

WOODVILLE VILLAGE COUNCIL
REGULAR MEETING
530 LIME ST – COUNCIL CHAMBERS
AUGUST 9, 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. Regular Council & Finance Committee Meetings – July 26, 2021
- 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 – Throop, absent
 - e. PUBLIC SAFETY – Tate
 - f. RECREATION & PARKS DEVELOPMENT – Fetzer
~Finance Ordinance #1752
 - 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 – 3rd Reading
ORD. #4: REQUESTING CERTIFICATION TO ENFORCE THE OHIO STATE BUILDING CODES
WITHIN THE VILLAGE OF WOODVILLE – 3rd Reading
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION**
- XIV. **ADJOURNMENT**

MINUTES – July 26, 2021
WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, July 26, 2021 in Council Chambers 530 Lime St. 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: Barb Rickard, Allie Gutierrez, CJ and Alice Kopp. Chief Roy Whitehead was absent.

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

Minutes of the Finance Committee and Regular Council meetings on July 12, 2021, the Administrative & Personnel Committee meeting on July 19, 2021, and the Public Works & Maintenance Committee meeting on July 20, 2021 were approved as presented.

AUDIENCE PARTICIPATION – Mrs. Barb Rickard presented information regarding damage to a carport and a parking issue behind her commercial building at 109/111 E. Main St. – pictures attached. Currently, Bob Rentz owner of the neighboring business does not want her tenants to cross over onto his property to exit. Mrs. Rickard asked council for permission to improve a section of Village owned property to allow her tenants access to their parking spots. This section of Village property is directly in front of the carport/parking spaces. Two parking spots in the Village Parking Lot would also have to be eliminated. Kuhlman will try to meet with Bob Rentz to find a resolution.

Mr. CJ Kopp stated that the condition of the property at 520 Lueke Ave. is horrible. Mr. Kopp is requesting that the village revise the current ordinances to address the deplorable property conditions. He also asked that the village review the penalty structure assigned to these violations and amend as necessary. Although council sympathized with the situation, at this time the Village Administrator/Zoning Inspector, Chief of Police, and Council are enforcing everything, within their authority, that they can.

Barb Rickard, Allie Gutierrez, CJ and Alice Kopp exited the meeting at 7:45pm.

CORRESPONDENCE- None

OLD BUSINESS- None.

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle reported the committee met on July 19 to review employee evaluations. Raise/bonus recommendations will be made the first meeting in August.

PUBLIC WORKS & MAINTENANCE – Dunn reported the committee met on July 20 to discuss a rate study, developing a 5- & 10-year infrastructure improvement plan, and applying for funding options available through the Sandusky County Commissioners.

ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor stated that a resident asked if a tree could be planted in the boulevard. Kruse responded that the village has issued a moratorium at this time on plantings in the boulevard until other street tree issues are resolved.

FINANCE – Throop made a motion to adopt Finance Ordinance #1751 in the amount of \$122,891.61 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 PLANT: 1.** Peterson Construction inspected Filter 1, and the results were inconclusive. They will return this week to do a different test.
- 2.** The County Commissioners have 10.2 million dollars to help communities within the County. We had a list of projects with probable costs included. They asked that we prioritize the projects and we will offer the following – water line replacements, a new water tower, and a sewer project to take care of the current issues as stated by the EPA.

WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 7/26/2021 – PAGE 2

VILLAGE ADMINISTRATOR – Keith Kruse reported - continued:

- **SEWER PLANT:** Poggemeyer Design Group (PDG) hosted our conference call with the EPA regarding the Administrative Order of Consent. Overall, the meeting went well. We need to supply some additional information and they were going to review the information brought to their attention. They did not have certain statistics properly detailed. A plan is in place to figure out where the excessive water is coming from causing the infiltration at the sewer plant.
- **PROJECTS:** Columbia Gas has notified us that they want to continue with their gas line replacement project on South side of the river.
- **FYI:** There has been no response to the mower position ad.

POLICE DEPARTMENT- Chief Whitehead- No report, absent.

SOLICITOR – Kuhlman- No report

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

ORD. #3: ESTABLISHING THE VILLAGE OF WOODVILLE BUILDING DEPARTMENT – 2nd Reading

ORD. #4: REQUESTING CERTIFICATION TO ENFORCE THE OHIO STATE BUILDING CODES WITHIN THE VILLAGE OF WOODVILLE – 2nd Reading

RES. #13: ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. O'Connor made a motion to suspend the rules, Throop second. VOTE – Yeas – O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.** O'Connor made a motion to adopt Resolution #13-2021, Throop second. VOTE – Yeas - O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.**

NEW BUSINESS – None

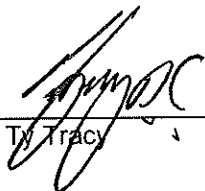
MAYOR'S REPORT- Mayor Tracy stated the annual Woodville Men's Golf Outing was on July 24th at Hidden Hills Golf Course and was well attended. They raised money for 6 different local charities.

Mayor Tracy reported he is having a plaque made to hang at the pool, recognizing, and showing our appreciation, to the Class of 1970 for the donation to cover the costs to install a new pool liner.


EXECUTIVE SESSION – None.

Mayor Tracy stated the Council meetings will continue in person and the next meeting is August 9, 2021 at 7:00pm in Council Chambers.

Mayor Tracy adjourned the meeting at 8:32pm.



Mayor Ty Tracy



Barbara J. Runion, Fiscal Officer

WOODVILLE VILLAGE COUNCIL
REGULAR MEETING
530 LIME ST – COUNCIL CHAMBERS
AUGUST 23, 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. Regular Council & Finance Committee Meetings – August 9, 2021
- VI. **AUDIENCE PARTICIPATION**
 - a. Barb Rickard – Tenant Parking
- 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 – Throop
 - ~Finance Ordinance #1753
 - ~Ohio Plan 2021/2022 renewal
 - 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 #14: TO AMEND AND RESTATE THE EXISTING PICK-UP PLAN RESOLUTION OF THE COUNCIL OF VILLAGE OF WOODVILLE, SANDUSKY COUNTY, OHIO
- XI. **NEW BUSINESS**
 - ~Opening of the bids received for lease of public land.
- XII. **MAYOR'S REPORT**
 - ~ Signed Prostate Cancer Awareness Proclamation
- XIII. **EXECUTIVE SESSION**
- XIV. **ADJOURNMENT**

MINUTES – August 9, 2021
WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, August 9, 2021 in Council Chambers 530 Lime St. at 7:00pm. Present at Roll Call were Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Joe Riffle, and Jeff Tate. Administration: Village Administrator Keith Kruse, Solicitor Bob Kuhlman, and Fiscal Officer Barb Runion, and Chief Roy Whitehead. Audience: Earl Ransom. Council Member Tammi Throop was absent.

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

Minutes of the Finance Committee and Regular Council meetings on July 26, 2021 were approved as presented.

AUDIENCE PARTICIPATION – None

CORRESPONDENCE- None

OLD BUSINESS- Mayor Tracy reported the plaque recognizing, and showing our appreciation, to the Class of 1970 for their generous donation to cover the costs to install a new pool liner, and other improvements at the pool, is finished and will be picked up this week.

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle stated the committee met on July 19 and reviewed the employee evaluations. Riffle reported the committee recommends the following (attached) 2021 wage increases for Village Employee's. Riffle made a motion to adopt the 2021 Raise/Salary Schedule (attached) for village employees effective August 9, 2021. Dunn second. VOTE-Yeas- Riffle, Dunn, Fetzer, O'Connor, and Tate. Nays- None **MOTION CARRIED 5-0.**

PUBLIC WORKS & MAINTENANCE – Dunn – No report

ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor – No report

FINANCE – Throop – No report, absent.

Fetzer made a motion to adopt Finance Ordinance #1752 in the amount of \$39,823.83 Tate second. VOTE-Yeas- Fetzer, Tate, Dunn, O'Connor, and Riffle. Nays- None **MOTION CARRIED 5-0.**

PUBLIC SAFETY- Tate - No report

RECREATION & PARKS DEVELOPMENT – Fetzer reported the last day for the pool season was yesterday – August 8. Many positive comments this year regarding the operations and staff.

VILLAGE ADMINISTRATOR – Keith Kruse reported:

- **WATER PLANT:** No update
- **SEWER PLANT:** Working with Poggemeyer Design Group (PDG) to supply the US EPA with the information and reports they requested. We have another conference call scheduled with them on Wednesday August 11.
- **PROJECTS:** Carolyn Bick of US Representative Jim Jordan's office reached out stating that ODOT and CSX Railroad have reached an agreement on fixing the crossing on E. Main St. No information has been provided on a start time or materials that they will use to fix it.
- FYI: 1. Kuhlman discussed the parking issues behind JoJo's and Barb Rickard's property with JoJo's owner Bob Rentz. It is Kuhlman's recommendation that the village not do anything at this time, as Rentz has agreed to not prevent Rickard's tenants from entering/exiting the parking spaces. Kruse will reach out to Rickard and let her know of Kuhlman's conversation with Rentz, and will discuss possible parking options with Rentz.
2. The farmer interested in leasing the village farmland stated concerns on only having a one-year lease of the property vs. a multiple year lease. His concern is being able to take advantage of crop rotation and limited kinds of crops to be planted. Kuhlman stated multiple year leases have strict requirements.
3. Mayor Tracy questioned when the streets that are in need of repairs/paving would be taken care of. Kruse stated that he had just received the quote, and that we would be moving forward with that project weather permitting.

WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 8/9/2021 – PAGE 2

POLICE DEPARTMENT- Chief Whitehead reported:

1. Meeting with the Woodmore Schools Superintendent Rettig to discuss the renewal of the School Resource Officer contract.
2. Advertised for a paid crossing guard position and for a few non-paid substitutes. Received two applicants and they will be interviewed next week.
3. Reviewed the July activity report (attached)
4. Announced the Police Department will host "Cops-Kids-Cookout-Kickball" event in Trail Marker Park on August 20 from 11:00am – 2:00pm. The event is being sponsored by Woodville Mutual Insurance. Kids of all ages are welcome to come.

SOLICITOR – Kuhlman- No report

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

ORD. #3: ESTABLISHING THE VILLAGE OF WOODVILLE BUILDING DEPARTMENT – 3rd Reading

O'Connor made a motion to adopt Ordinance #3-2021, Dunn second. VOTE – Yeas – O'Connor, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 5-0.**

ORD. #4: REQUESTING CERTIFICATION TO ENFORCE THE OHIO STATE BUILDING CODES WITHIN THE VILLAGE OF WOODVILLE – 3rd Reading

O'Connor made a motion to adopt Ordinance #4-2021, Dunn second. VOTE – Yeas – O'Connor, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 5-0.**


NEW BUSINESS – None

MAYOR'S REPORT- Mayor Tracy stated he has been asked to participate in monthly meetings with Woodmore School Superintendent Tim Rettig and Elmore Mayor Rick Claar to discuss current affairs and future development involving both communities and our school.

EXECUTIVE SESSION – None.

Mayor Tracy stated the Council meetings will continue in person and the next meeting is August 23, 2021 at 7:00pm in Council Chambers.

Mayor Tracy adjourned the meeting at 7:43pm.



Mayor Tracy



Barbara J. Runion, Fiscal Officer

WOODVILLE VILLAGE COUNCIL
REGULAR MEETING
530 LIME ST – COUNCIL CHAMBERS
SEPTEMBER 13, 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. Regular Council & Finance Committee Meetings – August 23, 2021
- VI. **AUDIENCE PARTICIPATION**
 - a.
- VII. **CORRESPONDENCE**
 - a. Thank you note from the Requena family
- VIII. **OLD BUSINESS**
 - a.
- IX. **REPORTS:**
 - a. ADMINISTRATIVE & PERSONNEL – Riffle
 - b. PUBLIC WORKS & MAINTENANCE – Dunn
 - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
 - d. FINANCE – Throop
 - ~Finance Ordinance #1754
 - e. PUBLIC SAFETY – Tate
 - f. RECREATION & PARKS DEVELOPMENT – Fetzner
 - g. VILLAGE ADMINISTRATOR – Kruse
 - ~see attachment
 - h. POLICE DEPARTMENT – Chief Whitehead
 - i. SOLICITOR - Kuhlman
- X. **FISCAL OFFICER'S REPORT**

ORD #15: AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH MR. PAUL PERRY FOR THE PURPOSE OF LEASING REAL PROPERTY OWNED BY THE VILLAGE OF WOODVILLE FOR AGRICULTURAL USE

ORD #16: SETTING NEW PAY RANGES
- XI. **NEW BUSINESS**

Set Trick or Treat Date/Time
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION**
- XIV. **ADJOURNMENT**

MINUTES – August 23, 2021
WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, August 23, 2021 in Council Chambers 530 Lime St. 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: C.J. Kopp, Barb Rickard, Allie Gutierrez, and Deb Wallace of The Suburban Press.

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

Minutes of the Finance Committee and Regular Council meetings on August 9, 2021 were approved as presented.

AUDIENCE PARTICIPATION – C.J. Kopp thanked everyone for the continued efforts to keep the property at 520 Lueke Ave. maintained and cleaned up. Kopp exited the meeting at 7:08pm.

Barb Rickard would still like the Village to consider allowing the improvements to a piece of public property which would allow her tenants the opportunity to enter and exit their parking spaces without driving on the neighboring properties. Kruse will check with Columbia Gas regarding any established easements in order to possibly develop a Memorandum of Understanding (MOU) between Mrs. Rickard and the Village to use the public property. Rickard and Gutierrez exited the meeting at 7:41pm.

CORRESPONDENCE- None

OLD BUSINESS- None

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle reported that due to the unexpected departure of Payroll Clerk Julie Van Nest, Runion has recommended Kerstan Enriquez as Payroll Clerk. Riffle made a motion to hire Kerstan Enriquez as Payroll Clerk at a wage of \$15.00 per hour effective August 23, 2021. 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 stated that she shared Deb Grove's pictures on the Village Facebook page of the buildings in Trail Marker Park that were painted by Martin Marietta. Kruse stated that the Village did send them a certificate of thanks for their work.

FINANCE – Throop made a motion to adopt Finance Ordinance #1753 in the amount of \$128,275.03 O'Connor second. VOTE-Yeas- Throop, O'Connor, Dunn, Fetzer, Riffle, and Tate. Nays- None **MOTION CARRIED 6-0.**

The 2021/2022 Ohio Plan renewal was reviewed. The premium decreased by \$1,225.00 from last year and includes all village vehicles. Throop made a motion to renew the 2021/2022 Ohio Plan Policy in the amount of \$26,291.00 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 stated that perhaps the Village would like to look into grants and funding opportunities to aid in developing a playground to accommodate children with special needs – similar to a new park that just opened in Perrysburg.

VILLAGE ADMINISTRATOR – Keith Kruse reported:

- **WATER PLANT:** Waiting on a response from Peterson on the remaining issues. The lime silo will be worked on tomorrow.
- **SEWER PLANT:** Working with Poggemeyer Design Group (PDG) to supply the US EPA with a letter containing the dates and other information they have requested.
- **ELECTRIC DEPT:** AMP has asked if the Village would contribute to the costs of installing a transfer switch option that is needed for the Behind the Meter Generator Project. Kruse's recommendation is to not contribute to the project upgrade, as this project agreement stated there would be no costs to the village.

Deb Wallace exited the meeting at 7:50pm

WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 8/23/2021 – PAGE 2

VILLAGE ADMINISTRATOR – Keith Kruse reported - continued:

- **STREETS:** Started striping the crosswalks to get ready for the new school year. We are also looking into stop signs for pedestrian crossings. They are like a neon traffic cone that would be located in the middle of the road, near the crosswalk, to make drivers aware of walkers.
- **FYI:** 1. There is a signed agreement between ODOT, CSX Railroad, and the Ohio Rail Development Commission (ORDC) to fix the crossing on E. Main St. This will be a \$155,000.00 project and the ORDC will provide a \$77,000.00 grant. No scheduled start date has been set at this time. The replacement or repairs should be similar to the railroad crossing on St. Rt. 20 in Lima City, OH.
2. Columbia Gas is moving forward to the south side of the Portage River to continue with their gas line upgrade project.

POLICE DEPARTMENT- Chief Whitehead reported:

1. The Woodville Mutual Insurance sponsored event "Cops-Kids-Cookout-Kickball" in Trail Marker Park was well attended by over 90 kids and adults.
2. Frank Sirse will stay with the Police Department as an Auxiliary Officer, and has agreed to provide part of the training program of the new officers.

SOLICITOR – Kuhlman- No report

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

RES. #14: TO AMEND AND RESTATE THE EXISTING PICK-UP PLAN RESOLUTION OF THE COUNCIL OF VILLAGE OF WOODVILLE, SANDUSKY COUNTY, OHIO. O'Connor made a motion to suspend the rules. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.** O'Connor made a motion to adopt Resolution #14-2021. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

NEW BUSINESS – Mayor Tracy opened and read aloud the sealed bids submitted for the 1 yr. lease of the real property (38.26 acres) owned by the Village for the purpose of agricultural use. The following is the result of the bids:

- From Christopher Stone - \$150.00 per acre
- From Paul Perry - \$200.00 per acre

O'Connor made a motion to accept the bid from Paul Perry in the amount of \$200.00 per acre for a 1 yr. lease, Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**
Kruse will let both bidders know of the results.

MAYOR'S REPORT- Mayor Tracy shared an executed Proclamation for Prostate Cancer Awareness Month of September.

Mayor Tracy reported that the Thank You Plaque acknowledging the Class of 1970 generous donation turned out very nice and will be hung at the pool.


Mayor thanked Chief Whitehead and all that contributed to the Cookout and Kickball event.

Mayor Tracy attended lunch with the Woodmore Schools Superintendent Tim Rettig and Elmore Mayor Rick Claar to establish communications in order to benefit the communities and the school.

EXECUTIVE SESSION – None.

Mayor Tracy stated the Council meetings will continue in person and the next meeting is September 13, 2021 at 7:00pm in Council Chambers.

Mayor Tracy adjourned the meeting at 8:16pm.



Mayor Tracy



Barbara J. Runion, Fiscal Officer

WOODVILLE VILLAGE COUNCIL
REGULAR MEETING
530 LIME ST – COUNCIL CHAMBERS
SEPTEMBER 27, 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. Regular Council & Finance Committee Meetings – September 13, 2021
- VI. **AUDIENCE PARTICIPATION**
 - a.
- VII. **CORRESPONDENCE**
 - a.
- VIII. **OLD BUSINESS**
 - a.
- IX. **REPORTS:**
 - a. ADMINISTRATIVE & PERSONNEL – Riffle, absent
 - b. PUBLIC WORKS & MAINTENANCE – Dunn
 - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
 - d. FINANCE – Throop
 - ~Finance Ordinance #1755
 - e. PUBLIC SAFETY – Tate
 - ~Salary increase for Chief Whitehead
 - 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. #17: RESCINDING RESOLUTION #14-2021
- XI. **NEW BUSINESS**
- XII. **MAYOR'S REPORT**
- XIII. **EXECUTIVE SESSION**
- XIV. **ADJOURNMENT**

MINUTES – September 13, 2021
WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, September 13, 2021 in Council Chambers 530 Lime St. 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 via telephone. Audience: Earl and Laura 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 Finance Committee and Regular Council meetings on August 23, 2021 were approved as presented.

AUDIENCE PARTICIPATION – None

CORRESPONDENCE- Thank you from the Requena family for the use of Trail Marker Park for a memorial service.

OLD BUSINESS- None

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle – No report

PUBLIC WORKS & MAINTENANCE – Dunn – No report

ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor reported that she had checked out the situation with the entering and exiting from the parking places behind the Rickard and Rentz W. Main St. properties. It is her opinion that there is enough space to exit/enter the area from the west side. O'Connor also noticed that there is damage to the entire car port, and not just the side facing the Rentz property. O'Connor recommended that council follow Solicitor Kuhlman's advice, and let the issues be reconciled by the property owners.

FINANCE – Throop made a motion to adopt Finance Ordinance #1754 in the amount of \$73,652.92 O'Connor second. VOTE-Yeas- Throop, O'Connor, Dunn, Fetzer, Riffle, and Tate. Nays- None **MOTION CARRIED 6-0.**

PUBLIC SAFETY- Tate reported that Chief Whitehead would like to hire Officer Nicholas Clippinger as a Full-time Officer. Mayor Tracy recommended to council the hire of Officer Nicholas Clippinger retroactive to September 6, 2021, pending the satisfactory completion of the Police Pension physical, at a wage of \$16.00 per hour, and after a 6-month satisfactory probation period he would be raised to \$16.50 per hour. Officer Clippinger would receive 20 hrs of vacation for 2021- would receive one week vacation in 2022 and two weeks beginning in 2023. He would also receive 24 hrs of Floating Holiday time for 2021.

Tate made a motion to hire Officer Nicholas Clippinger pending the satisfactory completion of the Police Pension physical, at a wage of \$16.00 per hour, and after a 6-month satisfactory probation period he would be raised to \$16.50 per hour, 20 hrs of vacation for 2021, one week vacation in 2022, two weeks beginning in 2023, and 24 hrs of Floating Holiday time for 2021 retroactive to September 6, 2021. Riffle second. VOTE – Yeas – Tate, Riffle, Dunn, Fetzer, O'Connor, and Throop. Nays – None. **MOTION CARRIED 6-0.**

Chief Whitehead reported that crossing guard Jason Hindall, Jr. has resigned. Chief Whitehead recommends Robin Hindall to replace him. Tate made a motion to hire Robin Hindall as crossing guard at a wage of \$432.50 per month beginning with the September 2021 pay. Dunn second. VOTE – Yeas – Tate, Dunn, Fetzer, O'Connor, Riffle, and Throop. Nays – None. **MOTION CARRIED 6-0.**

RECREATION & PARKS DEVELOPMENT – Fetzer – No report

VILLAGE ADMINISTRATOR – Keith Kruse reported:

- **WATER PLANT:** Peterson has completed two items remaining on the issues list - the lime silo and an electrical issue in the pump house.
The EPA will conduct a detailed site survey of the plant on September 20.
- **SEWER PLANT:** US EPA Administrative Order of Consent: Sent the US EPA our response with revised timeline of dated milestones as they requested. Their response was favorable, but not without exceptions. We have started the televising of lines and found some I & I (infiltration & inflow) issues.
- **ELECTRIC DEPT:** Continue to work with AMP on the issues with the Behind the Meter Generator Project.
Will be attending the AMP conference from September 20 – 23.

WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 8/23/2021 – PAGE 2

VILLAGE ADMINISTRATOR – Keith Kruse reported - continued:

- **FYI:** Columbia Gas is moving forward to the south side of the Portage River to continue with their gas line upgrade project.

POLICE DEPARTMENT- 1. Chief Whitehead reported Lt. Gearheart has tested positive for COVID and because he was in direct contact with him, he opted to call in for the meeting.
2. Gibsonburg's Police Department has recently made improvements to their shooting range. Because we use the range, Chief Whitehead asked permission to supply new targets for the range. Council unanimously approved the expenditure.
3. Mayor Tracy questioned the status of parking for the Visitor Bureau's bus tour of the decorated barns in the county. Chief Whitehead stated they have requested a police escort so that they can park on E. Main St. while touring the Nuhfer barn displaying astronaut Tom Henricks.

SOLICITOR – Kuhlman reported there have been fewer people showing up for their court dates. The Police Department has been using the plate readers.

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

ORD. #15: AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH MR. PAUL PERRY FOR THE PURPOSE OF LEASING REAL PROPERTY OWNED BY THE VILLAGE OF WOODVILLE FOR AGRICULTURAL USE O'Connor made a motion to suspend the rules. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.** O'Connor made a motion to adopt Ordinance #15-2021. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Riffle, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

ORD. #16: SETTING NEW PAY RANGES FOR THE VILLAGE OF WOODVILLE Fetzer made a motion to suspend the rules. Riffle second. VOTE – Yeas – Fetzer, Riffle, Dunn, O'Connor, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.** Fetzer made a motion to adopt Ordinance #16-2021. Riffle second. VOTE – Yeas – Fetzer, Riffle, Dunn, O'Connor, Tate, and Throop. Nays – None. **MOTION CARRIED 6-0.**

Runion reported that Resolution #14 – 2021 will need to be rescinded in its entirety. After a series of conversations, and discovered misunderstandings, the desired changes to increase Chief Whitehead's wage and eliminate the pick-up plan have not been achieved. Runion will prepare another resolution for the next meeting, and will have the information available for the raise of Chief Whitehead's wage.

NEW BUSINESS – Mayor Tracy requested input regarding Trick or Treat date and time. O'Connor made a motion to have Trick or Treat on October 31 from 6:00pm – 8:00pm every year. Throop second. VOTE – Yeas – O'Connor, Throop, Dunn, Fetzer, Riffle, and Tate. Nays – None. **MOTION CARRIED 6-0.**

Kruse reported he received 36 COVID testing kits from the County Health Department and they are available for Village staff use.

MAYOR'S REPORT- Mayor Tracy shared a letter from the Sandusky County Convention & Visitors Bureau (SCCVB) regarding our renewal sponsorship of their 2022 Visitors Guide Magazine. They received grant money to help defray the printing costs and are passing the savings onto the sponsors. O'Connor made a motion to allow a \$250.00 magazine sponsorship listing with our village logo for the 2022 publication. Riffle second. VOTE – Yeas – O'Connor, Riffle, Dunn, Fetzer, Tate, and Throop Nays – None. **MOTION CARRIED 6-0.**


Mayor Tracy shared an invitation for "The Grand Slam" Sandusky County Bicentennial Celebration at Terra State Community College on Saturday, October 9 from 5:50 – 10:00pm. Runion will email council the agenda for the event.

Mayor Tracy stated the Council meetings will continue in person and the next meeting is September 27, 2021 at 7:00pm in Council Chambers.

Mayor Tracy adjourned the meeting at 7:45pm.



Mayor Tracy



Barbara J. Runion, Fiscal Officer