

Continued
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minutes

April 1, 2025
Tuesday - 6:30 p.m.
Village of Minster Council Chambers

- 1) Call to Order
- 2) Approval of the March 18, 2025 meeting minutes. TREY | TRAVIS
- 3) Introduction of Visitors:
 - a)
- 4) Ordinances and Resolutions:
 - a) Resolution 25-03-02: Discussion, third and final reading of a resolution granting utility easements across and through village owned property; authorizing the mayor to execute the easements. NICOLE | JOSH
- 5) Committee Reports and Discussion Items:

S trees: 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
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- 6) Old Business:
 - a)
- 7) New Business:
 - a) Discussion and motion to approve invoices over \$3,000.00. ~ NICOLE | CURT
 - b) Discussion on renewal of liquor permits for the village. NO ACTION
- 8) Administrator's Report
- 9) Receipts: \$
- 10) Invoices: \$ 2,931,222.44 JOSH | TRAVIS
- 11) Motion to adjourn
CURT | TREY

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

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

Attendance: Eric Morris (Police Chief) and Skylar Mitchell (Evening Leader), Tom Millhouse (Daily Standard).

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

Approval of March 4, 2025 Minutes: Clune and Osterloh motioned to approve the minutes from the regular meeting on March 4, 2025. Motion passed on four aye votes with Steele and Sherman abstaining.

Visitors:

Mayor Oldiges welcomed Peggy Bensman and Jim Fullenkamp to the meeting.

ORDINANCE AND RESOLUTIONS:

Ordinance 25-02-03: Discussion, third and final reading of an ordinance amending Ordinance 20-02-02 and establishing the rate for garbage collection and to declare an emergency.

Our current waste hauling contract with Rumpke expires at the end of March. In the original contract with Rumpke and in the bidding documents, we include a provision that allows the Village and Rumpke to negotiate terms for extension of the collection which are agreeable to both parties. Rumpke, reached out and expressed an interest in continuing the relationship with the Village and have submitted a proposal for the village to consider.

The proposal submitted for our review, include a five-year contract extension. The proposal is based upon the continued unlimited weekly collection that is being provided today. The proposal includes a continued monthly charge of \$315.50 per month which covers the State of Ohio surcharge increase, which was passed in 2009 by House Bill 1 to support the soil, water, litter and recycling programs of the Ohio EPA and ODNR. The proposal than has a monthly charge per unit as identified below.

April 1, 2025 to March 31, 2026	\$17.60 per month
April 1, 2026 to March 31, 2027	\$18.30 per month
April 1, 2027 to March 31, 2028	\$19.04 per month
April 1, 2028 to March 31, 2029	\$19.80 per month
April 1, 2029 to March 31, 2030	\$20.59 per month

The current rate that residential customers pay per month is \$16.76. This rate was established back in 2020. Currently, the village has 1,206 customers who are picked up weekly by Rumpke. If council wanted to pass on the \$315.50 monthly rate, which we have done in the past, along with the Rumpke charge, the amount needed to be collected would be:

April 1, 2025 to March 31, 2026	\$17.86 per month
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April 1, 2026 to March 31, 2027	\$18.56 per month
April 1, 2027 to March 31, 2028	\$19.30 per month
April 1, 2028 to March 31, 2029	\$20.06 per month
April 1, 2029 to March 31, 2030	\$20.85 per month

Rumpke has also provided a quote for curb side recycling, however, council decided not to pursue curbside recycling at this time.

Given the proposal from Rumpke, council would need to decide if they want to accept the proposal. Once council makes a decision, they would need to pass an Ordinance which accepts the proposal and sets the new price for garbage collection, while amending the current garbage collection ordinance. I have included in your packet a copy of an ordinance accepting the proposal.

Resident Peggy Bensman asked the village council to consider moving to bagged trash as it would be cheaper for those who do not have a lot of trash to put out. Clune stated that she was able to get feedback from some residents and they would like to keep the trash unlimited as it is currently. Clune also stated she investigated what it costs to have bags and she was able to see New Bremen pays \$16.50 for 10 bags. Ms. Bensman added that she is concerned with people from out of town bringing their trash into town for collection and wanted to make sure there was an ordinance in place that prohibits outside trash being brought into village limits. Administrator Harrod stated the village does have an ordinance in place to prevent this. Ms. Bensman added that New Bremen is a clean town that looks nice with the bag system as it was discussed that Rumpke will take larger items for free which could encourage residents to remove large items such as appliances rather than letting them collect around town. Steele stated that council is looking at the overall big picture when it comes to the trash service to see what will be the happy medium for many of the residents which has come back to being the unlimited trash collection through Rumpke.

After the discussion regarding the trash costs Sherman and Clune motioned to pass **Ordinance 25-02-03 as an emergency**. Motion passed on six aye votes. Motion was then made by Osterloh and Wilges to approve the third and final reading of **Ordinance 25-02-03**. Motion passed on six aye votes.

Resolution 25-03-01: Discussion, suspend, pass and adopt a Resolution supporting the renewal of State Issue 2 and to declare an emergency.

The Ohio Public Works Commission and the Ohio Municipal League are asking that communities pass a resolution in support of State Issue 2 and the renewal of the State Capital Improvement Program. State Issue II has been around for nearly 40 years and has resulted in grants and loans to local communities for infrastructure projects in all of the 88 counties in Ohio. The village of Minster has benefitted from the State Capital Improvement Program as well over the past 30 years or so. The village has received well over \$1,000,000.00 in grants for numerous street and infrastructure projects.

Issue 2 will not raise taxes for Ohioans and the renewal of Issue 2 is critical to prevent a gap in infrastructure investments, as the current program authorization is set to sunset on July 1, 2025. State Issue 2 is on the May 6 2025 ballot and both the Ohio Public Works Commission and the Ohio Municipal League are asking for the village support in urging voters to vote yes in renewing Issue 2.

Passage of this resolution allows the Village to join the Strong Ohio Communities Coalition offering our support for Issue 2 and urges the voters of the community to vote yes on May 6th.

Motion to suspend the three readings of **Resolution 25-03-01** was made by Albers and Sherman. Motion passes on six aye votes.

Motion to pass suspend pass and adopt **Resolution 25-03-01** as an emergency was made by Osterloh and Steele. Motion passed on six aye votes.

Resolution 25-03-02: Discussion and second reading of an ordinance granting a utility easement across and through village owned property; authorizing the mayor to execute the easement and to declare an emergency.

CenterPoint Energy is planning on replacing a major gas line that extends across the north property line of the 7th Street Community Park. CenterPoint is requesting that the village grant them an additional easement at the north west corner of the 7th Street Community Park. CenterPoint currently has an existing easement in this area and they are requesting an additional 1,390 square foot (0.032) easement in between their existing easement and the Miami Eric Canal. A drawing of the existing easement and the proposed new easement is enclosed in your packet.

CenterPoint is willing to pay the village a sum of \$500.00 for the additional 0.032 acres easement. Which would be approximately \$15,600.00 per acre. The 22-foot by 62-foot parcel is in a place where the parcel would have no use to the village and would not impact village operations or the activities at the park.

I have prepared a copy of a resolution which grants the easement to CenterPoint Energy, which is included in your packet. Council will need to determine if they want to grant the easement and if the \$500.00 fee is adequate enough compensation. If council believes that it is adequate and wants to grant the easement, they would need to pass the resolution. The resolution, in your packet, grants the easement and authorizes the mayor to execute all documents associated with granting the easement. Because we are granting an easement across village owned property, village council should grant the easement by passage of a resolution.

Administrator Harrod stated the appraisal of the land was still not back yet, but should be completed by the next council meeting.

Motion to pass the second reading of Resolution 25-03-02 was made by Clune and Wilges. Motion passed on six aye votes.

Ordinance 25-03-01: Discussion, suspend, pass and adopt an ordinance adopting annual appropriations for 2025 and declaring an emergency.

At the end of last year, Council passed an interim budget until final numbers for 2024 could be compiled. The ordinance under consideration tonight is for the final budget for the remainder of 2025. This year's total annual appropriations are \$34,657,180.01.

In your packet is a copy of the ordinance. The finance committee did have a meeting to review the budget and the proposals from each department. There is also a list of highlighted items included in your packets. However, so that we can conclude the budgetary process for this year and get everything

submitted to the budget commission of the county as soon as possible, we would like to suspend, pass and adopt the budget at this meeting.

Motion to suspend the three readings of **Ordinance 25-03-01** was made by Clune and Steele. Motion passes on six aye votes.

Motion to pass suspend pass and adopt **Ordinance 25-03-01** as an emergency was made by Sherman and Wilges. Motion passed on six aye votes.

Resolution 25-03-03: Discussion, suspend, pass and adopt a resolution transferring funds and declaring an emergency.

During the annual appropriations process, there are a number of transfers that need to be made in order to get money into various accounts. This year is no different, as there are twelve transfers that need to be made as part of the budgeting process. These transfers are as follows:

- ✓ \$680,000.00 from the General Fund to the PWD Accounts
- ✓ \$100,000.00 from the General Fund to the Pool Accounts
- ✓ \$2,400,000.00 from the General Fund to the Capital Improvement Accounts
- ✓ \$478,026.43 from the Capital Improvement Accounts to the Industrial Park Accounts
- ✓ \$35,000.00 from the Capital Improvement Fund to the Parkview ADA Sidewalks Accounts
- ✓ \$25,000.00 from the Capital Improvement Fund to the Sanitary Sewer Replacement Accounts
- ✓ \$216,898.56 from the Capital Improvement Fund to the Police Department Building Accounts
- ✓ \$379,944.49 from the Capital Improvement Fund to the Northeast Development Accounts
- ✓ \$100,000.00 from the Water Fund to the Water Plant Renovation Accounts
- ✓ \$200,000.00 from the Waste Water Treatment Plant Fund to the Debt Service on WWTP Renovation Accounts
- ✓ \$400,000.00 from the Waste Water Treatment Plant Fund to the WWTP Renovation Accounts
- ✓ \$500,000.00 from the Electric Fund to the Electrical System Upgrade Accounts

In order to allow these transfers to occur, council should suspend, pass and adopt this resolution.

Motion to suspend the three readings of **Resolution 25-03-03** was made by Albers and Osterloh. Motion passes on six aye votes.

Motion to pass suspend pass and adopt **Resolution 25-03-03** as an emergency was made by Wilges and Sherman. Motion passed on six aye votes.

COMMITTEE REPORTS:

FINANCE: Wilges reported that the finance committee met on Tuesday to discuss the appropriations and the budget for 2025.

COMMUNITY ENGAGEMENT & DEVELOPMENT: Sherman reported that on February 18th the committee met to talk about vacant buildings and looking at a part time code enforcement officer along with software for code enforcement and zoning which will be discussed later.

OLD BUSINESS:

NEW BUSIENSS:

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

In your packet is a list of invoices that are over \$3,000.00. The list below are purchases that were authorized by the Administrator per the Ordinance that council passed authorizing the Administrator to make purchases up to \$25,000.00. However, the State Auditors have told us that any purchase over \$3,000.00 must be approved by Council utilizing this method. The purchases are as follows:

Geargrid	\$5,967.00	Benches for Fire Department
Madison Energy - Minster Solal LLC	\$27,950.83	Solar Charges Phase I
Madison Energy – Minster Solar LLC	\$5,829.74	Solar Chagres Phase II
Auglaize County Treasurer	\$8,703.49	Property Taxes
Winner's Computers	\$19,624.13	Computer Services and New Server for PD
American Conservation and Billing Solutions	\$20,806.80	Utility Hawk Annual Fee
Harris Computer Systems	\$32,277.09	Annual Fee for Software and Training
APA Inc.	\$3,986.00	Controls for Water Treatment Plant

Motion was made by Wilges and Clune. Motion passed on six aye votes.

Discussion on vacant building registration ordinance and dangerous building ordinance

Last week I sent by e-mail, drafts of two potential chapters to add to the Codified Ordinances of the village. Both chapters deal with building maintenance and are like what the City of St. Mary's has in place.

The first chapter deals with dangerous buildings and outlines what a dangerous building is:

- (a) A building, shed, fence or other man-made structure which is dangerous to the public health because of its condition and which may cause or aid in the spread of a disease or injury to the health of the occupants of such structure or neighboring structures;
- (b) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, is especially liable to fire and constitutes or creates a fire hazard;
- (c) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, constitutes or creates a safety hazard;
- (d) Any building, shed, fence or other man-made structure which, by reason of faulty construction or any other cause, is liable to cause injury or damage by collapsing or by the collapse or fall of any part of such structure;
- (e) Any building, shed, fence or other man-made structure which, because of its condition or because of lack of doors or windows, is available to and frequented by malefactors or disorderly persons who are not lawful occupants for such structure;
- (f) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have a working fixed heating system that is adequate for the size or needs of the structure;
- (g) Any building, shed, fence or other man-made structure which, because of faulty construction, age, lack of proper repair or other cause, fails to have functioning plumbing which is tied into a sanitary sewer system, one that remains free of blockage, and one that properly drains into the Village's sanitary sewer and is adequate for the size or needs of the structure.

The section goes on to declare any building that meets one of the definitions above is a public nuisance and that no person shall permit the existence of any dangerous building in the village. If such a dangerous building exists, it gives the Village Administrator or his designated representative the ability to notify the owner to either repair the building or to raze the building. It goes on to state that if any owner fails to comply with a repair or demolition order, the Village may cause the structure or part thereof to be repaired or razed and that the cost of such repair or razing shall become a lien upon the property.

I believe that with this ordinance, the village would be better protected when dealing with buildings that are left vacant and or are in dire need of repair.

The second chapter deals with the registration of vacant buildings within the village. While we do not have many vacant buildings in the village, we do have a couple and I believe that this chapter may aid in making owners reconsider whether they want to leave a vacant building go for an extended period of time. This chapter establishes a charge for vacant buildings; requires the owner to register the building; requires the owner to submit a vacant building plan; requires the owner to maintain the building in

accordance with the village's standards; and requires the owner to maintain liability insurance on the property.

The fee to register a vacant building is based upon the duration of time the building has been vacant. The fee starts at \$500.00 for the first year and then every consecutive year the building remains vacant, the annual registration fee shall be double the previous year's registration fee capping out at \$8,000.00 for the fifth year and any consecutive years the building remains vacant.

The chapter also requires the owner of a commercial or industrial building to develop a vacant building plan. This plan should include one of the following items. If the building is to be demolished then the plan should include a schedule of when this is going to occur. If the building is going to be left vacant, then the plan must include a fire protection plan, a plan to remedy any public nuisances, a lighting plan for the exterior of the building, a plan for maintaining all structural openings, and a plan to maintain the building in accordance of the building standards. If the building is going to be renovated, the plan shall include a removal time frame that does not exceed twelve months.

Finally, the vacant building shall be maintained in accordance with standards established in the chapter. Some of these standards include keeping the building's opening secured; installing a lock box for the fire department; and display a hazardous identification placard.

Also, the chapter establishes that if the owner does not maintain the building, then the village can do so and the cost of such work will be assessed to the property's taxes.

I think both Chapters would aid the village in dealing with vacant and dangerous buildings. I thought that council could have some discussion on both chapters and if council wanted to pursue enacting these chapters, I would then develop them into an ordinance for council's consideration.

Administrator Harrod explained that there are a couple buildings in village limits that are concerning and with the dangerous building ordinance it would allow the village to tell the owner to get the property cleaned back up or the village could assess property taxes which would allow the village to act on the matter sooner rather than later. Sherman stated that many communities are struggling with vacant buildings and within the last year, the village had 120 code violations, therefore the two ordinances are some solutions and ideas on how to stop the issue from growing and becoming a problem in Minster. Solicitor Hearn explained these ordinances are not perfect but they would allow the village to have more force to act, which in turn could help stop issues from happening. Albers added that these ordinances would allow a business or building to be brought back and fixed still, the village just does not want the buildings to sit vacant and become dangerous buildings over time. Steele and Sherman added that not only would these ordinances allow the village to make owners upkeep their properties but it would also allow emergency personnel to know what is vacant and who owns the building in case of an emergency. With the ordinances it would also make the property owner communicate with the village on a plan of action or improvements to the property within 90 days. Discussion regarding hiring a part-time code enforcement officer has also been discussed to allow the village to be proactive on the matter as well. Clune stated that she was wondering on the dangerous building ordinance if there was a way to add that the village would be able to act on a graffitied building. Solicitor Hearn stated he would work on adding new verbiage to cover that matter.

ADMINISTRATOR REPORT:

- 1) The Village hosted a meeting on the 17th with the seven establishments that will be a part of the MORA.

We went over the rules and regulations regarding the MORA, discussed the purchase of the designated cups and answered any questions that the group had.

- 2) Crews from Heyne Construction continue to work on the Paris Street Shelter House Project. Heyne's have cleaned the masonry, installed trusses and roofing materials, and continued to work on the plumbing and electric rough-ins. The splash pad contractor has ordered the debris trap and reservoir and that is expected to be delivered the week of April 7th with work on the splash pad starting the week of the 14th.
- 3) Work on the new well field generator building at the Four Seasons Park is underway. Village crews have pulled in the wire and they are ready to pour the floor of the building.
- 4) The Parks Department have installed the wind screens at the Pickleball Courts and are working on the windscreens around the diamonds. Village crews have found lights out that need replaced on the diamonds and the electric department will rent a lift to replace them. Ryan and Adam continue to prepare the fields for play as girls high school softball has already started practicing
- 5) On Thursday, March 6th we opened bids for the new transformer at the southeast substation. We received a total of six bids during the bid opening. The bids were given to Encompass Engineering for their review and recommendation which we hope to have to council at an upcoming meeting.
- 6) On Monday, March 3rd, ODOT hosted a pre-construction meeting for the State Route 66 Crosswalk project. Both Scott Langenkamp and I attended the meeting. It looks like the contractor will start the project sometime in mid-April once the asphalt plants open for the year. The Contractor has forty-five days to complete the project.
- 7) The Public Work's Department has moved the signage at Seventh and Paris Street a little further east to let motorist know the speed limit and that there is a curve ahead. We have been in talks with AES about moving a pole in the area. According to AES, to move the one pole at the curve, they would need to install four poles in various places at the intersection. We also inquired with AES about our electric department taking over the customers who live on Corporation Line Road. If we were to do that, the pole could be eliminated.
- 8) The Public Works Department has been out repairing about eight hydrants that were identified as needing repairs the last time the village conducted hydrant flushing. Crews will also be going throughout the village over the next couple of weeks and trimming back brush that encroaches into the alley rights-of-way.
- 9) All the electric trucks were recently dielectrically tested. All trucks passed the test; however, it was identified that the digger truck had a hydraulic leak in the extension arm cylinder. To repair the leak, the fiberglass would need to be removed from the boom and the cylinder repaired. This work would need to be done at Utility Equipment facility in Circleville.
- 10) The installation of the sprinkler system is underway in the Oktoberfest Par. Village crews recently installed a vault to house the backflow preventor and the water meter. Flow Masters Irrigation has begun to install the lines and the sprinkler heads in the park.
- 11) With the warmer weather the village electric department will begin removing the lights in the trees along Fourth Street before the trees start to bud.

- 12) The VFW has installed a flag retirement box in front of the village offices near the front door. Residents who have an old flag that needs to be disposed of can drop off the flag in the box and the VFW will properly dispose of it.

Receipts:

Invoices: Sherman and Osterloh motioned to accept \$164,902.92 in invoices. Motion passed on six aye votes. Fiscal Officer West is continuing to work on getting the village caught up.

Announcements:

Chief Morris announced that the Police Department will be holding an open house on Saturday April 5th from 1p.m. – 4p.m. There will be formal invites that are sent out with more details to come later. Mayor Oldiges stated the Police Department is doing a great job on adding historical pieces to the building.

Motion to adjourn was made by Steele and Albers. Motion passed on six aye votes.

Craig Oldiges, Mayor

Fiscal Officer

Recorded & typed by Taylor West

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

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Resolution 25-03-02: Discussion, third and final reading of an ordinance granting a utility easement across and through village owned property; authorizing the mayor to execute the easement and to declare an emergency.

CenterPoint Energy is planning on replacing a major gas line that extends across the north property line of the 7th Street Community Park. CenterPoint is requesting that the village grant them an additional easement at the north west corner of the 7th Street Community Park. CenterPoint currently has an existing easement in this area and they are requesting an additional 1,390 square foot (0.032) easement in between their existing easement and the Miami Eric Canal. A drawing of the existing easement and the proposed new easement is enclosed in your packet.

CenterPoint is willing to pay the village a sum of \$500.00 for the additional 0.032 acres easement. Which would be approximately \$15,600.00 per acre. The 22-foot by 62-foot parcel is in a place where the parcel would have no use to the village and would not impact village operations or the activities at the park.

I have prepared a copy of a resolution which grants the easement to CenterPoint Energy, which is included in your packet. Council will need to determine if they want to grant the easement and if the \$500.00 fee is adequate enough compensation. If council believes that it is adequate and wants to grant the easement, they would need to pass the resolution. The resolution, in your packet, grants the easement and authorizes the mayor to execute all documents associated with granting the easement. Because we are granting an easement across village owned property, village council should grant the easement by passage of a resolution.

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

In your packet is a list of invoices that are over \$3,000.00. The list below are purchases that were authorized by the Administrator per the Ordinance that council passed authorizing the Administrator to make purchases up to \$25,000.00. However, the State Auditors have told us that any purchase over \$3,000.00 must be approved by Council utilizing this method. The purchases are as follows:

AMP	\$2,512,395.91	Purchase Power
CTL ENGINEERING	\$6,622.88	Material Testing - Shelter House
IOS (Innovative Office Solutions)	\$24,738.16	Furniture for Police Department
FIRE SAFETY SERVICES	\$5,376.00	Gas Detector
CDM SMITH	\$11,773.45	WTP/WWTP As Needed Services
PEPCO	\$15,757.50	Electrical Equipment and Wire
RRR TIRE SERVICE	\$3,026.75	Tires for Backhoe
ANIXTER INC.	\$21,284.88	Metering/Arrestors/Meter Bases
		Engineering for Multi-Use Trail/Water &
CHOICE ONE ENGINEERING	\$13,976.00	Sewer Extension
HAWKINS	\$17,855.19	WTP Chemicals
AQUIONICS	\$10,026.94	WWTP Ultraviolet Disinfection Parts
IWORQ	\$10,500.00	Zoning/Code Enforcement Software
MINSTER BANK	\$100,831.83	Police Department Loan Payment

ENCOMPASS ENGINEERING	\$19,981.26	Engineering- SCADA and Arc Flash Studies
MINSTER AREA LIFE SQUAD	\$24,125.00	1st Quarter Payment
SUNBELT SOLOMON	\$72,465.00	Transformers
HALF MOON POWER	\$22,750.83	Purchase Power - Solar Field 1

Discussion on renewal of liquor permits for the village.

The Village has received notice from the State of Ohio that all permits to sell alcoholic beverages within the Village are set to expire on June 1, 2025. Ohio Revised Code Section 4303.271(B) provides the legislative authority the right to object to the renewal of a permit and to request a hearing. If a hearing is requested it must be done by May 2, 2025.

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

RESOLUTION 25-03-02

A RESOLUTION GRANTING UTILITY EASEMENTS ACROSS AND THROUGH VILLAGE OWNED PROPERTY; AUTHORIZING THE MAYOR TO EXECUTE THE EASEMENTS AND TO DECLARE AN EMERGENCY

WHEREAS, the Village of Minster is the legal title owner of certain real property pursuant to an instrument legally recorded in the records of the Auglaize County Recorder under Official Record Volume 218 Page 219 (Parcel No. E1530100700); and

WHEREAS, Vectren Energy Delivery of Ohio doing business as CenterPoint Energy Ohio desires to obtain easements across and through this village owned property for the purpose of construction, installing, maintaining, replacing, improving certain utilities and conducting certain utility activities including the right to ingress and egress upon said real property which may include but not be exclusive of gas services apparatus and/or services to others related to those activities over, through, above, beneath and upon the village owned property; and

WHEREAS, the Village desires to grant such easements so that Vectren Energy Delivery of Ohio doing business as CenterPoint Energy Ohio can construct and maintain such utilities.

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

SECTION ONE:

The Village grants a utility easement to Vectren Energy Delivery of Ohio doing business as CenterPoint Energy Ohio as identified in exhibits "A" and "B" attached hereto for the purposes of construction, installing, maintaining, replacing, improving certain utilities and conducting certain utility activities including the right to ingress and egress upon said real property which may include but not be exclusive of gas services, apparatus and/or services to others related to those activities; and

SECTION TWO:

That the Mayor is authorized to execute all documents associated with granting this easement.

SECTION THREE:

It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all such

deliberations of this Council and or any of its committees that results in such formal action were in meetings open to the public in compliance with all legal requirements.

SECTION FOUR:

This Resolution is hereby declared to be an emergency measure in order for the Village of Minster to ensure that development of the Vectren Energy Delivery of Ohio doing business as CenterPoint Energy Ohio pipelines occurs in a timely fashion and for the safety and welfare of the residents of the Village of Minster. Therefore, this resolution shall be in full force and effect immediately from the date of its passage, and shall be and it hereby is deemed to be an emergency measure for the immediate preservation of the public property, health, and safety.

ADOPTED: April 1, 2025

Attest:

Craig Oldiges, Mayor

Taylor West, Fiscal Officer

INVOICES OVER \$3,000.00

VENDOR	CHECK #	AMOUNT	DESCRIPTION
AMP	173251	\$2,512,395.91	Purchase Power
CTL ENGINEERING	173256	\$6,622.88	Material Testing - Shelter House
IOS (INNOVATIVE Office Solutions)	173257	\$24,738.16	Furniture for Police Department
FIRE SAFETY SERVICES	173258	\$5,376.00	Gas Detector
CDM SMITH	173260	\$11,773.45	WTP/WWTP As Needed Services
PEPCO	173261	\$15,757.50	Electrical Equipment and Wire
RRR TIRE SERVICE	173263	\$3,026.75	Tires for Backhoe
ANIXTER INC.	173264	\$21,284.88	Metering/Arrestors/Meter Bases
CHOICE ONE ENGINEERING	173267	\$13,976.00	Engineering for Multi-Use Trail/Water & Sewer Extension
HAWKINS	173268	\$17,855.19	WTP Chemicals
AQUIONICS	173271	\$10,026.94	WWTP Ultraviolet Disinfection Parts
IWORQ	173280	\$10,500.00	Zoning/Code Enforcement Software
MINSTER BANK	173296	\$100,831.83	Police Department Loan Payment
ENCOMPASS ENGINEERING	173289	\$19,981.26	Engineering- SCADA and Arc Flash Studies
MINSTER AREA LIFE SQUAD	173298	\$24,125.00	1st Quarter Payment
SUNBELT SOLOMON	173301	\$72,465.00	Transformers
HALF MOON POWER	173303	\$22,750.83	Purchase Power - Solar Field 1



March 12, 2025

CLERK OF MINSTER CITY COUNCIL
POST OFFICE BOX 1
MINSTER, OHIO 45865

NOTICE TO LEGISLATIVE AUTHORITIES Objections to Renewal of a Retail Liquor Permit

Dear Clerk of Legislative Authority:

All Class C and D retail permits that sell alcoholic beverages in your political subdivision will expire on **June 1, 2025**. To maintain permit privileges, every retail permit holder must file an online renewal application with the Division.

Ohio Revised Code Section 4303.271(B) provides the legislative authority with the right to object to the renewal of a retail permit and to request a hearing. The hearing may be held in the county seat where the permit premises is located if that specific request is made in writing. This will be your only opportunity to object to the renewal of a liquor permit premises which might be a problem in your community.

To register a valid objection with the Division of Liquor Control and request a hearing, the legislative authority must pass a resolution that specifies the problems at the liquor permit premises and the legal grounds for the objection as set forth in Ohio Revised Code Section 4303.292(A). We suggest that a separate resolution be passed for each permit premises. The Chief Legal Officer of your political subdivision must also submit a statement with the resolution that, in their opinion, the objection is based on substantial legal grounds within the meaning and intent of Ohio Revised Code Section 4303.29(A).

The resolution and Chief Legal Officer's statement must be emailed to liquordocs@com.ohio.gov or mailed to the Division of Liquor Control, Attn: Legal Section, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005 and postmarked no later than **May 2, 2025.**

You may wish to contact the law enforcement agency for your jurisdiction to determine if it has any information which will aid in your decision whether to object and request a hearing. You can find retail permit holders within your jurisdiction by going to com.ohio.gov/liquorinfo. Select the "find a permit holder" tab and click on the "search" link. Then, enter your city/township name where asked and "issued" under "class issue status." For more information on other ways to deal with problems establishments, including a copy of the text of this letter, go to com.ohio.gov/govhelp.

If you determine that there are no permit premises within your jurisdiction that you wish to object to, you do not need to take any further action. The renewal applications for those premises will be submitted by the permit holders and will be processed by the Division as appropriate.

If you have questions, please contact the Legal Section at liquorlegal@com.ohio.gov. FYI, OPAL, our new online licensing system is coming this summer, for more information sign up for our emails at com.ohio.gov/stayinformed.

DOLC Licensing Section

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

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- 1) Last week, the employees of the water department participated in a recertification test in the lab at the water treatment plant. This test ensures that all employees are able to run tests on water samples at the plant. All four employees passed the test.
- 2) D.L. Smith has begun work on the State Route 66 Crosswalk. Last week they cut the pavement for the island where the crosswalk is to be placed. Additional work on the crosswalk should start this week.
- 3) The installation of the sprinkler system in the Oktoberfest Park has been completed. Flow Masters Irrigation finished the installation a week ago.
- 4) Chief Morris has announced that the open house to showcase the new police department, will be held on Saturday, April 5th from 1:00 pm to 4:00 pm. A ribbon cutting ceremony will take place at 1:30 pm. The Public is invited to attend.
- 5) Last week, the electric department shut down the Danone substation to do maintenance on the substation. This maintenance is done once every three years. Utilities Instrumentation Service conducts the maintenance on the substation to make sure everything is functioning correctly.
- 6) The electric department's digger derrick needs to have repairs made to a hydraulic cylinder in the extension arm. The truck will go to Circleville to be repaired and will be down for several weeks. While the truck is being serviced, the electric department has found another digger derrick that we can rent while the village's truck is being repaired.



Minster Police Department

Council Report: 04/01/2025

CFS From - To: 03/13/25—03/27/25 (Thursday to Thursday)

Reactive CFS:

Notable:

Follow up on fraud/aggravated manslaughter/sexual assault investigations are 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 conducting escorts for various events. (sports teams and funeral escorts)
- MPD is planning to hold an Open House on April 5th, 2025 from 1PM to 4PM.
- Ptl. Bonvillian is scheduled to give a Seatbelt Safety presentation for 4th Grade Safety Day.
- Ptl. Bonvillian is scheduled to give a Teenage Babysitting Safety class.

Department News:

- MPD has been organizing and decorating areas of the new building.
- Chief Morris and Ptl. Bonvillian met with Village Administrator Harrod and other departments to begin planning for the MPD Range. More information to follow and discuss with council committees.
- Chief Morris scheduled a Flock Camera virtual meeting to discuss potential options for 2026.
- Chief Morris registered for the 2025 Chief's Annual Conference held by OACP at the end of April.
- Ptl. Vanover is registered for ARIDE (see above) at Wapak PD in April. After this, all officers with MPD will be trained in ARIDE.
- Sgt. Koesters attended his first week of STEP.
- Ptl. Bonvillian is registered for Shotgun and Patrol Rifle Instructors courses. This will complete the three firearms courses he needed to qualify and train officers in house.
- Ptl. Krouskop is scheduled for Baton and OC Spray Instructor training over the next few months.
- Ptl. Krouskop has registered for a free Traffic Interdiction class in Sidney hosted by the Highway Patrol.
- Ptl. Bonvillian has finished a candidate's background to hire for the 8th Full-Time position. It is his recommendation that MPD offer the candidate the position. Chief Morris is working with Mayor Oldiges on a recommendation to council and a potential swear in date. More information to follow.
- Administrative Assistant Ranly worked with IT and CMI to complete a data transfer to our new server effectively removing MPD from the sheriff's office network report system.
- Administrative Assistant Ranly has worked with court agencies to ensure compliance with new a House Bill that affects Mayors Court procedures.

Topics for Discussion: N/A



MINSTER POLICE DEPARTMENT

Call Activity For Department - Summary

For Reporting Period: 03/13/2025 until 03/27/2025

Nature Code	Nature Description	Total
02	CRASH, PROPERTY DAMAGE	5
03T	TELEPHONE HARASSMENT	1
09	COMPLAINT	1
09T	COMPLAINT (TRAFFIC)	2
10F	ASSIST FT LORAMIE PD UNIT	1
12B	ALARM DROP	2
13F	ESCORT FUNERAL	11
13G	GOLF CART INSPECTION	2
13V	UNLOCK VEHICLES	2
24A	DRUG OFFENSE	1
28	FIRE	2
29	SQUAD RUN	7
35X	EXTRA PATROL	1
36	THEFT/LARCENY	1
53A	FOOT PATROL	5
57	TRAFFIC STOP	16
60A	SUSPICIOUS VEHICLE	1
74	OPEN DOOR	2
77	FRAUD	1
80	TRESPASSING	1
82	ABANDONED VEHICLE/DISABI	2
85	WELFARE CHECK	1
86	FOLLOW UP INVESTIGATION	1
87S	SCHOOL WALK THRU	21
88	PUBLIC SERVICE CALL	1
911	911 HANGUP CALLS	3
94	LOST AND FOUND	1
TST	TEST PURPOSES	1
UTY	REQUEST FOR VILLAGE UTILI	2

Grand Total: 98

VENDOR	CHECK #	AMOUNT
AMP	173251	\$2,512,395.91
KOEING EQUIPMENT	173252	\$1,169.57
SUTPHEN CORPORATION	173253	\$2,214.11
ACCESS ENGINEEREING	173254	\$2,200.00
RB ADVERTISING	173255	\$444.00
CTL ENGINEERING	173256	\$6,622.88
IOS (INNOVATIVE Office Solutions)	173257	\$24,738.16
FIRE SAFETY SERVICES	173258	\$5,376.00
AUGLAIZE COUNTY SOLID WASTE	173259	\$80.00
CDM SMITH	173260	\$11,773.45
PEPCO	173261	\$15,757.50
CAR QUEST MINSTER	173263	\$583.60
RRR TIRE SERVICE	173263	\$3,026.75
ANIXTER INC.	173264	\$21,284.88
SUBURBAN PROPANE	173265	\$261.84
LEFELD	173266	\$1,743.84
CHOICE ONE ENGINEERING	173267	\$13,976.00
HAWKINS	173268	\$17,855.19
E'S CLASSIC AUTO	173269	\$834.00
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES	173270	\$842.72
AQUIONICS	173271	\$10,026.94
MOELLER DOOR AND WINDOW	173272	\$1,389.94
GARMANN AND MILLER	173273	\$1,824.00
KLEEM INC.	173274	\$149.88
CHILLTEX	173275	\$712.50
OHIO CAT	173276	\$91.44
UNIQUE PAVING MATERIALS CORP.	173277	\$180.13
MIAMI VALLEY REGIONAL CRIME	173278	\$175.00
ANITIBUS SCALES AND SYSTEMS	173279	\$395.00
IWORQ	173280	\$10,500.00
EILERMAN WELDING INC.	173281	\$1,330.69
WEBER MATERIALS LTD	173282	\$2,061.70
USA BLUEBOOK	173283	\$12,113.31
FORD HALL COMPANY	173284	\$758.84
OHIO BUREAU OF WORKERS COMPENSATION	173285	\$1,073.00
WALTERS ENVIRONMENTAL CONSULTING	173286	\$195.00

INCOME TAX REFUND	173287	\$209.00
INCOME TAX REFUND	173288	\$101.76
INCOME TAX REFUND	173289	\$16.78
INCOME TAX REFUND	173290	\$799.38
INCOME TAX REFUND	173291	\$846.28
INCOME TAX REFUND	173292	\$31.18
INCOME TAX REFUND	173293	\$421.49
INCOME TAX REFUND	173294	\$106.58
INCOME TAX REFUND	173295	\$687.55
MINSTER BANK	173296	\$100,831.83
ENCOMPASS ENGINEERING	173289	\$19,981.26
MINSTER AREA LIFE SQUAD	173298	\$24,125.00
SECURCOM	173299	\$405.00
AIR BREATHING SYSTEMS	173300	\$1,240.75
SUNBELT SOLOMON	173301	\$72,465.00
ADAMS WINDOW WASHING	173302	\$45.00
HALF MOON POWER	173303	\$22,750.83
		\$2,931,222.44