this equipment to the extent of its gross negligence or willful misconduct. In no event does Supplier accept consequential damages or agree to Prime/Owner contract terms and conditions.

Price does not include tax. If applicable, tax will be added to the invoice. If order is tax exempt, please provide a copy of your



1922 S. MLK Jr. Drive
Temple, TX 76504



+01 800.433.3128



info@sunbeltsolomon.com
sunbeltsolomon.com



exemption certificate. Unit(s) quoted are for normal service conditions as defined by ANSI/IEEE Standards. Notify Supplier at time of quotation should the unit(s) be subject to harmonics, motor starting, shovel duty, or other special service conditions.

Schedules

All Delivery dates are estimates and under no circumstances does Company guarantee date of delivery. Company shall not be responsible or liable for any damage or loss which occurs during transportation and/or shipment of the Equipment. Company is not liable or responsible for any costs of Customer caused by any delays in transportation or delivery.

Company reserves the right to manufacture and ship any items in advance of the acknowledged shipping schedule, unless expressly forbidden by the Customer at the time of the order entry.

Cancellation or Revision of Order

Any Purchase Order may be cancelled or revised by Customer only upon written approval by an authorized representative of the Company, and at the Company's sole discretion. Should Company approve cancellation or revision of a Purchase Order, Customer shall pay the cancellation or revision charges specified in said approval. Cancellation or revision charges will include expenses previously incurred, commitments made pursuant to or in reliance upon such Purchase Order, whether or not such commitments are legally binding on Company, and any other factors considered relevant by Company. In the event that Company does not approve cancellation or revision, Customer shall remain liable to Company for the full price of the Equipment, Rental and/or Services ordered.

Cancellation charges are calculated for each unit cancelled per its individual status.

Standard Cancellation Charges:

Cancellation Charges:	% of PO Price
Upon Purchase Order acceptance	25
After materials are ordered	50
After production begins for Equipment	75
Once production is complete for Equipment	100

Company reserves the right to re-quote both price and lead time for any request to revise an order. If it is determined that a revision will incur an additional revision charge, charges are calculated for each unit revised per its individual status.

Standard Revision Charges:

Revision Charges:	% of Selling Price
Before Engineering Review / Scheduling	0
Before Production Begins	35
After Production Begins	100



TO: Mayor, Council Members, and Others

FROM: Donald W. Harrod, Administrator

RE: Administrator's Report

+++++

- 1) The Village has learned from the Ohio Department of Transportation that our request to have the speed limit lowered on State Route 66 from Seventh Street to SR 119/Bensman Road has been approved. The speed limit will be lowered from 45 mph to 35 mph on both sides of the road in this area. Officials from ODOT have indicated that their sign crews will be changing out the speed limit signs in the next few weeks.
- 2) Crews from Heyne Construction continue to work on the Paris Street Shelter House Project. Even with the cold weather, they continue to lay block for the shelter house facility. In addition, they have completed the plumbing rough-ins and continue to work on the in wall electrical rough-ins. Heyne's have advised us that within the next couple of weeks, they should begin starting the wood framing and setting trusses.
- 3) On Friday, January 20th, the village and Choice One Engineering met with Jeff Ball from the Ohio Department of Natural Resources Real Estate and Land Management team and Dave Faler, ODNR's Miami Erie Canal Land Manager regarding the extension of a multi-use trail from First Street to Loramie Creek, just north of Ft. Loramie. Both Mr. Ball and Mr. Faler indicated that the walking path could be placed along the tow path of the canal on existing land owned and managed by ODNR. Mr. Faler indicated that his crews could build the stone base for the trail, if village crews would assist with hauling dirt and stone. Mr. Faler stated that the village could utilize the funds from the State to purchase the stone. Work on the project could begin in June. Choice One Engineering is verifying surveys along the route and the village's will be sending notices to adjacent property owners regarding the project.
- 4) The TDS dilution wells installed by Moody's of Dayton on land south of the waste water treatment facility are now operatable. Crews are able to run the wells in hand, but are not yet able to run the wells off of the village's SCADA system. CDM Smith, Buschur Electric and Moody's are working on a few minor details in order to make the wells operable off of the SCADA system. Hopefully, this work will be completed shortly.

CONTACT
ODOT ABOUT
SIGNS



Minster Police Department

Council Report: 01/27/2025

CFS From - To: 01/02/25—01/23/25 (Thursday to Thursday)

Reactive CFS:

Notable:

Follow up on several investigations is ongoing.

See attached CMI report

Proactive CFS:

Notable: None for period

See attached CMI report

Community Engagement:

- Officers have been patrolling the school zone and conducting walk-throughs at Minster Schools.
- Officers have been working High School Basketball games and conducting escorts for various events.
- MPD is planning an open house for the new department.

Department News:

- MPD has been moving into/organizing areas of the new building as construction wraps up.
- Chief Morris registered for the 2025 Chief's Annual Conference held by OACP at the end of April.
- Ptl. Adams has registered for ARIDE, an advanced OVI (specific to drugs not alcohol) detection class.
- Ptl. Vanover and Ptl. Adams have registered for a Modern Report Writing Course.
- Ptl. Bonvillian completed the Field Training Officer class and is now the department's new FTO. He will train the new full time officer.
- Ptl. Krouskop and Ptl. Bonvillian are now certified Taser 10 Instructors. Last week, they held a department training to certify all officers as Taser 10 operators.
- All Axon products have been issued and are now in use. This resolved many issues involving body/cruiser cameras, tasers, and digital evidence software.
- The 2024 Year-End Report is finished and a copy was supplied to Village Council.

Topics for Discussion:

Key:

CFS- Calls for Service

Reactive CFS- Calls officers were called to. I.E.: Violent Crimes, Thefts/Scams, General Complaints.

Proactive CFS- Officer initiated calls. I.E.: Residence/Business Checks, Traffic Stops, Public Services.

Public Service Calls- Informational Only/ Escorts/ Utility Calls/ Paper Service/ Golf Cart Inspections.



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/02/2025 until 01/23/2025

Nature Code	Nature Description	Total
0	INFORMATION ONLY	2
02	CRASH, PROPERTY DAMAGE	4
08	ASSAULT	1
09	COMPLAINT	3
09T	COMPLAINT (TRAFFIC)	5
12B	ALARM DROP	13
12G		3
13F	ESCORT FUNERAL	7
13V	UNLOCK VEHICLES	3
18A	ANIMAL COMPLAINT	8
28B	FIRE ALARM	1
29	SQUAD RUN	9
35X	EXTRA PATROL	3
53A	FOOT PATROL	16
57	TRAFFIC STOP	20
60	SUSPICIOUS PERSON	2
63A	UNOCCUPIED HOME CHECK	3
74	OPEN DOOR	1
77A	FRAUD - ATTEMPTED	1
85	WELFARE CHECK	3
86	FOLLOW UP INVESTIGATION	4
87S	SCHOOL WALK THRU	15
88	PUBLIC SERVICE CALL	1
911	911 HANGUP CALLS	2
DUP	DUPLICATE CALL	1
UTY	REQUEST FOR VILLAGE UTILI	7

Grand Total: 138

Minster Police Department

Year-End Report

2024



Index:

- 2024 Calls for Service
- 2023 Calls for Service (previous 5 years for comparison)
- Community Engagement
- Personnel Training
- Departmental Progress
- 2025 Preview

Calls for Service:

The Minster Police Department handles a wide range of calls, from proactive to reactive, encompassing public service calls to major investigations. Our officers are committed to providing the highest level of service to the community, whether it involves following up investigations or ensuring a lost pet returns home safely. Each day brings different challenges, and we strive to address them with professionalism and efficiency. The following statistics reflect our efforts and commitment.

Notes:

- The number of proactive calls for service appears lower due to staffing shortages and training in early 2024.
- In 2023 and previous years, some “extra patrol” codes/statistics were combined. For 2024, I separated these different types of “patrol” into distinct codes to improve tracking.
- CFS statistics do not delineate the extent of follow-up investigation required for various types of calls. Many of these investigations necessitate numerous hours of follow-up work, which are not recorded in these statistics.



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/01/2024 until 12/31/2024

Nature Code	Nature Description	Total
0	INFORMATION ONLY	36
02	CRASH, PROPERTY DAMAGE	49
03T	TELEPHONE HARASSMENT	6
04	CRASH, PERSONAL INJURY	6
05	STALKING	1
07	MENACING	1
08	ASSAULT	6
09	COMPLAINT	9
09C	COMPLAINT - CIVIL	17
09T	COMPLAINT (TRAFFIC)	66
10	ASSIST OTHER UNIT	1
10A	ASSIST AUG CO SO UNIT	23
10F	ASSIST FT LORAMIE PD UNIT	4
10N	ASSIST NEW BREMEN PD	4
10O	ASSIST OTHER STATE AGENCY	10
10S	ASSIST SHELBY CO SO UNIT	14
11	TRASH DUMPING	4
12	BURGLARY	1
12A	BURGLARY IN PROGRESS	1
12B	ALARM DROP	86
13	SPECIAL DETAIL	10
13A	ESCORT	2
13E	SCHOOL ESCORT	6
13F	ESCORT FUNERAL	42
13G	GOLF CART INSPECTION	15
13SC		1
13V	UNLOCK VEHICLES	74
15	SERVING SUMMONS	18
15A	ARREST WARRANT	1
16	DEATH INVESTIGATION	2
18	ANIMAL BITE	2
18A	ANIMAL COMPLAINT	45
2		1
20	DOMESTIC DISPUTE	9
24	DRUNKENNESS	12
24A	DRUG OFFENSE	3
26	FIGHT	1
28	FIRE	9
28B	FIRE ALARM	27
28G		1



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/01/2024 until 12/31/2024

Nature Code	Nature Description	Total
28S		1
29	SQUAD RUN	193
29B		2
32	HOMICIDE	1
34	JUVENILE INCIDENTS	20
35X	EXTRA PATROL	51
36	THEFT/LARCENY	17
36A	THEFT/LARCENY IN PROG	1
38	MISSING PERSON	4
48A	SEX OFFENSE	5
49	PROPERTY DAMAGE	1
53A	FOOT PATROL	250
53B	BIKE PATROL	1
57	TRAFFIC STOP	266
57A	PEDESTRIAN STOP	2
58A	ATTEMPTED SUICIDE	2
60	SUSPICIOUS PERSON	36
60A	SUSPICIOUS VEHICLE	34
60B		1
60S	SOLICITING WITHOUT A PE	7
62	TRAFFIC DETAIL	12
63	UNOCCUPIED HOME	5
63A	UNOCCUPIED HOME CHEC	64
64	VANDALISM	6
64A	CRIMINAL DAMAGING/MISC	1
71	CHECK UP	1
72	MENTAL PERSON	5
74	OPEN DOOR	25
77	FRAUD	9
77A	FRAUD - ATTEMPTED	4
80	TRESPASSING	7
80A	CRIMINAL TRESPASSING	2
82	ABANDONED VEHICLE/DIS	21
85	WELFARE CHECK	14
86	FOLLOW UP INVESTIGATIC	17
87S	SCHOOL WALK THRU	191
88	PUBLIC SERVICE CALL	65
90	TALKS/PRESENTATIONS	3
911	911 HANGUP CALLS	68
92	NEIGHBOR DISPUTE	1



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/01/2024 until 12/31/2024

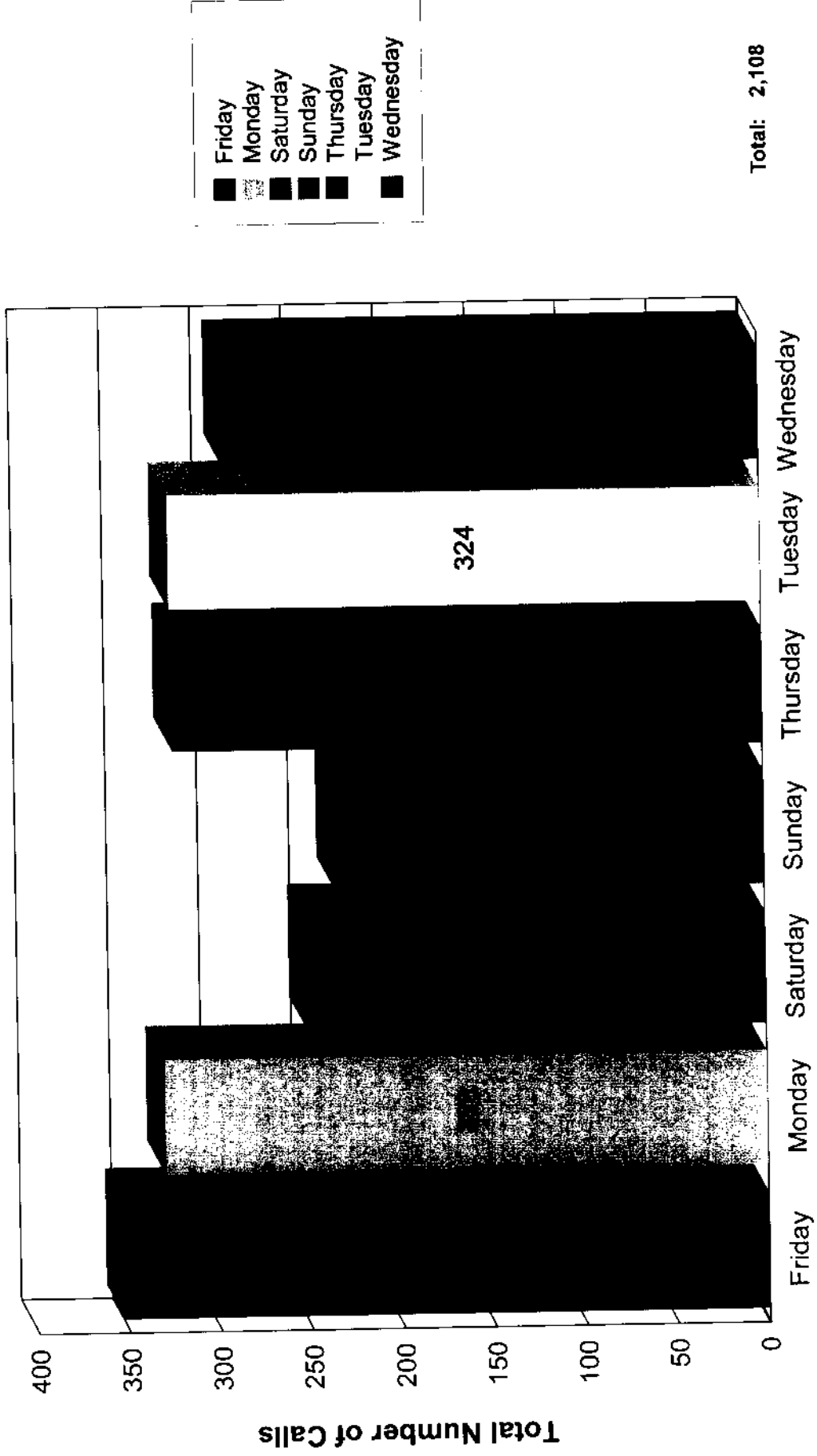
Nature Code	Nature Description	Total
B	FOUND BIKE	4
DUP	DUPLICATE CALL	11
TST	TEST PURPOSES	4
UTY	REQUEST FOR VILLAGE U	54
Grand Total: 2115		



MINSTER POLICE DEPARTMENT

Calls by Day of Week For Department

For Reporting Period: 01/01/2024 until 12/31/2024

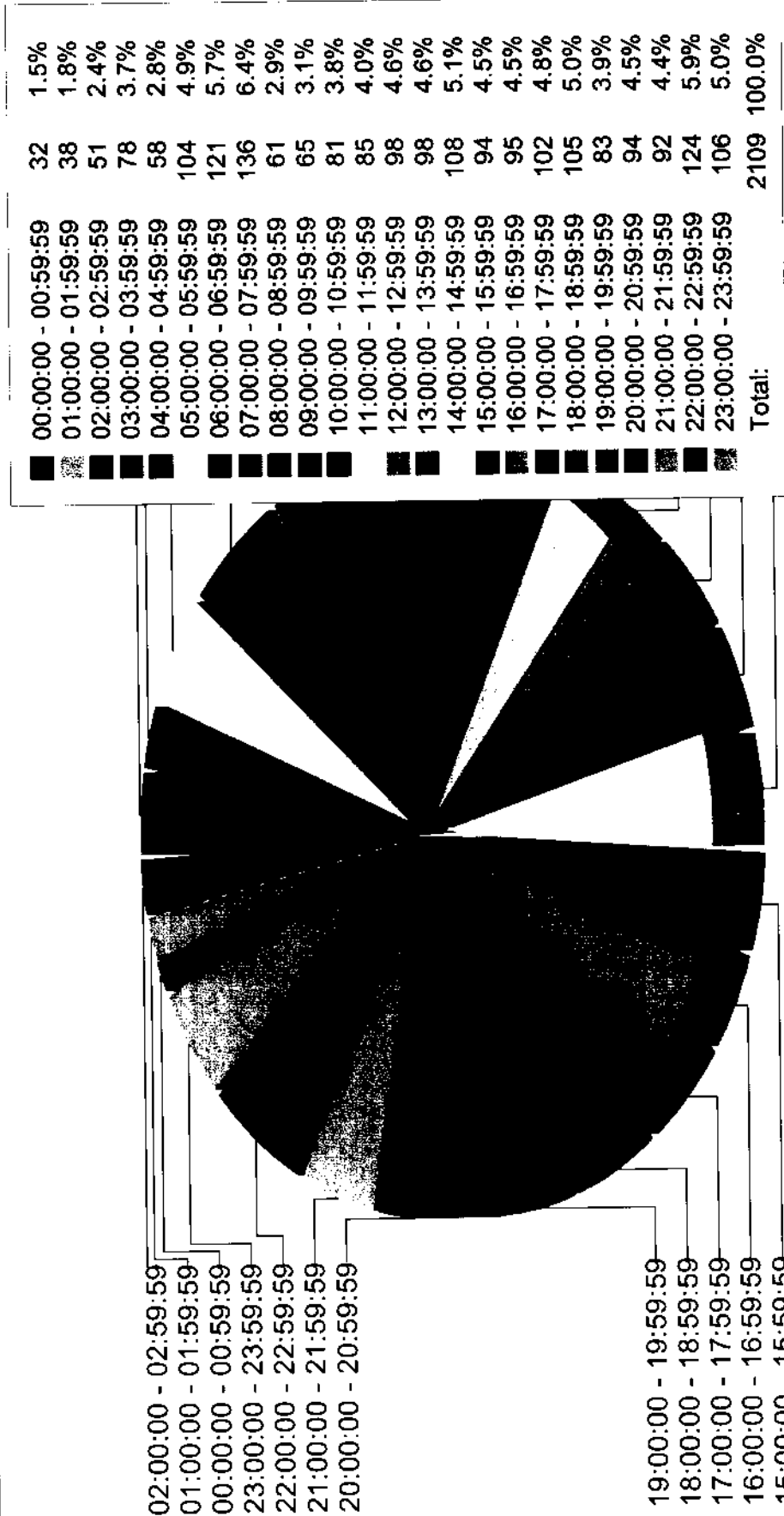




MINSTER POLICE DEPARTMENT

Calls By Type For Department

For Reporting Period: 01/01/2024 until 12/31/2024



TimeOfDay



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/01/2023 until 12/31/2023

Nature Code	Nature Description	Total
0	INFORMATION ONLY	50
02	CRASH, PROPERTY DAMAGE	40
03	HARASSMENT	1
03T	TELEPHONE HARASSMENT	4
04	CRASH, PERSONAL INJURY	4
05	STALKING	1
07	MENACING	4
08	ASSAULT	4
09	COMPLAINT	22
09C	COMPLAINT - CIVIL	30
09T	COMPLAINT (TRAFFIC)	47
10	ASSIST OTHER UNIT	3
10A	ASSIST AUG CO SO UNIT	22
10F	ASSIST FT LORAMIE PD UNIT	3
10N	ASSIST NEW BREMEN PD	11
10O	ASSIST OTHER STATE AGENCY	8
10S	ASSIST SHELBY CO SO UNIT	9
12	BURGLARY	2
12B	ALARM DROP	84
12C	ATTEMPTED BURGLARY	1
12G		1
13	SPECIAL DETAIL	9
13A	ESCORT	6
13F	ESCORT FUNERAL	51
13H	UNLOCK HOUSE	1
13V	UNLOCK VEHICLES	68
14B		1
15	SERVING SUMMONS	7
15A	ARREST WARRANT	6
15C	SERVICE OF CIVIL PAPER	7
16	DEATH INVESTIGATION	2
18	ANIMAL BITE	2
18A	ANIMAL COMPLAINT	31
20	DOMESTIC DISPUTE	8
24	DRUNKENNESS	10
24A	DRUG OFFENSE	4
26	FIGHT	3
28	FIRE	11
28B	FIRE ALARM	8
29	SQUAD RUN	233



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/01/2023 until 12/31/2023

Nature Code	Nature Description	Total
34	JUVENILE INCIDENTS	12
36	THEFT/LARCENY	10
38	MISSING PERSON	6
40	MAN WITH A GUN	1
48A	SEX OFFENSE	1
53	OUT ON PORTABLE	3
53A	FOOT PATROL	327
53B	BIKE PATROL	3
56	STOLEN VEHICLE	3
57	TRAFFIC STOP	145
57A	PEDESTRIAN STOP	1
58	SUICIDE	1
58A	ATTEMPTED SUICIDE	3
60	SUSPICIOUS PERSON	22
60A	SUSPICIOUS VEHICLE	15
60B		3
60S	SOLICITING WITHOUT A PE	3
62	TRAFFIC DETAIL	16
63	UNOCCUPIED HOME	2
63A	UNOCCUPIED HOME CHEC	223
64	VANDALISM	9
64A	CRIMINAL DAMAGING/MISC	2
65	BREAKING AND ENTERING	1
72	MENTAL PERSON	12
74	OPEN DOOR	46
77	FRAUD	15
77A	FRAUD - ATTEMPTED	7
78	BOMB THREAT	1
79A		1
80	TRESPASSING	4
80A	CRIMINAL TRESPASSING	2
82	ABANDONED VEHICLE/DIS	28
85	WELFARE CHECK	12
86	FOLLOW UP INVESTIGATIC	8
87S	SCHOOL WALK THRU	231
88	PUBLIC SERVICE CALL	72
90	TALKS/PRESENTATIONS	6
911	911 HANGUP CALLS	131
92	NEIGHBOR DISPUTE	2
98		1



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 01/01/2023 until 12/31/2023

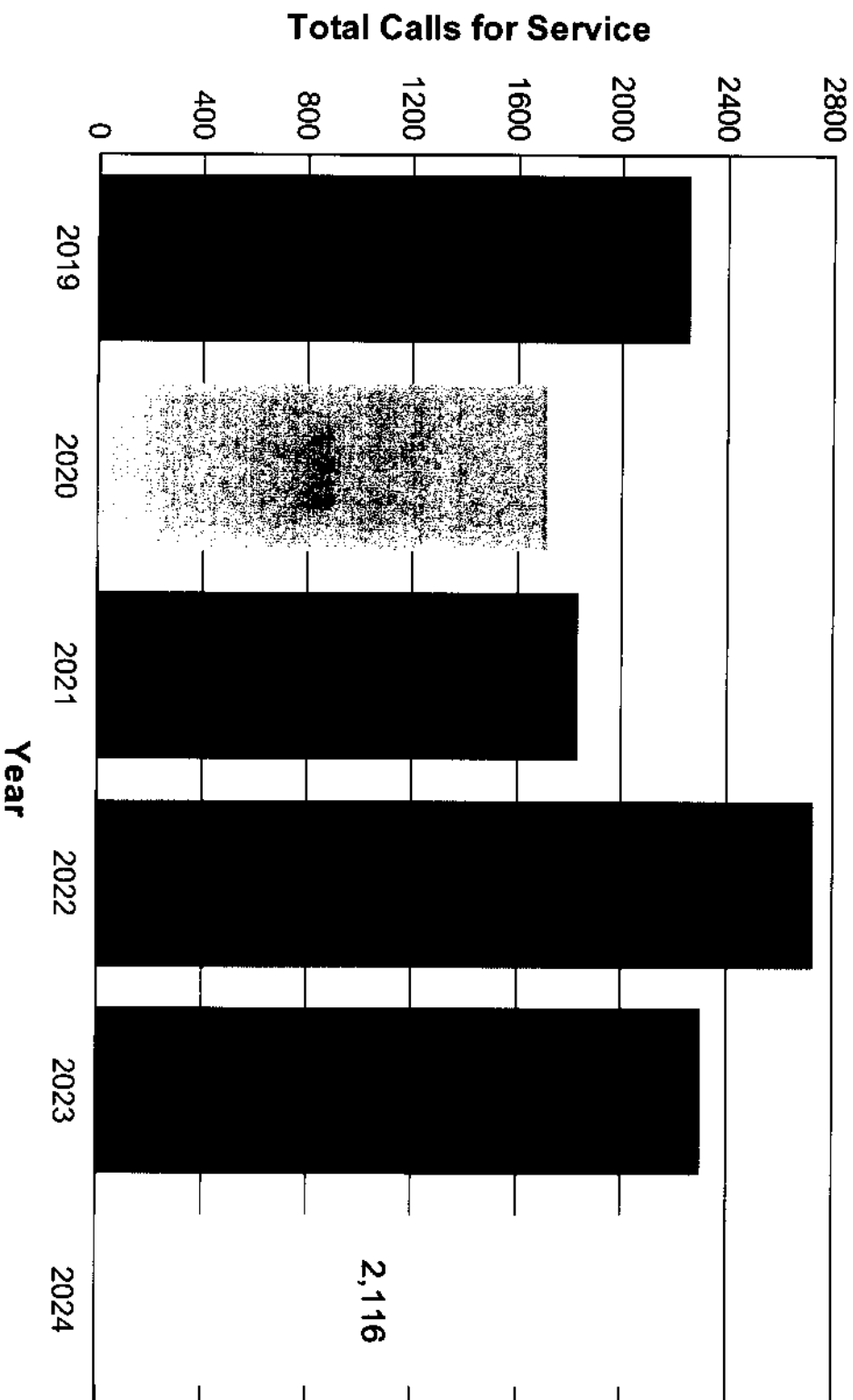
Nature Code	Nature Description	Total
9A		2
B	FOUND BIKE	3
CT	COURT DUTY	1
DUP	DUPLICATE CALL	14
ID	IDENTITY FRAUD	1
UTY	REQUEST FOR VILLAGE U	68
Grand Total: 2298		



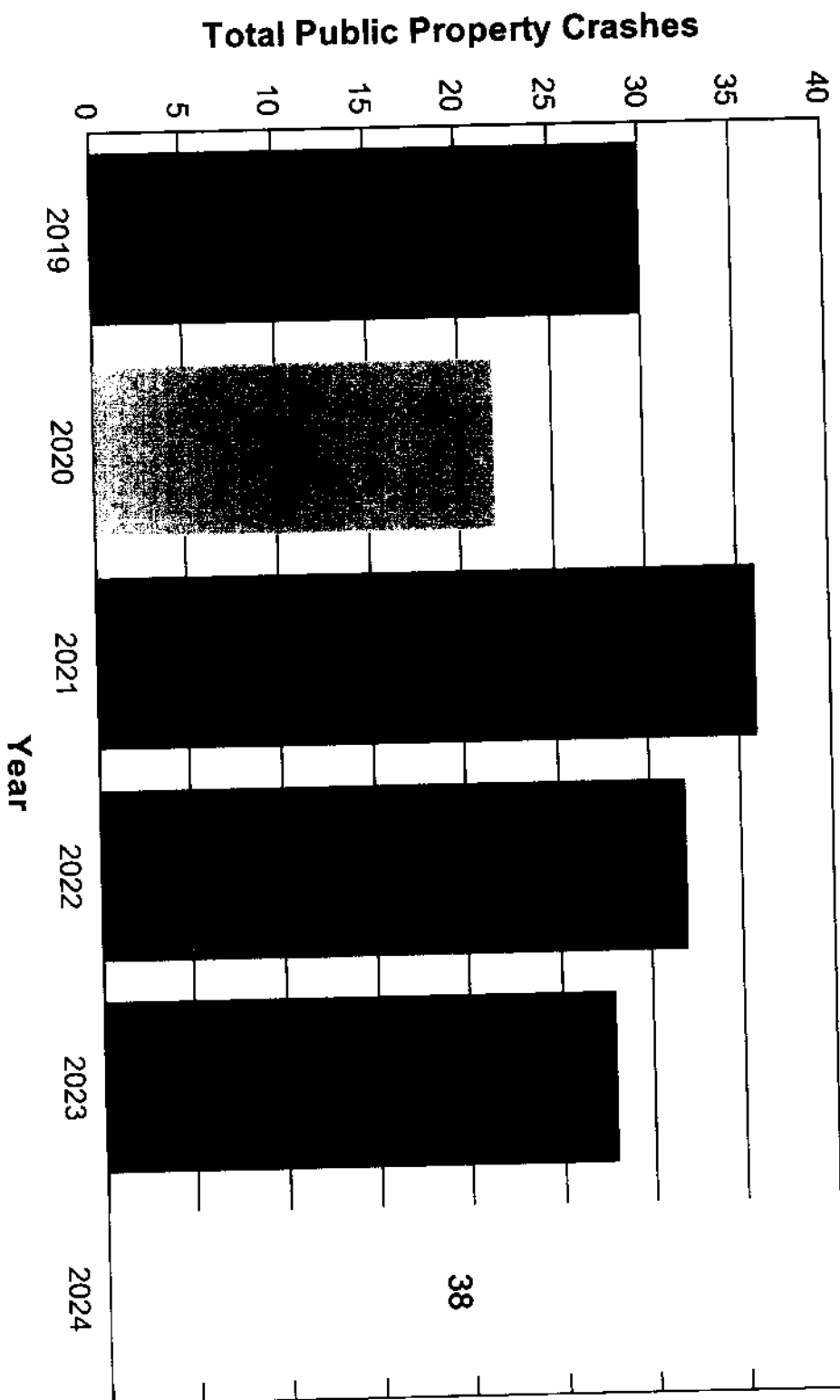
Statistics By Date

Starting Date 01/01/2019 Ending Date 12/31/2024

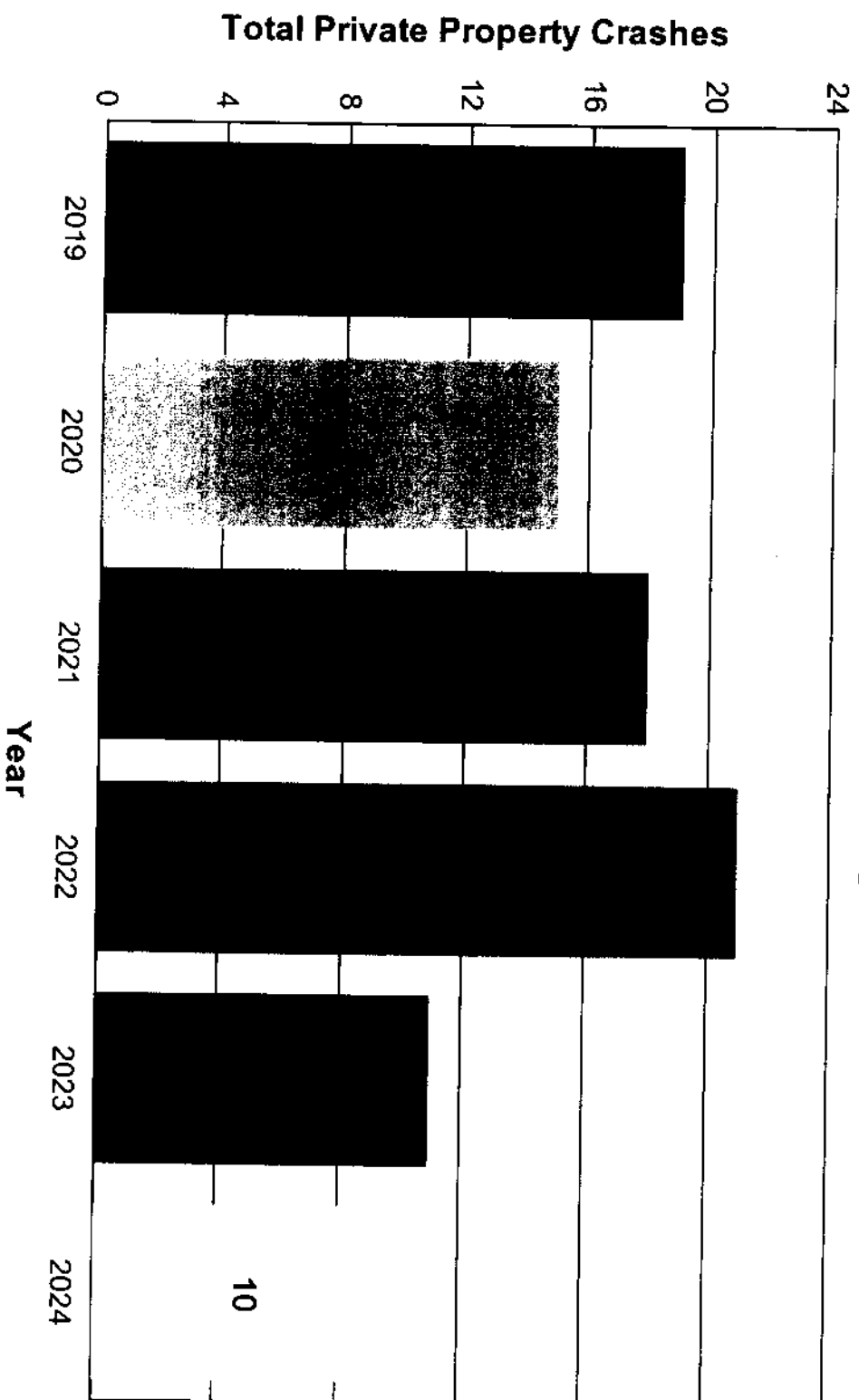
Calls for Service



Total Public Property Crashes



Total Private Property Crashes



2024 Community Engagement:

The Minster Police Department is a community-oriented organization that takes pride in its engagement with local officials, businesses, schools, and community members. We deliver speeches, conduct safety demonstrations, participate in charitable events, and provide security for various community festivals and events. Below is a list of some of our activities this year.

- Officers conducted school walk-throughs, business checks, and house checks throughout the year.
- Officers provided security for basketball and football games throughout the year.
- Chief attended various Eclipse Meetings, Chief's Meetings, Council Meetings, Service Club Meetings, and other community engagements.
- Officers delivered Seatbelt Safety talks with 4-H at 4th Grade Safety Day.
- Officers assisted with the Wapak Tugfest.
- Officers participated in the Auglaize County National Night Out in Wapak.
- Officers assisted with planning and provided an escort for the Eucharistic Mini-Pilgrimage.
- Officers planned and presented ALICE training to St. Augustine Church.
- Officers delivered a Babysitting Safety Speech to Imaginative Beginnings.
- An officer assisted NBPD with the Bremenfest Parade.
- Department members conducted department tours for the Civic Association, Value Class, Village Council, and other groups.
- Chief met with the Oktoberfest Committee to plan event security.
- Officers met with the Oktoberfest Car Show Committee and provided an escort for the event.
- Provided security for Oktoberfest.
- Officers distributed candy at a Trick or Treat event at the YMCA.
- Officers handed out chips during Trick or Treat night.
- An officer served as a judge for the Cavalry Baptist Church Chili Cook-off.
- An officer attended a Veterans Day Ceremony at MHS.
- An officer participated in the Shop with the Blue program.

Personnel Training:

The Minster Police Department has leveraged state and local training opportunities to enhance our expertise in various areas of policing and investigations. Whether through required Continuing Professional Training or specialized courses identified by our officers, we have actively sought and utilized these opportunities. In addition to replacing our firearms instructor, we have focused on building officers' skills to enable them to take on larger roles. Below is a list of the trainings each officer has completed over the past year.

Chief Eric Morris

New Chief's In-Service Training

Legally Confident – Tactically Confident

Sgt. Bryan Koesters

Death Investigation

Patrol Fundamentals

Ptl. Adam Krouskop

First Responder to Sexual Assault Training

Taser Instructor (X26)

Cyber Crime

Patrol Fundamentals

Active Shooter Training

Ptl. Ben Bonvillian

First Responder to Sexual Assault Training

Firearms Instructor

Legally Confident – Tactically Confident

Ptl. Logan Gray

ARIDE

Patrol Fundamentals

Legally Confident – Tactically Confident

Active Shooter Training

Ptl. Bud Vanover

Active Shooter Training

Ptl. Bradyn Adams

Active Shooter Training

Administrative Assistant Rachel Ranly

Records Retention and Management Updates

Public Notary Training

All officers also met the State of Ohio required Continuing Professional Training for 2024, which included the following:

- Legal Updates (2 hours)
- Responding to Mental Health Issues (2 hours)
- Crisis Mitigation De-Escalation (2 hours)
- Marsy's Law / Victim Rights (1 hour)
- NIBIN (1 hour)
- Various training that meets: OAC 109:2-18-03 (16 hours)
- LEADS Certification Renewal (not part of CPT)

2025 Department Progress Report

Throughout 2024, the Minster Police Department underwent significant transitions, including personnel assuming new roles and the construction of a new building. Despite facing challenges such as being understaffed by three full-time officers; the department has made remarkable progress. Under Chief Morris's leadership, and through the implementation of updated equipment, policies, procedures, and recruitment efforts, we have significantly improved officer morale and departmental efficiency. These advancements have set a strong foundation for the future of the department. Listed below, are examples of the department's progress through 2024.

Recruitment and Personnel Morale:

- Conducted regular departmental and individual meetings to foster a success-driven, team-oriented mindset.
- Successfully recruited, vetted, hired, and trained three new full-time officers, increasing the department's strength from four to seven full-time officers.
- Promoted Bryan Koesters to the rank of Sergeant.
- Elevated Ptl. Krouskop and Ptl. Bonvillian to the rank of Police Officer 2.
- Organized and updated personnel unit numbers, accounts, and equipment.
- Revised several policies and procedures to enhance recruitment appeal and overall department morale.
- Assigned Ptl. Bonvillian to Firearms Instructor and Armory Coordinator.

Grants:

- Secured Bullet Proof Vest Grants to purchase outer carrier vests, replacing expired vests to ensure compliance with policy while enhancing daily comfort for officers.
- Acquired Active Shooter Vests for each cruiser, improving officer safety and efficiency in responding to active shooter incidents (Let's Back the Blue).
- Obtained Ballistic Shields to enhance officer safety during firearm-related incidents (Let's Back the Blue).
- Provided DSLR Cameras for each cruiser, significantly upgrading the capability to document photographic evidence (Let's Back the Blue).
- Equipped MPD-issued firearms with laser sights to improve officer accuracy and efficiency (Let's Back the Blue).

Enhancements:

- Introduced new police uniforms to enhance officer comfort and safety.
- Implemented MARCS Radios to resolve previous communication issues with neighboring departments and county dispatch, ensuring officer safety.
- Upgraded the following equipment using the above grants: DSLR point and shoot cameras in every cruiser, ballistic shields and active shooter vests, laser sights for officer firearms.
- Acquired a new police interceptor to replace an aging cruiser (Unit 503).
- Purchased faraday bags for the lab to improve digital evidence retention.
- Administrative Assistant Ranly resolved various technology and equipment issues throughout the department.
- Installed Axon body cameras and cruiser cameras, addressing long-standing issues and providing necessary technology for future operations.
- Procured Axon Taser 10's to replace outdated tasers, enhancing officer safety and providing more non-lethal options.
- Implemented Evidence.com to host digital evidence, significantly improving system efficiency.
- Administrative Assistant Ranly developed a report organization system to streamline report filing and tracking.
- Administrative Assistant Ranly organized files and equipment in the new building, greatly improving departmental efficiency.
- Worked with the YMCA to obtain two rowing machines and an elliptical.

2025 Preview

- Chief Morris aims to hire an eighth full-time officer to enhance our scheduling capabilities and strengthen our community service.
- Ptl. Krouskop and Ptl. Bonvillian will become the department's new Taser 10 Instructors.
- Ptl. Bonvillian will attend Shotgun and Rifle Instructor training to meet the department's need for instructors for all three issued firearms.
- Ptl. Bonvillian will also attend the Field Training Officer (FTO) course to become the department's new FTO, and be responsible for training the eighth full-time officer.
- Ptl. Krouskop and Ptl. Bonvillian will participate in the JTDMH SART (Sexual Assault Response Team).
- Sgt. Koesters has enrolled in the STEP program, a first-line supervisory class, to develop skills pertinent to his role as Sergeant.
- Ptl. Adams will attend the Advanced Roadside Impaired Driving Enforcement (ARIDE) course to improve his effectiveness in identifying various types of driver intoxication.
- Ptl. Vanover and Ptl. Adams will participate in a Modern Report Writing Class.
- Ptl. Gray will attend drug identification and enforcement courses.
- An officer will be assigned to assist the Grand Lake Task Force, re-establishing our involvement after more than a decade. This will enhance the officer's job experience and strengthen Minster's relationship with other area departments.
- Chief Morris will appoint two officers as the department's new ALICE or Run Hide Fight Instructors.
- Chief Morris and Administrative Assistant Ranly will continue building organization and décor will throughout 2025.
- The police department plans to construct a Shooting/Training Range for annual firearm qualifications and regular practice sessions.
- Chief Morris intends to utilize donated funds and grants to outfit an MPD Fitness Room so officers can maintain a healthier lifestyle.