

**WOODVILLE VILLAGE COUNCIL**  
**SPECIAL MEETING**  
**VIA TELECONFERENCE CALL**  
**JANUARY 11, 2020 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **ELECTION OF PRESIDENT OF COUNCIL PRO TEM**  
~Nominations
- VI. **APPROVAL OF MINUTES**
  - a. Special Meeting – December 28, 2020
- VII. **AUDIENCE PARTICIPATION**
  - a.
- VIII. **CORRESPONDENCE**
  - a.
- IX. **OLD BUSINESS**
- X. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop ~Finance Ordinance #1738
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse  
~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- XI. **FISCAL OFFICER'S REPORT**  
ORD. #22: EMPLOYING ROBERT A. KUHLMAN 2021 – 3<sup>rd</sup> Reading
- XII. **NEW BUSINESS**
- XIII. **MAYOR'S REPORT**  
~Confirm 2021 Committees & Appointments
- XIV. **EXECUTIVE SESSION** (if necessary)
- XV. **ADJOURNMENT**

**MINUTES – December 28, 2020**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING BY TELECONFERENCE CALL**

Minutes of the Special Meeting of Woodville Village Council held on Monday, December 28, 2020 via a telephone conference call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Village Administrator Keith Kruse, Solicitor Bob Kuhlman, Fiscal Officer Barb Runion. Audience: Deb Wallace of the Suburban Press. Chief Roy Whitehead joined the meeting at 7:15pm.

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

Minutes of the Special Council meeting on November 23, 2020 were approved as presented.

**AUDIENCE PARTICIPATION** – None.

**CORRESPONDENCE-** Mayor Tracy shared a letter from Peggy Courtney, Sandusky County Visitor's Bureau Director thanking us for our support of the Community & Visitors Guide. Distribution of the Guide has been delayed due to COVID, but will hopefully go out next year.

Mayor Tracy shared a letter from the Sandusky County Chamber of Commerce inviting all to their Annual Awards Banquet. The Banquet will be held virtually via Facebook on January 28, 2021 at 6:30pm. It is a free event, but RSVP's are requested. Old Zim's will provide a pick up dinner prior to the event and there will be a cost for the dinner. Mayor Tracy will provide updated information prior to the event.

Runion reported that President Trump has signed a bill which will extend the timeline to spend the CARES Act funding until December 31, 2021.

**OLD BUSINESS-** None.

**REPORTS:**

**ADMINISTRATIVE & PERSONNEL-** Riffle reported when the committee met to begin the process to fill the utility and payroll clerk positions, it was discussed to increase Kris Gerwin's wage to be more in line with the new hires wages. Riffle made a motion to raise Kris Gerwin's wage to \$14.50 per hour retroactive to November 9, 2020. Dunn second. VOTE – Yeas – Riffle, Dunn, Fetzer, O'Connor, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

Riffle made a motion to increase Kris Gerwin's vacation time from 2 weeks to 3 weeks beginning January 1, 2021 based on years of service. Dunn second. VOTE – Yeas – Riffle, Dunn, Fetzer, O'Connor, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

Riffle made a motion to hire Julie Van Nest as the payroll clerk beginning January 4, 2021 at a wage of \$15.00 per hour. Dunn second. VOTE – Yeas – Riffle, Dunn, Fetzer, O'Connor, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

**PUBLIC WORKS & MAINTENANCE** – Dunn – No report

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor reported she received a lot of feedback from residents regarding their disappointment in not having Christmas decorations up in the downtown area. O'Connor let them know the decorations had been damaged and replacements have not been purchased. O'Connor stated she and Mayor Tracy were contacted by a group of residents who would like to form a committee (Make Main Street Merry) next year to decorate the downtown store fronts and light poles. O'Connor expressed her disappointment that new decorations were not purchased for the holiday season, and would like to see new decorations purchased along with a new Village Christmas tree planted. Chief Whitehead stated his concerns that if residents take this over, the Village will not continue to decorate in the future should this committee not keep doing this. Kruse stated he would like to purchase new light pole wraps with LED lights for \$8,500.00. Kuhlman stated that the committee could work on getting store fronts decorated, but leave the poles as the village responsibility for liability concerns.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1737 in the amount of \$158,178.12, Tate second. VOTE-Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY-** Tate was approached by a concerned resident wanting to change Grand Ave. to a One-Way Street going into the Heights, or South on Grand Ave. Tate requested that Chief Whitehead and Kruse look at the pros and cons of changing the street to One-Way or maybe widening the approach some.

## WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 12/28/2020 – PAGE 2

**RECREATION & PARKS DEVELOPMENT** – Fetzer – No report. Fetzer stated he was approached by a school board member to see if council would be interested in looking at growing economically by developing more housing in the Woodpointe area, and encouraging new business and industrial growth. Kruse stated he has discussed many options with the Sandusky County Economic Development Committee (SCEDC), but unfortunately chain restaurants are not interested in coming to our area.

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER DEPT:** Continue to work with Peterson Construction and Poggemeyer on the final Punch List items. Conducted a leak test on Filter #1 with Poggemeyer and there is no resolution yet. After a dye test on #1, it was determined it was leaking from inside out. The next step will be to x-ray the filters to determine exactly where the flaws are.  
After a complete review of the Water Tower inspection report, it has been recommended to replace the tower within 5 – 10 years.
- **SEWER DEPT:** The Ohio EPA conducted a virtual inspection of the Wastewater Treatment Plant. We received a Significant Non-Compliance and a Notice of Violation regarding the Mercury and Total Suspended Solids exceedances. These issues are typical, and are improved, but the numbers still need to come down.
- **ELECTRIC DEPT:** Developing protocol with AMP and Powersecure to operate the generators during times when we experience loss of incoming power.
- **FYI:** 1. The Sandusky County Commissioners have hired Safebuilt Company to manage the Building Permits and Codes for the entire County. The Company will do all business and industrial inspections. If we would like to participate in this process, we will need to pass legislation and sign a letter of understanding with the Commissioners. This is of no cost to the village, and will allow the County to inspect instead of having the State inspections.  
2. The SCEDC has sent a request to renew our annual pledge of \$500.00 for 2021. Dunn made a motion to renew our annual pledge of \$500.00 for 2021. Tate second. VOTE – Yeas – Dunn, Tate, Fetzer, Riffle, O'Connor, and Throop. Nays – None. **MOTION CARRIED 6-0.**  
Kruse reported his term as Board Member of the SCEDC will be up January 1, 2021, and they have asked him to remain on as a Board Member for 3 years. Council unanimously approved the appointment.  
3. CSX Railroad repair project update: Have had constant conversations with the Sandusky County Branch of ODOT, the PUCO, and the CSX Yard manager. Local ODOT Administrator Mike Leach reached out to District, and the District reached out to Central to work with CSX to develop a plan to repair the tracks. There is now a plan with CSX to repair the tracks on E. Main St for \$70,000.00, and they asked for a 10% contribution. ODOT will cover the 10% contribution. Kruse thanked Mike Leach and ODOT's District 2 Capital Programs Administrator, Kacey Young for all their help in making this happen.  
4. Fetzer questioned the status of the Cold Storage Bldg. Kruse replied it has passed all inspections and is ready for use.

**POLICE DEPARTMENT**- Chief Whitehead reviewed the October and November activity reports.  
O'Connor complimented Chief Whitehead on decorating the Police Station.

**SOLICITOR** – Kuhlman reported most cases he receives involve those with CDL's, and they try to work with them if they are a first time offender so they can continue to work.  
Kuhlman reported that Kruse will be busy with finalizing the issues remaining at the Water Treatment Plant. He also complimented Kruse's efforts to get the tracks repaired.

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

ORD #22: EMPLOYING ROBERT A. KUHLMAN AS THE VILLAGE SOLICITOR – 2<sup>nd</sup> Reading.

ORD #23: SETTING THE TEMPORARY APPROPRIATIONS 2021. Fetzer made a motion to suspend the rules. O'Connor seconded. VOTE – Yeas- Fetzer, O'Connor, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.** Fetzer made a motion to adopt Ord. #23- 2020. O'Connor seconded. VOTE – Fetzer, O'Connor, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

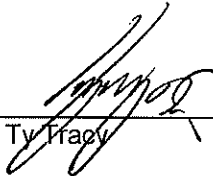
RES #24: REQUESTING THE CURRENT TAX VALUATION FROM THE SANDUSKY COUNTY AUDITOR. O'Connor made a motion to suspend the rules. Throop seconded. VOTE – Yeas- O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.** O'Connor made a motion to adopt Res. #24- 2020. Throop seconded. VOTE – O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.**

NEW BUSINESS – None.

MAYOR'S REPORT- Mayor Tracy stated that due to COVID restrictions on gatherings it will not be possible to have a typical retirement party for Dawn Bockbrader; however Barb and Kris are working on having smaller gatherings spaced out over a few days.

Mayor Tracy stated meetings will remain via teleconference on the second and fourth Monday of each month at 7:00pm.

Mayor Tracy adjourned the meeting at 8:10pm.

  
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Mayor Ty Tracy

  
\_\_\_\_\_  
Barbara J. Runion, Fiscal Officer

**WOODVILLE VILLAGE COUNCIL**  
**SPECIAL MEETING**  
**VIA TELECONFERENCE CALL**  
**JANUARY 25, 2020 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **APPROVAL OF MINUTES**
  - a. Special Meeting – January 11, 2020
- VI. **AUDIENCE PARTICIPATION**
  - a.
- VII. **CORRESPONDENCE**
  - a.
- VIII. **OLD BUSINESS**
- IX. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop ~Finance Ordinance #1739
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse
    - ~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**  
RES. #1: DECLARING NECESSITY FOR THE RENEWAL OF AN EXISTING TAX LEVY
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**

**MINUTES – January 11, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING BY TELECONFERENCE CALL**

Minutes of the Special Meeting of Woodville Village Council held on Monday, January 11, 2021 via a telephone conference call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Village Administrator Keith Kruse, Solicitor Bob Kuhlman, Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Deb Wallace of the Suburban Press and Linda Knudsen.

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

Mayor Tracy called for nominations of Council President. Dunn nominated Joe Riffle. With no other nominations Mayor Tracy closed the nominations. VOTE- for Riffle. Yeas- Dunn, Fetzer, O'Connor, Riffle, Tate, and Throop. Nays- None. Riffle was named Council President.

Minutes of the Special Council meeting on December 28, 2020 were approved as presented.

**AUDIENCE PARTICIPATION** – None.

**CORRESPONDENCE**- Mayor Tracy shared a letter from the office of State Senator Bill Reineke that provided the following reminders: There are still some small business, bar and restaurant grant opportunities for COVID19 relief funding. The website [www.businesshelpohio.gov](http://www.businesshelpohio.gov) is available for other information and updates. The tax deadline has been extended for business' until July 2021.

Mayor Tracy stated he has sent out a few thank you notes to residents for their generosity through the last year.

Mayor Tracy reminded everyone of the Sandusky County Chamber of Commerce Annual Awards Banquet on January 28, 2021 at 6:30pm. RSVP's are requested by January 14, 2021. Dinner will be provided by Old Zim's and must be picked up prior to the event.

**OLD BUSINESS**- None.

**REPORTS:**

**ADMINISTRATIVE & PERSONNEL**- Riffle – No report. Riffle will be calling a committee meeting in the future to discuss making changes to the Personnel & Policy Manual.

**PUBLIC WORKS & MAINTENANCE** – Dunn reported he met with Kruse for a tour of the Water Treatment Plant project. The committee will need to meet soon to review the replacement plan for the water tower, and also to help Kruse stay on top of the Asset Management Plan. The Water Tower Plan report will be sent to all of council.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor reported that she followed up with the ladies who were interested in "Making Main Street Merry" and informed them that someone will reach out to them to form a community committee to follow up on looking into new downtown decorations.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1738 in the amount of \$16,064.87, Tate second. VOTE- Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report. Tate stated was approached by a Woodville township resident wanting to use the village vegetation site again. Tate suggested maybe a one-day permit could be considered. The pros and cons were discussed at great length. Throop requested a firm response to give to the Trustees. Mayor Tracy called for a council vote to - Yes hear the Township Trustee proposals for vegetation site usage, or - No to not continue the conversations. VOTE – Yeas – Dunn, Fetzer, Tate, and Throop. Nays – O'Connor and Riffle. Throop will contact the Trustees and let them know the outcome of this discussion and vote.

O'Connor questioned if new residents are informed of where to place their trash for pick up when they move in. Runion replied if it would be a unique situation, yes. Typically, we would get a call from Buckeye Sanitation letting us know if there is an issue and we would contact the resident and let them know.

**RECREATION & PARKS DEVELOPMENT** – Fetzer – No report.

January 11, 2021

To Woodville Council and Residents

As we wrap up this year and look forward to the new year, I would like to just cover some highlights and lowlights of 2020, as well as look to improve for 2021.

Outside of all the challenges that COVID presented to us, the Village has been able to hire Contractors to update our Water Treatment Plant. This has been a long overdue project and it was an update that we have desperately needed. There is work that is still being done on the final portions of this project and we hope to have it closed out soon.

Some of the highlights of this past year is that we were able to have a Firework Display brought on by the 4<sup>th</sup> of July committee, and Fright night in our downtown, as well Christmas activities throughout our town. A visit from Santa thru our village was a nice added feature to our Holiday. We were able to have town farmers market thru the summer that was well attended by residents and venders. Also, it is important to note that for the most part, our village employees worked thru the Pandemic and none of our services were halted. I commend our administrators and staff staying on task thru all the challenges.

As for 2021, I hope that we will be able to have an end to this pandemic, so we can return to our 4<sup>th</sup> of July Celebration, the re-opening of our pool and parks, and full return of Youth sporting events. The old bowling alley in town is under renovation to become a Banquet and Reception hall. I hope we will continue to support all of our local businesses during and after the pandemic.

Like everyone else, I look forward to 2021 as we get closer to ending this pandemic.

Thank you,

Ty Tracy

Mayor of Woodville



**WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 1/11/2021 – PAGE 2**

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER DEPT:** Continue to work with Peterson Construction and Poggemeyer on the final Punch List items. Will conduct a leak test on Filter #3 this week. Peterson is moving forward with doing an in-depth inspection of the filters.  
There were some chemical feed issues at the Water Treatment Plant over the weekend. The issue has been resolved.  
The Asset Management Plan has been submitted to the EPA. The EPA has replied and issued an extension for the GIS mapping of valves and mains in the streets until April 30, 2021.
- **SEWER DEPT:** Sent a response letter to the Ohio EPA outlining our plan to address the Notice of Violation for the Mercury and Total Suspended Solids exceedances.
- **ELECTRIC DEPT:** Received a Service Agreement from AMP to participate in their safety program. They do have the option to not allow full employee participation if they feel the employee is not physically fit. Kuhlman has reviewed the agreement. Kruse will email the agreement to council.
- **PROJECTS:** Columbia Gas Project will resume on January 11, 2021. They have done a Public Service Notification regarding the project. We have that information posted on our website and Facebook page as well.
- **FYI:** Sandusky County Economic Development Corporation (SCEDC) meeting updates:
  1. SCEDC Executive Director Beth Hannam has reached out to a developer who may be interested in developing Phase 2 of the Woodpointe Development.
  2. Omni Tracks, the short rail between Tiffin and Woodville, plan on doing a huge marketing campaign in 2021 to expand business along the tracks.
  3. The Joint Economic Development Districts (JEDD) project for industrial expansion by the Ohio Turnpike gate in Elmore, Ohio may be considered again.
  4. Researching a County Wide branding. Kruse has volunteered to work on this with the SCEDC.

The SCEDC has listed the vacant lots for sale by the Dollar Store and by Dr. Kouba's office on their website. We will be realigning our zoning districts in the downtown business district to include a mixed-use conditional use. There has been some interest in the Mortise and Tenon property, but there are concerns about the non-residential use for the upstairs.

Political signs removal is being addressed tomorrow.

**POLICE DEPARTMENT-** Chief Whitehead reviewed the December activity report. (attached)

Chief Whitehead reported he spoke with Kruse to get the political signs removed throughout the village. Per the sign ordinance they must be removed 15 days after the election. There were 7 or 8 signs still up and Kruse will serve a notice to those residents to remove them.

**SOLICITOR** – Kuhlman reported he has been working with Kruse and John Courtney on a couple of things.

Kuhlman reported he has been very busy with the Police Departments typical citations.

Kuhlman stated he agrees with Kruse to change the zoning codes to allow mixed use for the stores downtown.

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

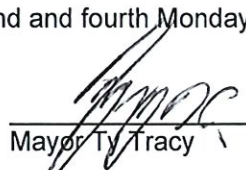
ORD #22: EMPLOYING ROBERT A. KUHLMAN AS THE VILLAGE SOLICITOR – 3<sup>rd</sup> Reading. Riffle made a motion to adopt Ord. #22- 2020. O'Connor seconded. VOTE – Riffle, O'Connor, Dunn, Fetzer, Tate, and Throop. Nays – None.  
**MOTION CARRIED 6-0.**

**NEW BUSINESS** – None.

**MAYOR'S REPORT-** Mayor Tracy confirmed the 2021 Council Committee appointments and delivered his State of the Village report. (attached)

Mayor Tracy stated meetings will remain via teleconference on the second and fourth Monday of each month at 7:00pm.

Mayor Tracy adjourned the meeting at 7:57pm.

  
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Mayor Ty Tracy

  
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Barbara J. Runion, Fiscal Officer



**WOODVILLE VILLAGE COUNCIL**  
**SPECIAL MEETING**  
**VIA TELECONFERENCE CALL**  
**FEBRUARY 8, 2021 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **APPROVAL OF MINUTES**
  - a. Special Meeting – January 25, 2021
- VI. **AUDIENCE PARTICIPATION**
  - a.
- VII. **CORRESPONDENCE**
  - a.
- VIII. **OLD BUSINESS**
- IX. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop ~Finance Ordinance #1740
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse  
~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**  
RES. #2: AMENDING THE DECLARING NECESSITY FOR THE RENEWAL OF AN EXISTING TAX LEVY
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**

**MINUTES – January 25, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING BY TELECONFERENCE CALL**

Minutes of the Special Meeting of Woodville Village Council held on Monday, January 25, 2021 via a telephone conference call at 7:15pm (delayed start due to technological difficulties). Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Solicitor Bob Kuhlman, Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Deb Wallace of the Suburban Press, Linda Knudsen, and Earl Ransom. Village Administrator Keith Kruse was absent.

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

Minutes of the Special Council meeting on January 11, 2021 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** – Throop made a motion to adopt Finance Ordinance #1739 in the amount of \$190,856.06, Tate second. VOTE-Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate reported the committee met earlier to discuss Chief Whitehead's retirement options.

**RECREATION & PARKS DEVELOPMENT** – Fetzer – No report.

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

**POLICE DEPARTMENT**- Chief Whitehead reported he has several officers attending the funeral for Toledo Police Officer Stalker who was killed in the line of duty last week.

**SOLICITOR** – Kuhlman – No report

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

**RES #1: DECLARING NECESSITY FOR THE RENEWAL OF AN EXISTING TAX LEVY** O'Connor made a motion to suspend the rules. Throop seconded. VOTE- Yeas – O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.** O'Connor made a motion to adopt Res #1- 2021. Throop seconded. VOTE –O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.**

Runion stated she would like to clarify the December 28, 2020 minutes regarding the increase in vacation time for Kris Gerwin. As of January 1, 2020 Gerwin, began receiving a 3<sup>rd</sup> week of vacation time in accordance with the Employee Policy & Personnel Manual vacation accrual schedule, and should not be receiving an additional week of vacation. O'Connor made a motion to clarify the December 28, 2020 minutes to reflect that as of January 1, 2021 Kris Gerwin will receive 3 weeks total vacation time which is in accordance with the Employee Policy & Personnel Manual vacation accrual schedule. Throop seconded. VOTE – Yeas – O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.**

Runion reported the following:

- The new desktop computers are installed and the laptops are expected by mid-February.
- MaryLou Evans is doing great with her utilities training. Julie Van Nest will meet with Dawn next week for payroll.
- We have had numerous calls from residents who have not received their utility bills. This is a Detroit Post Office issue and not a local branch issue.

**WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 1/25/2021 – PAGE 2**

**NEW BUSINESS** – O'Connor stated that there was a Facebook private message to the Village regarding a gun shop business going into the old NAPA building on W. Main St. The main concern is the close proximity to the school. O'Connor checked into the regulations when opening a business within the village, and as long as the business meets zoning permits and regulations for the village it is fine. Other necessary permits and regulations for certain types of businesses such as this, must be obtained through the Bureau of Alcohol, Tobacco, and Firearms (ATF) agency.

**MAYOR'S REPORT**- Mayor Tracy reported that he called Rep. Jim Jordan's office to discuss the extremely slow mail service from the Post Office. Unfortunately, they stated we are not alone in regards to this situation.

Mayor Tracy will get with Kruse when he returns to discuss the poor condition of the railroad tracks on St. Rt. 20/E. Main St.

Mayor Tracy reported that he did a Sandusky County Economic Development Corporation video with Kruse. They did an interview and tour of the improvements project at the Water Treatment Plant.

Mayor Tracy stated he will meet with O'Connor and those residents who are interested in organizing the downtown Christmas decorations on Wednesday, January 27, 2021.

Mayor Tracy stated meetings will remain via teleconference on the second and fourth Monday of each month at 7:00pm.

Mayor Tracy adjourned the meeting at 7:46pm.



Mayor Ty Tracy



Barbara J. Runion, Fiscal Officer

**WOODVILLE VILLAGE COUNCIL**  
SPECIAL MEETING  
VIA TELECONFERENCE CALL  
**FEBRUARY 22, 2021 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **APPROVAL OF MINUTES**
  - a. Special Meeting – February 8, 2021
  - b. Public Works & Maintenance – February 11, 2021
- VI. **AUDIENCE PARTICIPATION**
  - a.
- VII. **CORRESPONDENCE**
  - a.
- VIII. **OLD BUSINESS**
- IX. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop ~Finance Ordinance #1741
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse
    - ~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**
  - ORD #3: ESTABLISHING THE VILLAGE OF WOODVILLE BUILDING DEPARTMENT, AND DECLARING AN EMERGENCY
  - ORD #4: REQUESTING CERTIFICATION TO ENFORCE THE OHIO STATE BUILDING CODES WITHIN THE VILLAGE OF WOODVILLE
  - ORD #5: TO AMEND SECTION 351.03 OF THE CODIFIED ORDINANCES
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**

**MINUTES – February 8, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING BY TELECONFERENCE CALL**

Minutes of the Special Meeting of Woodville Village Council held on Monday, February 8, 2021 via a telephone conference call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Village Administrator Keith Kruse, Solicitor Bob Kuhlman, Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Deb Wallace of the Suburban Press, Linda Knudsen, and Earl Ransom.

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

Minutes of the Special Council meeting on January 25, 2021 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. The "Make Main Street Merry" committee met on January 27 and will meet again in February. The meeting was very positive and the committee is very excited to help with decorating the downtown blocks of the village for the Christmas season.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1740 in the amount of \$35,227.64, Tate second. VOTE- Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Fetzer reported that Woodmore High School Senior Brooke Allen recently broke the girls' basketball scoring and rebound records. Fetzer suggested doing a proclamation to recognize Ms. Allen for her accomplishments. Council had no objections. Mayor Tracy and Fetzer will figure out a time and place to recognize her.

Fetzer asked if there were any updates on opening the pool for the 2021 season. Runion reported that the license will be renewed for this year, and the opening will be determined by the current COVID19 guidelines in place at that time.

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER DEPT:** A leak test was conducted on Filter #2 and #3 this week and no leaks were discovered per the dye tests. Peterson Construction Co. sent a specialty contractor out to inspect filter #1 for leaks. They did discover a leak, and will be in touch to review the inspection report.
- **ELECTRIC DEPT:** If council has no questions or concerns with the AMP Service Agreement, Kruse will move forward with executing the agreement in order to participate in their safety program. Council had no objections.
- **PROJECTS:** The Columbia Gas Project continues. They have had a few delays due to weather conditions.
- **FYI:** 1. During the Sandusky County Economic Development Corporation (SCEDC) meeting the Omni Tracks development plan continues to be discussed. They are reaching out to property owners along the path to discuss options for industrial/business expansions.  
2. Main St Railroad Tracks: ODOT has taken the lead on contacting and working with CSX to get the repairs started on the project.  
3. Legislation is needed to participate with Safe Built Co. for commercial and institutional inspections. Safe Built will inspect all commercial and institutional buildings, and issue permits county-wide, instead of the State of Ohio. There is no cost to the village to participate in their program.

**WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 2/8/2021 – PAGE 2**

**POLICE DEPARTMENT-** Chief Whitehead reported he has asked his department to be proactive in getting vehicles removed from the streets and sidewalks cleared of snow during the recent snow events. Only a few residents and business owners have objected. Chief Whitehead is working with Runion to address his concerns regarding the current ordinance language pertaining to vehicle parking on streets and getting the sidewalks cleared during snow events. Chief Whitehead would like to amend the ordinances to clarify expectations for both the residents/business owners and the Police Department.

Chief Whitehead reviewed the End of Year report. (attached)

O'Connor commended the village snow plow crew for the awesome job on removing the snow in a very timely manner.

O'Connor questioned if there were any problems with cars that are requested to move (for snow plowing) losing their parking spot to another. Whitehead and Kruse both stated that they are not aware of that happening. O'Connor also asked if we are enforcing residents to clear snow from the sidewalks. Whitehead replied yes, it would be enforced after a warning is issued, but all are typically cleared after the warning.

**SOLICITOR** – Kuhlman stated that he approved the resolution language for Resolution #1 - 2021 and is not sure why the Sandusky County Prosecutor wants it amended. Kuhlman also stated that although he does not feel it is necessary to amend Resolution #1, he has approved the amended resolution.

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

**RES #2: TO AMEND RESOLUTION #1-2021 DECLARING NECESSITY FOR THE RENEWAL OF AN EXISTING TAX LEVY** O'Connor made a motion to suspend the rules. Fetzer seconded. **VOTE-** Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.** O'Connor made a motion to adopt Res #2- 2021. Fetzer seconded. **VOTE** –O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

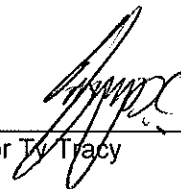
**NEW BUSINESS** – Runion reported that the new laptops are in. A policy for the laptop distribution will be ready for the next meeting. Different meeting access options were discussed.

**MAYOR'S REPORT-** Mayor Tracy recapped that the new Make Main St. Merry committee meeting went well, and to continue to remind your neighbors and friends to keep their sidewalks clear after a snow event.

Mayor Tracy will check on the vaccine updates for the county.

Mayor Tracy stated meetings will remain via teleconference on the second and fourth Monday of each month at 7:00pm.

Mayor Tracy adjourned the meeting at 7:41pm.

  
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Mayor Tracy

  
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Barbara J. Runion, Fiscal Officer

**WOODVILLE VILLAGE COUNCIL**

**SPECIAL MEETING**

**VIA TELECONFERENCE CALL**

**Phone No.: 571- 317-3122      Access Code: 610-594-117**

**MARCH 8, 2021 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **APPROVAL OF MINUTES**
  - a. Special Meeting – February 25, 2021
- VI. **AUDIENCE PARTICIPATION**
  - a. Andy Knepper – Woodmore Local Schools Levy
- VII. **CORRESPONDENCE**
  - a.
- VIII. **OLD BUSINESS**
- IX. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
    - ~ Power outage communications
  - d. FINANCE – Throop
    - ~Finance Ordinance #1742
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse
    - ~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**
  - ORD #5: TO AMEND SECTION 351.03 OF THE CODIFIED ORDINANCES -2<sup>nd</sup> Reading
  - RES #6: ESTABLISHING A TECHNOLOGY USE POLICY
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**



**MINUTES – February 22, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING BY TELECONFERENCE CALL**

Minutes of the Special Meeting of Woodville Village Council held on Monday, February 22, 2021 via a telephone conference call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Village Administrator Keith Kruse, Solicitor Bob Kuhlman, Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Linda Knudsen and Earl Ransom.

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

Minutes of the Special Council meeting on February 8, 2021 and the Public Works & Maintenance on February 11, 2021 were approved as presented.

**AUDIENCE PARTICIPATION** – None.

**CORRESPONDENCE**- Mayor Tracy and Kruse reviewed where we stand with implementing a Building Department for the permitting of commercial/industrial building codes through the County. Kruse reported we have legislation ready to join the Sandusky County commercial/industrial permitting process. Kruse added that it has been brought to our attention that within the village some commercial construction projects would be delayed if we moved forward with joining the County permitting process at this time. Kuhlman's recommendation would be to hold off on our legislation until those commercial projects have been permitted by the State.

**OLD BUSINESS**- None.

**REPORTS:**

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

**PUBLIC WORKS & MAINTENANCE** – Dunn reported that the committee met and discussed the Asset Management Plan details, plan to get with John Courtney to do a rate study, and will have Poggemeyer Design Group (PDG) nominate the new water tower and water line replacement projects for possible grant funding.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor - No report. The "Make Main Street Merry" committee will meet on February 24, 2021.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1741 in the amount of \$104,610.69 Tate second. Fetzer questioned a voucher payable to Ruby Sampson. Runion explained it was a pledge from HEAP (Home Energy Assistance Program) and she moved prior to it being approved and paid on her utility bill. The State requires us to reimburse the recipient of pledged funds. VOTE-Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Fetzer - No report

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER DEPT:** The water tower and a water line project were nominated for funding from WRS LA. It was recommended by PDG that we do a rate study to get ready for future water projects.
- **ELECTRIC DEPT:** Working with AMP on Behind the Meter improvements. Currently our generators can put out 2.7MW, but the way the system is configured we can only service half of the village during peak shaving. In the event of an emergency, we are able to service the entire village. When they want to turn on the generators to peak shave it becomes labor intense, and we will offer some suggestions to remedy that.
- **FYI:** 1. Recent snow event went well. A couple of residents complimented the village workers on the efficient snow removal. Two of our three plows are in need of repairs.  
2. Have heard from several entities in the area regarding the opening of the pool for the 2021 season. We will renew the license for sure and wait for more information and direction from the County Health Department.  
3. Kruse made a recommendation to Council to amend Zoning Code Chapter 1113 District Use Regulations. The amendment would allow living quarters above businesses in the business district. First a resolution would be presented for council's consideration and then the resolution would go to the Planning Commission for their approval.

## **WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 2/22/2021 – PAGE 2**

**POLICE DEPARTMENT-** Chief Whitehead – No report. Commended the village guys on the snow removal.

**SOLICITOR – 1.** Kuhlman stated that he approved the ordinance language for Ordinance #5 – 2021.

**2.** Kuhlman agreed that the commercial/industrial building permit legislation should be tabled for now so that projects already in the permitting process are not delayed.

**3.** Police Department has been doing a great job. Kuhlman stated he has been busy with cases and pre-trials.

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

**ORD #5:** TO AMEND SECTION 351.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF WOODVILLE – 1<sup>ST</sup> Reading

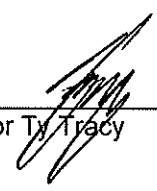
Runion reported that when the garbage pick-up schedule is altered in anyway it is Buckeye Sanitation's responsibility to notify the village residents of the changes.

**NEW BUSINESS** – None

**MAYOR'S REPORT-** Mayor Tracy read a Proclamation honoring Dawn Bockbrader on her retirement after 25 years of service for the Village of Woodville. The Proclamation will be presented to Dawn at her party on February 25, 2021.

Mayor Tracy stated meetings will remain via teleconference on the second and fourth Monday of each month at 7:00pm.

Mayor Tracy adjourned the meeting at 7:38pm.

  
\_\_\_\_\_  
Mayor Ty Tracy

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Barbara J. Runion, Fiscal Officer

**WOODVILLE VILLAGE COUNCIL**

**SPECIAL MEETING**

**VIA TELECONFERENCE CALL**

**Phone No.: 408-650-3123    Access Code: 763-971-133**

**MARCH 22, 2021 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **APPROVAL OF MINUTES**
  - a. Special Meeting – March 8, 2021
- VI. **AUDIENCE PARTICIPATION**
  - a.
- VII. **CORRESPONDENCE**
  - a.
- VIII. **OLD BUSINESS**
- IX. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop
    - ~Finance Ordinance #1743
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse
    - ~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**
  - ORD #5: TO AMEND SECTION 351.03 OF THE CODIFIED ORDINANCES -3<sup>rd</sup> Reading
  - RES #7: TO SUPPORT THE WOODMORE LOCAL SCHOOLS SUBSTITUTE LEVY
  - ORD #8: 2021/2022 ODOT SALT CONTRACT
  - ORD #9: 2021 APPROPRIATIONS
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT –**
  - a. Planning Commission meeting 3/18/2021
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**

**MINUTES – March 8, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING BY TELECONFERENCE CALL**

Minutes of the Special Meeting of Woodville Village Council held on Monday, March 8, 2021 via a telephone conference call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Village Administrator Keith Kruse, Solicitor Bob Kuhlman, Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Andy Knepper, Tim Rettig, Linda Knudsen, Earl Ransom and Deb Wallace of The Suburban Press.

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

Minutes of the Special Council meeting on February 22, 2021 were approved as presented.

**AUDIENCE PARTICIPATION** – Woodmore Local Schools Levy Chairman Andy Knepper and Woodmore Superintendent Tim Rettig presented and reviewed information regarding the Substitute Levy the school will have on the May 4, 2021 ballot. (flyer attached)

Knepper and Rettig exited the meeting at 7:12pm

**CORRESPONDENCE**- None.

**OLD BUSINESS**- None.

**REPORTS:**

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

**PUBLIC WORKS & MAINTENANCE** – Dunn - No report

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor reported:

- The "Make Main Street Merry" committee will meet on March 24, 2021 at 7:00pm.
- O'Connor stated she was disappointed in how the communications were handled during the recent power outages. She would like to see a more proactive approach to inform the public when emergency type issues, or circumstances happen. O'Connor also stated that we should, and could do better and utilize our social media outlets to inform residents that we are aware of the situation, even though we are not sure what is going on yet. Kruse replied that he was directly involved with troubleshooting the issue, and that the office staff were fielding an extreme number of calls at that time. Whitehead reported that he contacted Kruse and informed him that he would post something on social media regarding the power outage. Kruse stated that it would be difficult to inform the public of what is going on immediately. Most emergency situations take time to figure out, but once it is figured out, and if the power is expected to be out for an extended period of time, he agreed we should let the public know. Kruse stated that AMP has established a 30-minute timeframe protocol to be used in emergency situations to investigate and/or solve the issues. Kruse has prepared a similar memo that could be used by office staff to inform the public of the situation at hand.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1742 in the amount of \$37,068.51 Tate second. VOTE- Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Fetzer - No report

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER DEPT:** Continue to work on issues at the Water Treatment Plant with the chlorine measurements equipment. The water tower and a water line project were nominated for funding from WRSLA. I have contacted John Courtney to do a rate study to get ready for these future water projects.
  - **ELECTRIC DEPT:** Working with AMP on Behind the Meter improvements to capture the full 2.7MW output. Basically, we cannot put out more than the 2.7MW on the grid coming into our facility. A reverse flow monitor was installed and the solar panels were offline while they were being serviced, and when they were turned back on the surge tripped the reverse power relay which caused the outages. Kruse has contacted both AMP and Solar Planet to correct these issues immediately.
- AMP sent a Resolution to the Village to congratulate and acknowledge our 100<sup>th</sup> year of Operations.

## WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 3/8/2021 – PAGE 2

VILLAGE ADMINISTRATOR – Keith Kruse reported – continued:

- The Sandusky County Health Department is working on establishing guidelines to help all pool communities in our county get their public pools open this season.
- FYI: Met with Mike Leach, ODOT on the horrible condition of the railroad tracks on East Main Street. Mr. Leach did take pictures and is forwarding those accordingly.

**POLICE DEPARTMENT-** 1. Chief Whitehead reported he has approximately 20 cars in the impound lot. He will discuss with Kuhlman the possibility of selling those to a scrap yard. Kuhlman will check the Ohio Revised Code statute on the matter.

2. Chief Whitehead reviewed the February activity report. (attached)

3. Chief Whitehead received a \$1000.00 grant from Martin Marietta to support Officer Will Darling to move forward with Sandusky County S.W.A.T. team training program.

**SOLICITOR** – Kuhlman reported that due to ongoing COVID restrictions, the Court is still doing many things via teleconference.

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

**ORD #5:** TO AMEND SECTION 351.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF WOODVILLE – 2<sup>nd</sup> Reading

**RES #6:** ESTABLISHING A TECHNOLOGY USE POLICY- Fetzer made a motion to suspend the rules, Dunn seconded.

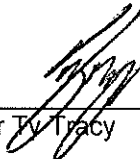
**VOTE** – Yeas – Fetzer, Dunn, O'Connor, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.** Fetzer made a motion to adopt Resolution #6-2021, Dunn seconded. **VOTE** – Yeas – Fetzer, Dunn, O'Connor, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

**NEW BUSINESS** – None

**MAYOR'S REPORT-** Mayor Tracy thanked everyone who came to Dawn Bockbrader's retirement party. He also thanked Kris Gerwin and Barb Runion for organizing the party. It was a very nice party and Dawn was grateful.

Mayor Tracy stated meetings will remain via teleconference on the second and fourth Monday of each month at 7:00pm.

Mayor Tracy adjourned the meeting at 7:43pm.

  
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Mayor Ty Tracy

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Barbara J. Runion, Fiscal Officer

**WOODVILLE VILLAGE COUNCIL**

SPECIAL MEETING

VIA ZOOM

**APRIL 12, 2021 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **APPROVAL OF MINUTES**
  - a. Special Meeting – March 22, 2021
- VI. **AUDIENCE PARTICIPATION**
  - a. Robin Richter – GLCAP Director of Senior Services
- VII. **CORRESPONDENCE**
  - a.
- VIII. **OLD BUSINESS**
- IX. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop
    - ~Finance Ordinance #1744
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse
    - ~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT –**
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**

**MINUTES – March 22, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING BY TELECONFERENCE CALL**

Minutes of the Special Meeting of Woodville Village Council held on Monday, March 22, 2021 via a telephone conference call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Village Administrator Keith Kruse, Solicitor Bob Kuhlman, and Fiscal Officer Barb Runion. Audience: Linda Knudsen, Earl Ransom and Deb Wallace of The Suburban Press.

Chief Roy Whitehead joined the meeting at 7:03pm.

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

Minutes of the Special Council meeting on March 8, 2021 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 reported that the "Make Main Street Merry" committee will meet on Wednesday March 24 at 7:00pm.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1743 in the amount of \$135,731.71 Tate second. VOTE- Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Fetzer - No report

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER DEPT:** Continue to work on issues at the Water Treatment Plant.
- **SEWER DEPT:** Will be conducting a village wide smoke test on the sanitary sewer lines April 5 – 9. The test will provide information on breaks or defects in the sewer system. Village residents will be notified of the testing dates.
- **ELECTRIC DEPT:** Meeting with AMP on Friday March 26 to discuss a resolution to the recent outages.
- **PARKS & REC:** Meeting with the Sandusky County Health Dept on Thursday March 25 to discuss the start up guidelines for all pools in the county. Kruse is confident the pool will be able to open this season, but the procedures will most likely be altered. The Woodville Business & Community Association (WBCA) will use the unused donated funds for the pool liner to purchase a new bleach disinfection system for the pool.
- **PROJECTS:** The potential buyer of the Mortise and Tenon Building on Main St. had a survey done of the property and it was discovered that the outside staircase, on the east side, of the building is actually in the right of way. The buyer will provide a request for an easement from the Village to allow the staircase to remain as is.
- **FYI:** Sean Cairns of North Street had previously requested access to property he was purchasing that connects to his, and he would like to move forward with that request. Kruse will provide council with all the previous information for further review before the next meeting.

Mayor Tracy questioned if there was any information regarding the status of having the Memorial Day Parade. Kruse will check with the American Legion members.

**POLICE DEPARTMENT**- Chief Whitehead reported he has received approval from Kuhlman to sell some of the vehicles in the impound lot to a scrap yard. Kuhlman advised that only cars under a \$1000 in value may be sold. The car list should state that the cars are the property of the Woodville Police Dept, are for salvage only, and may not be resold. Tate made motion to allow Chief Whitehead to sell the following Woodville Police Department impound lot cars (attached) for scrap only and they may not be resold. Dunn seconded. VOTE – Yeas – Tate, Dunn, Fetzer, O'Connor, Riffle, and Throop. Nays – None. **MOTION CARRIED 6-0.**



**WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 3/22/2021 – PAGE 2**

**SOLICITOR** – Kuhlman reported that he continues to monitor the zoning recommendations procedures to amend Village Zoning Code 1113.01 – Permitted and Conditional Uses.

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

ORD #5: TO AMEND SECTION 351.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF WOODVILLE – 3<sup>rd</sup> Reading. Fetzer made a motion to adopt Ordinance #5-2021, Dunn seconded. VOTE – Yeas – Fetzer, Dunn, O'Connor, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

RES #7: TO SUPPORT THE WOODMORE LOCAL SCHOOLS SUBSTITUTE LEVY- Dunn made a motion to suspend the rules, Throop seconded. VOTE – Yeas –Dunn, Throop, Fetzer, O'Connor, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.** Dunn made a motion to adopt Resolution #7-2021, Throop seconded. VOTE – Yeas –Dunn, Throop, Fetzer, O'Connor, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.**

ORD #8: APPROVING THE 2021/2022 ODOT ROAD SALT CONTRACT- Fetzer made a motion to suspend the rules, Tate seconded. VOTE – Yeas – Fetzer, Tate, Dunn, O'Connor, Riffle, and Throop. Nays – None. **MOTION CARRIED 6-0.** Fetzer made a motion to adopt Ordinance #8-2021, O'Connor seconded. VOTE – Yeas – Fetzer, O'Connor, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

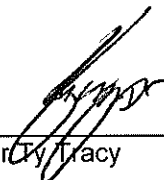
ORD #9: ADOPTING THE 2021 APPROPRIATIONS- Dunn made a motion to suspend the rules, Fetzer seconded. VOTE – Yeas –Dunn, Fetzer, O'Connor, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.** Dunn made a motion to adopt Ordinance #9-2021, Fetzer seconded. VOTE – Yeas –Dunn, Fetzer, O'Connor, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

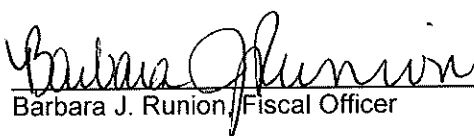
**NEW BUSINESS** – None

**MAYOR'S REPORT**- Mayor Tracy read a letter from the Planning Commission (attached) regarding their recommendation to move forward with amending Zoning Code 1113.01 – Permitted and Conditional Uses. This amendment would permit dwellings on the second floor of a business in the C-1 District.

Mayor Tracy stated meetings will be held via Zoom Video with phone in option on the second and fourth Monday of each month at 7:00pm beginning April 12, 2021.

Mayor Tracy adjourned the meeting at 7:39pm.

  
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Mayor Ty Tracy

  
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Barbara J. Runion, Fiscal Officer

**WOODVILLE VILLAGE COUNCIL**

SPECIAL MEETING

VIA ZOOM

**APRIL 26, 2021 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy



- V. **APPROVAL OF MINUTES**
  - a. Special Meeting – April 12, 2021
- VI. **AUDIENCE PARTICIPATION**
  - a.
- VII. **CORRESPONDENCE**
  - a.
- VIII. **OLD BUSINESS**
- IX. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop
    - ~Finance Ordinance #1745
  - e. PUBLIC SAFETY – Tate
  - f. RECREATION & PARKS DEVELOPMENT – Fetzer
  - g. VILLAGE ADMINISTRATOR – Kruse
    - ~see attachment
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT –**
- XIII. **EXECUTIVE SESSION** (if necessary)
  - ~To consider a complaint against village personnel
- XIV. **ADJOURNMENT**

**MINUTES – April 12, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING VIA ZOOM**

Minutes of the Special Meeting of Woodville Village Council held on Monday, April 12, 2021 via a Zoom conference video/call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Solicitor Bob Kuhlman, Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Linda Knudsen, Earl Ransom and Robin Richter, Senior Services Director of Great Lakes Community Action Partnership (GLCAP). Village Administrator Keith Kruse was absent.

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

Minutes of the Special Council meeting on April 12, 2021 were approved as presented.

**AUDIENCE PARTICIPATION** – Robin Richter provided information of services and programs available to our senior residents through the GLCAP amenities. Ms. Richter also asked for support of a 1 mill Replacement Levy on the Special Election Ballot May 4, 2021.

Ms. Richter exited the meeting at 7:07pm.

Linda Knudsen stated that she is working with a few community members and Keith Kruse to form a group to maintain the flower pots located throughout the village. Ms. Knudsen went on to explain that Earl Ransom is working on a plan to organize families to help with this project, as well as other projects.

Mr. Ransom will provide a presentation on his idea for Woodville Family T.R.E.E. (<sup>Teams</sup> Teens Rejuvenating Everyone's Environment) program at the next council meeting.

**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** – Throop made a motion to adopt Finance Ordinance #1744 in the amount of \$44,105.06 Tate second. VOTE- Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Fetzer - No report

**VILLAGE ADMINISTRATOR** – Keith Kruse, absent: Agenda information attached – reviewed by Runion.

Runion reported a Special Events Permit has been requested by Pastor Winkler of the Woodville United Methodist Church (WUMC) to have Food Trucks on N. Perry St between First and the alley towards Main St. The event would be on Tuesday, May 11 from 4:30pm – 8:00pm. After a brief discussion, Council had no objections to the event. O'Connor made a motion to allow the closure N. Perry St. between W. First and the alley towards W. Main St. for the WUMC event on Tuesday, May 11, 2021 from 4:30pm – 8:00pm. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0**

**POLICE DEPARTMENT**- Chief Whitehead reported:

- There was a high-speed chase through town by the State Highway Patrol and Lake Township Police Department on Friday, April 9. The pursuit ended safely outside of town with the arrest of a young man from Michigan.
- Lauri Perkins owner of the Village Barbershop sent an email complaint regarding the enforcement of the parking hours in the downtown area. Currently, signs are posted for 2 hour parking from 8:00am – 8:00pm. Some tenants in the apartments above the downtown businesses are not observing this rule. After meeting with Ms. Perkins, the Police will keep an eye on the 2-hour parking, especially on Saturday mornings.
- The March activity report will be emailed to council later this week.

**WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 4/12/2021 – PAGE 2**

**SOLICITOR** – Kuhlman complimented all of the Public Officials and Administration on the great job everyone does on behalf of the village.

**FISCAL OFFICER**- Runion asked for direction on how council wanted to proceed with providing information regarding the Renewal Levy to the public. Chief Whitehead suggested video messages put on Facebook. Runion will work on a flyer to post on our social media outlets.

**NEW BUSINESS** – None

**MAYOR'S REPORT**- None.

Mayor Tracy stated meetings will continue to be held via Zoom Video with phone in option on the second and fourth Monday of each month at 7:00pm. Next meeting is April 26, 2021.

Mayor Tracy adjourned the meeting at 7:50pm.

  
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Mayor Ty Tracy

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Barbara J. Runion, Fiscal Officer

**MINUTES – April 12, 2021**  
**WOODVILLE VILLAGE COUNCIL – SPECIAL MEETING VIA ZOOM**

Minutes of the Special Meeting of Woodville Village Council held on Monday, April 12, 2021 via a Zoom conference video/call at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, Jeff Tate, and Tammi Throop. Administration: Solicitor Bob Kuhlman, Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Linda Knudsen, Earl Ransom and Robin Richter, Senior Services Director of Great Lakes Community Action Partnership (GLCAP). Village Administrator Keith Kruse was absent.

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

Minutes of the Special Council meeting on March 22, 2021 were approved as presented.

**AUDIENCE PARTICIPATION** – Robin Richter provided information of services and programs available to our senior residents through the GLCAP amenities. Ms. Richter also asked for support of a 1 mill Replacement Levy on the Special Election Ballot May 4, 2021.

Ms. Richter exited the meeting at 7:07pm.

Linda Knudsen stated that she is working with a few community members and Keith Kruse to form a group to maintain the flower pots located throughout the village. Ms. Knudsen went on to explain that Earl Ransom is working on a plan to organize families to help with this project, as well as other projects.

Mr. Ransom will provide a presentation on his idea for Woodville Family T.R.E.E. (Teams Rejuvenating Everyone's Environment) program at the next council meeting.

**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** – Throop made a motion to adopt Finance Ordinance #1744 in the amount of \$44,105.06 Tate second. VOTE- Yeas- Throop, Tate, Dunn, Fetzer, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Fetzer - No report

**VILLAGE ADMINISTRATOR** – Keith Kruse, absent: Agenda information attached – reviewed by Runion.

Runion reported a Special Events Permit has been requested by Pastor Winkler of the Woodville United Methodist Church (WUMC) to have Food Trucks on N. Perry St between First and the alley towards Main St. The event would be on Tuesday, May 11 from 4:30pm – 8:00pm. After a brief discussion, Council had no objections to the event. O'Connor made a motion to allow the closure N. Perry St. between W. First and the alley towards W. Main St. for the WUMC event on Tuesday, May 11, 2021 from 4:30pm – 8:00pm. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0**

**POLICE DEPARTMENT**- Chief Whitehead reported:

- There was a high-speed chase through town by the State Highway Patrol and Lake Township Police Department on Friday, April 9. The pursuit ended safely outside of town with the arrest of a young man from Michigan.
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