

WOODVILLE VILLAGE COUNCIL
SPECIAL MEETING
COUNCIL CHAMBERS - 530 LIME STREET
DECEMBER 19, 2018 – 7:00 p.m.

- I. **CALL TO ORDER** – Mayor Rich Harman
- II. **ROLL CALL** – Fiscal Officer - Barb Runion
- III. **PLEDGE TO THE FLAG** – Mayor Rich Harman
- IV. **APPROVAL OF MINUTES**
 - a. Regular Meeting – November 26, 2018
 - b. Finance Committee Meeting – November 26, 2018
- V. **AUDIENCE PARTICIPATION**
 - a.
- VI. **CORRESPONDENCE**
 - a.
- VII. **OLD BUSINESS**
 - a.
- VIII. **REPORTS** –
 - a. ADMINISTRATIVE & PERSONNEL – Riffle
 - b. PUBLIC WORKS & MAINTENANCE – Dunn
 - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
 - d. FINANCE – Tracy
 - ~ Finance Ordinance #1695
 - e. PUBLIC SAFETY – Tate
 - f. RECREATION & PARKS DEVELOPMENT – Karchner
 - g. VILLAGE ADMINISTRATOR – Kruse
 - ~see attachment
 - h. POLICE DEPARTMENT – Chief Whitehead
- IX. **FISCAL OFFICER'S REPORT**
 - ORD #16: EMPLOYING ROBERT A. KUHLMAN AS VILLAGE SOLICITOR – 2nd Reading
 - ORD #19: 2019 TEMPORARY APPROPRIATIONS
- X. **NEW BUSINESS**
- XI. **MAYOR'S REPORT**
- XII. **EXECUTIVE SESSION** (if necessary)
- XIII. **ADJOURNMENT**

MINUTES – November 26, 2018

WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, November 26, 2018 in Council Chambers; 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Judy Karchner, Kelly O'Connor, Joe Riffle, and Jeff Tate. Also present: Village Administrator Keith Kruse, Police Chief Roy Whitehead, Solicitor Bob Kuhlman, and Deb Wallace of the Suburban Press. Denny Fetzner entered the meeting at 7:05pm.

Council Member Ty Tracy was 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 November 12, 2018 were approved as presented.

AUDIENCE PARTICIPATION – None

CORRESPONDENCE- Mayor Harman shared a thank you note from the 2019 Leadership Sandusky Co. Class for the village tour.

Mayor Harman shared a letter from the Sandusky County Economic Development Corporation (SCEDC) asking for our continued annual \$500 donation amount in support of their capital campaign "Forward Thinking 2018-2022". The campaign initiative focuses on expanding and retaining existing business as well as recruiting new business opportunities to our area. . Tate made a motion to renew the 2019 donation in the amount of \$500.00, Karchner second. VOTE – Yeas – Tate, Karchner, Dunn, O'Connor, and Riffle. Nays – None **MOTION CARRIED 5-0.**

OLD BUSINESS- None.

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle – No report.

PUBLIC WORKS & MAINTENANCE – Dunn – No report.

ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor – No report.

FINANCE – Tracy – No report, absent.

PUBLIC SAFETY- Tate – No report. Tate made a motion to adopt Finance Ordinance #1694 in the amount of \$114,698.56, Karchner second. VOTE-Yeas- Tate, Karchner, Dunn, O'Connor, and Riffle. Nays- None **MOTION CARRIED 5-0.**

RECREATION & PARKS DEVELOPMENT – Karchner – No report.

VILLAGE ADMINISTRATOR – Keith Kruse reported:

- OTHER: The Woodville Garden Club has held their last meeting. The balance of their Club account will be donated to the Village and the Village will finish up their remaining projects.
- Kruse thanked Mayor Harman and his volunteer crew for cleaning up the leaves in Veterans Park.

POLICE DEPARTMENT- Chief Whitehead – No report.

FISCAL OFFICER- Runion presented the following ordinances for council's consideration:

ORD #16-2018: AN ORDINANCE EMPLOYING ROBERT A. KUHLMAN AS VILLAGE SOLICITOR – 1ST Reading.
(Insurance amount was changed/updated after 1st reading on November 12, 2018)

RES. #18: AUTHORIZING THE FISCAL OFFICER TO MAKE A TRANSFER TO BALANCE FUNDS, INCREASE FUND REVENUES, AND AMEND THE 2018 APPROPRIATIONS, AND DECLARING AN EMERGENCY. Riffle made a motion to suspend the rules, Dunn second. VOTE – Yeas – Riffle, Dunn, Karchner, O'Connor, and Tate. Nays – None. **MOTION CARRIED 5-0.** Riffle made a motion to adopt Resolution #18-2018, Dunn second. VOTE – Yeas – Riffle, Dunn, Karchner, O'Connor, and Tate. Nays – None. **MOTION CARRIED 5-0.**

NEW BUSINESS – Mayor Harman recognized Denny Fetzer from the audience. Fetzer invited council to attend a reverse raffle fundraiser for Solomon Schools on May 4, 2019 at the Pemberville Legion Hall.

Karchner informed Council that she and her husband will be living in Florida during the winter beginning next year and she will submit an official letter of resignation by year end.


MAYOR'S REPORT- Mayor Harman reported the Military Banner Committee will meet this Wednesday.

EXECUTIVE SESSION- None

Mayor Harman adjourned the meeting at 7:17pm.



Mayor Richard Harman



Barbara J. Runion, Fiscal Officer

WOODVILLE VILLAGE COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS - 530 LIME STREET
JANUARY 14, 2019 – 7:00 p.m.

- I. **CALL TO ORDER** – Mayor Rich Harman
- II. **ROLL CALL** – Fiscal Officer - Barb Runion
- III. **PLEDGE TO THE FLAG** – Mayor Rich Harman
- IV. **APPROVAL OF MINUTES**
 - a. Special Meeting – December 19, 2018
 - b. Finance Committee Meeting – December 19, 2018
- V. **AUDIENCE PARTICIPATION**
 - a. Cindi Welty & Christine Schneider-Smith – 2019 Sandusky County Candidates
Christine Schneider
- VI. **CORRESPONDENCE**
 - a. Glen & Denise Melter – Requesting permission to use Limelite-Eagle Park in June.
- VII. **OLD BUSINESS**
 - a.
- VIII. **REPORTS** –
 - a. ADMINISTRATIVE & PERSONNEL – Riffle
 - b. PUBLIC WORKS & MAINTENANCE – Dunn
 - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
 - d. FINANCE – Tracy
 - ~ Finance Ordinance #1696
 - e. PUBLIC SAFETY – Tate
 - f. RECREATION & PARKS DEVELOPMENT – Vacant
 - g. VILLAGE ADMINISTRATOR – Kruse
 - ~see attachment
 - h. POLICE DEPARTMENT – Chief Whitehead
- IX. **FISCAL OFFICER'S REPORT**
- X. **NEW BUSINESS**
- XI. **MAYOR'S REPORT**
- XII. **EXECUTIVE SESSION** (if necessary)
- XIII. **ADJOURNMENT**

MINUTES – December 19, 2018

WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING

Minutes of the Special Meeting of Woodville Village Council held on Monday, December 19, 2018 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Judy Karchner, Kelly O'Connor, Joe Riffle, Ty Tracy, and Jeff Tate. Also present: Village Administrator Keith Kruse, Police Chief Roy Whitehead, Karen Schepman, and Deb Wallace of the Suburban Press. Solicitor Bob Kuhlman was 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 November 26, 2018 were approved as presented.

AUDIENCE PARTICIPATION – None

CORRESPONDENCE- None

OLD BUSINESS- None

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle – No report.

PUBLIC WORKS & MAINTENANCE – Dunn – No report.

ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor – No report.

FINANCE – Tracy made a motion to adopt Finance Ordinance #1695 in the amount of \$184,904.31, Tate second. VOTE- Yeas- Tracy, Tate, Dunn, Karchner, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

PUBLIC SAFETY- Tate made a motion to enter into executive session at 7:03pm to consider the investigation of charges and complaints against a village employee, Tracy second. VOTE – Yeas - Tate, Tracy, Dunn, Karchner, O'Connor, and Riffle. Nays – None. **MOTION CARRIED 6-0.**

Those present in executive session: Mayor Harman, Council Members- Patrick Dunn, Judy Karchner, Kelly O'Connor, Joe Riffle, Ty Tracy, and Jeff Tate. Also present: Village Administrator Keith Kruse, Fiscal Officer Barb Runion, and Police Chief Roy Whitehead.

Council returned to regular open session at 7:06pm.

RECREATION & PARKS DEVELOPMENT – Karchner – No report. Karchner presented a formal letter of resignation effective January 1, 2019. Karchner stated it was a hard decision to make, but feels it is the right one. Karchner went on to express how honored she was to serve with past and present council members and wished everyone well.

VILLAGE ADMINISTRATOR – Keith Kruse reported:

- **WATER DEPT:** Replaced compressor & pressure relief valve on CO₂ tank at the Water Treatment Plant.
- **SEWER DEPT:** Vegetation site lift station is currently operating with only one pump.
- **ELECTRIC DEPT:** No report.
- **STREETS:** Presented information and recommended a curb cut for Denny and Linda Fetzer at 701 W. Erie St. The curb cut would be on Spring St to allow for a wider driveway. Tate made a motion to allow the curb cut on Spring St for Fetzer's of 701 W. Erie St. Riffle second. VOTE – Yeas – Tate, Riffle, Dunn, Karchner, O'Connor, and Tracy. Nays – None. **MOTION CARRIED 6-0.**
- **PROJECTS:** A sample Military Hometown Hero banner has been put up in front of the Museum.
- **OTHER:** The Village will join with Woodville Township and participate in the county's "Mass Notification System" formerly known as the Citizen Alert System operated by the Sandusky County EMA. The program will cost \$50 a year and allows us to issue alerts specific to the Village.

POLICE DEPARTMENT- Chief Whitehead – No report.

FISCAL OFFICER- Runion presented the following ordinances for council's consideration:

ORD #16-2018: AN ORDINANCE EMPLOYING ROBERT A. KUHLMAN AS VILLAGE SOLICITOR – 2nd Reading.

Riffle made a motion to suspend the rules, Karchner second. VOTE – Yeas – Riffle, Karchner, Dunn, O'Connor, Tate, and Tracy. Nays – None. **MOTION CARRIED 6-0.** Riffle made a motion to adopt Ord. #16-2018, Karchner second. VOTE – Yeas – Riffle, Karchner, Dunn, O'Connor, Tate, and Tracy. Nays – None. **MOTION CARRIED 6-0.**

ORD. #19: SETTING THE 2019 TEMPORARY APPROPRIATIONS Tracy made a motion to suspend the rules, Tate second. VOTE – Yeas – Tracy, Tate, Dunn, Karchner, O'Connor, and Riffle. Nays – None. **MOTION CARRIED 6-0.**

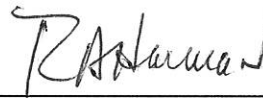
Tracy made a motion to adopt Ordinance #19-2019, Tate second. VOTE-Yeas- Tracy, Tate, Dunn, Karchner, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

NEW BUSINESS – Council discussed the procedure to fill Karchner's council seat in accordance with ORC 731.43(A)(1).

MAYOR'S REPORT- Mayor Harman reported that he and Kruse attended a retirement party for Sandusky County Engineer Jim Moyer.

EXECUTIVE SESSION- None

Mayor Harman adjourned the meeting at 7:25pm.



Mayor Richard Harman


Barbara J. Runion, Fiscal Officer

WOODVILLE VILLAGE COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS - 530 LIME STREET
JANUARY 28, 2019 – 7:00 p.m.

- I. **CALL TO ORDER** – Mayor Rich Harman
- II. **ROLL CALL** – Fiscal Officer - Barb Runion
- III. **PLEDGE TO THE FLAG** – Mayor Rich Harman
- IV. **ELECTION OF PRESIDENT OF COUNCIL**
- V. **APPROVAL OF MINUTES**
 - a. Regular Meeting – January 14, 2019
 - b. Finance Committee Meeting – January 14, 2019
 - c. Special Meeting – January 21, 2019
- VI. **AUDIENCE PARTICIPATION**
 - a.
- VII. **CORRESPONDENCE**
 - a.
- VIII. **OLD BUSINESS**
 - a.
- IX. **REPORTS** –
 - a. ADMINISTRATIVE & PERSONNEL – Riffle
 - b. PUBLIC WORKS & MAINTENANCE – Dunn
 - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
 - d. FINANCE – Tracy
 - ~ Finance Ordinance #1697
 - e. PUBLIC SAFETY – Tate
 - f. RECREATION & PARKS DEVELOPMENT – Vacant
 - g. VILLAGE ADMINISTRATOR – Kruse
 - ~see attachment
 - h. POLICE DEPARTMENT – Chief Whitehead
- X. **FISCAL OFFICER'S REPORT**
 - ~ 2018 End of Year Reports
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**

MINUTES – January 14, 2019

WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, January 14, 2019 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Kelly O'Connor, Joe Riffle, Ty Tracy, and Jeff Tate. Also present: Village Administrator Keith Kruse, Police Chief Roy Whitehead, Solicitor Bob Kuhlman, Cindi Welty, and Christie Schneider.

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 December 19, 2018 were approved as presented.

AUDIENCE PARTICIPATION – Christie Schneider introduced herself as a candidate for Sandusky County Clerk. Currently Ms. Schneider works for Judge Dewey and has 30 years of public service.

Cindi Welty introduced herself as a candidate for Sandusky County Common Pleas Court Judge Dewey's seat. Judge Dewey will reach term limits January 1, 2020. Ms. Welty has been a lawyer for over 16 years.

Ms. Schneider and Ms. Welty exited the meeting at 7:09pm.

CORRESPONDENCE- Mayor Harman shared an email from Glen and Denise Melter requesting the use of Limelite Eagle Park sometime in early June. They will be hosting a graduation party at Gamy's Place and would like to set up outdoor games in the Park. O'Connor mentioned the possibility of two Eagle Scout projects beginning this summer which could possibly interfere with the party. Council unanimously approved the use of Limelite Eagle Park. If necessary, Kruse will coordinate start times and dates for the Eagle Scout projects accordingly.

OLD BUSINESS- None

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle – No report.

PUBLIC WORKS & MAINTENANCE – Dunn – No report.

ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor – No report.

FINANCE – Tracy made a motion to adopt Finance Ordinance #1696 in the amount of \$54,953.93, Tate second. VOTE- Yeas- Tracy, Tate, Dunn, O'Connor, and Riffle. Nays- None **MOTION CARRIED 5-0.**

PUBLIC SAFETY- Tate – No report.

RECREATION & PARKS DEVELOPMENT – Vacant – No report.

VILLAGE ADMINISTRATOR – Keith Kruse reported:

- **WATER DEPT:** No report.
- **SEWER DEPT:** No report.
- **ELECTRIC DEPT:** Working on a complete replacement of Chapter 1122 of the Village Codified Ordinances regarding Small Wind Energy Systems. Restructured information would include alternative energy sources, with an interconnection application, agreement and defining requirements.
- **STREETS:** No report.
- **OTHER:** 40 acres of land located next to the Village vegetation site is for sale. The land would allow the potential expansion of the Wastewater Treatment Plant and also a new well field. Kruse requested permission to contact the property owner for more details. Dunn made a motion to allow Kruse to contact and discuss the possible purchase of the 40 acres of land on Port Clinton Rd 117. Riffle second. VOTE – Yeas – Dunn, Riffle, O'Connor, Tate, and Tracy. Nays – None. **MOTION CARRIED 5-0.**
- Will be reviewing, and possibly revising, the fee schedule for zoning permits.

POLICE DEPARTMENT- Chief Whitehead presented and reviewed the December 2018 activity report. (attached)

FISCAL OFFICER- Runion – No report.

NEW BUSINESS – None.

MAYOR'S REPORT- Mayor Harman – No report.

EXECUTIVE SESSION- Tracy made a motion to enter into executive session at 7:25pm to consider the appointment of a public official, Riffle second. VOTE – Yeas - Tracy, Riffle, Dunn, O'Connor, and Tate. Nays – None. MOTION CARRIED 5-0.

Those present in executive session: Mayor Harman, Council Members- Patrick Dunn, Kelly O'Connor, Joe Riffle, Ty Tracy, and Jeff Tate. Also present: Village Administrator Keith Kruse, Fiscal Officer Barb Runion, and Police Chief Roy Whitehead.


Council returned to regular open session at 7:39pm.

Council asked Runion to set up interviews on January 21, beginning at 6:00pm for the open council seat applicants.

Mayor Harman adjourned the meeting at 7:42pm.



Mayor Richard Harman



Barbara J. Runion, Fiscal Officer

MINUTES – January 21, 2019

WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING

Minutes of the Special Meeting of Woodville Village Council held on Monday, January 21, 2019 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Kelly O'Connor, Joe Riffle, Ty Tracy, and Jeff Tate..

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

EXECUTIVE SESSION- Tate made a motion to enter into executive session at 6:01pm to consider the appointment of a public official, Dunn second. VOTE – Yeas - Tate, Dunn, O'Connor, Riffle and Tracy. Nays – None. **MOTION CARRIED 5-0.**

Those present in executive session: Mayor Harman, Council Members- Patrick Dunn, Kelly O'Connor, Joe Riffle, Ty Tracy, and Jeff Tate.

Council returned to open session at 6:45pm.

Mayor Harman adjourned the meeting at 6:46pm.



Mayor Richard Harman



Barbara J. Runion, Fiscal Officer