

## MINUTES – March 12, 2018

### WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, March 12, 2018 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Judy Karchner, Kelly O'Connor, Joe Riffle, Jeff Tate, and Ty Tracy. Also present: Police Chief Roy Whitehead, Solicitor Bob Kuhlman, Karen Schepman, and Deb Wallace of the Suburban Press. Council Member Patrick Dunn and Village Administrator Keith Kruse were absent.

Mayor Harman called the meeting to order and led the Pledge to the Flag.

Minutes of the Finance Committee and Regular Council meetings held on February 26, 2018 were approved as presented.

**AUDIENCE PARTICIPATION** – None.

**CORRESPONDENCE**- Mayor Harman shared a thank you note and group photo from Val Virag, American Cultural Exchange Service (ACES) director for making the Chinese exchange students feel welcomed during our January 22 meeting.

Mayor Harman invited everyone to attend an Eagle Scout Ceremony for Wyatt L. Brooks on Sunday, March 25 at Solomon Lutheran Church. The ceremony will begin at 2:00pm. Mayor Harman will present him with a Certificate of Honor from the Village.

**OLD BUSINESS**- Runion presented for Kruse, a quote from Rene Dix to develop a new, user friendly, website for the village. Kruse has reached out to a few others that expressed an interest, but has not heard back from them.

**ADMINISTRATIVE & PERSONNEL**- Riffle – No report.

**PUBLIC WORKS & MAINTENANCE** – Dunn reported a committee meeting is set for March 14 at 7:30pm to discuss village sewer rates.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor reviewed the changes, as recommended by Kuhlman, to the social media policy (attached). O'Connor made a motion to adopt the Social Media Policy for the Village of Woodville, Tracy second.. VOTE – Yeas – O'Connor, Tracy, Karchner, Riffle, and Tate. **MOTION CARRIED 5-0.**

Mayor Harman, Kruse, and O'Connor met with Buckeye Sanitation owner Tom Dunn to discuss resident and village concerns and complaints regarding debris left on the streets, and damaged trash cans from being thrown on garbage pick-up day. Mr. Dunn informed them that he has rules in place for these issues and he will reiterate to his staff their responsibilities on pick-up day. Kruse will monitor the concerns and all will meet again in April.

**FINANCE** – Tracy made a motion to adopt Finance Ordinance #1677 in the amount of \$38,991.51, Tate second. VOTE- Yeas- Tracy, Tate, Karchner, O'Connor, and Riffle. Nays- None **MOTION CARRIED 5-0.**

Tracy reviewed 2017 Year End fund balances and reconciliation sheet.

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Karchner reported the committee will meet soon to finalize the updates to the Management Handbook for the pool. Only 5 pool staff applications turned in to date.

**VILLAGE ADMINISTRATOR** – Keith Kruse – No report, absent.

**POLICE DEPARTMENT**- Chief Whitehead – No report

**FISCAL OFFICER**- Runion – No report.

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**NEW BUSINESS** – O'Connor reported the EMS Levy Committee is meeting on Wednesday nights at 7:00pm at the Fire Station. Volunteers and monetary donations are welcome.

O'Connor stated the local organization "Two Villages" will host a forum regarding Digital Media on April 3, 2018 – 7:00pm at Woodmore High School.

**MAYOR'S REPORT**- Mayor Harman will participate in a networking luncheon with other local leaders at the Sandusky County Engineers office in Fremont.

**EXECUTIVE SESSION**- None

Mayor Harman adjourned the meeting at 7:52pm.

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Mayor Richard A. Harman

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Barbara J. Runion, Fiscal Officer

# **VILLAGE OF WOODVILLE**

## **Social Media Policy**

### **Section 1: Summary and Purpose**

Engaging in communications via online social networking provides the Village of Woodville with additional internet-based media for public outreach. The Village has made a commitment to communicate with residents, business owners, and other stakeholder groups, many of which are increasingly using social media platforms as a method of receiving and sharing information.

Social media outlets provide a platform that fosters instant communication and promotes further sharing of information. The goal of the Village's social media communications is to serve as an online information source focused on Village issues, projects, news, and events. The purpose for use of social media sites is to disseminate useful information about the Village relating to the Village mission, meetings, activities, current issues, Village sponsored-events, public safety, economic development, and the promotion and marketing of the Village.

### **Section 2: Definitions**

"Social Media" is an umbrella term that encompasses the various activities that integrate social interaction and content creation. Social media includes many technologies and forums, such as blogs, photo and video sharing, podcasts, Twitter, Facebook, and other emerging online applications. "Posts" or "postings" refer to the original content created by the Village that is uploaded to a social media site. A "commenter" is a member of the public who submits a statement of observation based on a Village posting. A "comment" is a response submitted by a commenter to a posting.

### **Section 3: Authorized Users**

The Village of Woodville Council shall be responsible for the creation of Village of Woodville "Social Media" sites and/or accounts. Council shall designate an Administrator for its "Social Media" sites and/or accounts. In the absence of another designation, the Village Administrator shall be the Administrator for Village of Woodville sites and/or accounts and shall administer and monitor the same.

### **Section 4: Basic Guidelines**

As with all technologies, there are challenges inherent to their use. In order to address these challenges the following guidelines have been created. This policy is not intended to be all encompassing, and as technologies change, the application of this policy will be evaluated on a case-by-case basis.

- a. Be Accurate and correct mistakes quickly. Before posting content or responding to comments, ensure the information or response is accurate.
- b. All communications must be professional, respectful, and factual.
- c. Do not share confidential or personal information. If there is a question on appropriate information, consult with the Village Administrator and/or the Village Solicitor.

#### **Section 4: Basic Guidelines, continued:**

- d. Avoid all advertisements, sponsorships, and endorsements.
- e. Respect Copyrights and Trademarks protections.
- f. Encourage all commenters with questions to call the Village offices to ensure that correct information is given.
- g. Only content that is appropriate for public release, that supports the Village mission and conforms to all Village policies regarding the release of information may be posted. Information from all Village Departments may appear on an official Village social media site.
- h. A comment posted by a member of the public on any Village social media site is the opinion of the commenter only and publication of a public comment does not imply endorsement of, nor reflect the opinions or policies of the Village.
- i. The Village of Woodville prohibits on its social media websites, and will delete therefrom, comments that contain:
  - Obscene, discriminatory, or racist content
  - Defamatory or personal attacks, insults, or threatening language
  - Potentially libelous statements
  - Plagiarized material
  - Organized political activity
  - Conduct in violation of any federal, state, or local law.
- j. Village of Woodville social media sites shall contain a disclaimer outlining the Village's acceptable use policies, which shall be substantially similar to that attached hereto as Exhibit A.
- k. Freedom of Information Act and e-discovery laws and policies apply to social media content; therefore content shall be managed, stored and retrieved to comply with these laws.

#### **Section 5: Interactivity**

The nature of social networking promotes a great deal of interactivity, whereby users or organizations "like" or "follow" each other online. Official Village social media sites may "like" or "follow" the social media sites of local, state, and federal government organizations, organizations that receive direct financial support from the Village, generally recognized community and/or not-for-profit organizations, and organizations that promote tourism, industry, and economic welfare within the community, and businesses located within the corporate limits of Woodville.

Anyone may "like" or "follow" the Village of Woodville on social media sites, however individuals displaying profile pictures that do not meet the criteria listed in Section 4 (i) will be "banned" from posting comments to the page. Social media site "followers" may be "blocked" from the Village's social media page if comments or links violate the Village's list of prohibited postings.

# EXHIBIT A

## Disclaimer:

*Thank you for visiting the Village of Woodville Facebook page. The purpose of this page is to share photos, videos, and information of public interest in the Village of Woodville with our residents, businesses and visitors. The Village will typically respond to comments within 24 hours during normal business days. Please note if you post a comment, the Village reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or comments that are offensive to a person with reasonable sensitivity or target or disparage age, race, color, religion, national origin or ancestry, sexual preference, handicapped or disabled, genetic information or status as a veteran or disabled veteran of the U.S. armed forces. Further the Village also reserves the right to delete comments that are spam or include links to other sites, are clearly off topic, advocate illegal activity, promote or oppose particular services, products or political organizations and candidates, or infringe on copyrights or trademarks. Please note the comments expressed on this site, other than those posted by the Village of Woodville, do not reflect the opinions and positions of the Village of Woodville employees. If you have any questions concerning the operations of this site or that requires an immediate response, please call 419-849-2731, Mon - Fri, 8:00 am - 4:00 pm*