

**WOODVILLE VILLAGE COUNCIL**  
REGULAR MEETING  
COUNCIL CHAMBERS 530 LIME STREET  
**SEPTEMBER 25, 2023 – 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 Meeting and Finance Committee meetings on September 11, 2023
- VI. **AUDIENCE PARTICIPATION**
  - a. Amanda Black & Chris Holk – Crosswalk at Lime St. and First St.
- 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 #1801
  - e. PUBLIC SAFETY – Fetzer
  - f. RECREATION & PARKS DEVELOPMENT – Ransom
  - g. VILLAGE ADMINISTRATOR – Brickley
    - ~See attached
  - 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 – September 11, 2023**  
**WOODVILLE VILLAGE COUNCIL – REGULAR MEETING**

Minutes of the Regular Meeting of Woodville Village Council held on Monday, September 11, 2023 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, Earl Ransom, Joe Riffle, and Tammi Throop. Administration: Village Administrator Tom Brickley, Village Solicitor Bob Kuhlman, Chief Roy Whitehead, and Fiscal Officer Barb Runion. Audience: Amanda Black, Chris Holk, Karen Schepman, and Deb Wallace of the Suburban Press.

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

Mayor Tracy asked everyone to remain standing for a moment of silence in remembrance on the 22<sup>nd</sup> anniversary of the tragic events of 9-11-2001.

Minutes of the Finance Committee and Regular Council meetings on August 28, 2023 were approved as presented.

**AUDIENCE PARTICIPATION** – None

**CORRESPONDENCE**- Mayor Tracy reported a donation was received from the Woodville Legion Post 455 for the mural painting in Veterans Park.

**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 #1800 in the amount of \$37,540.64 Fetzer second. VOTE-Yeas- Throop, Fetzer, Dunn, O'Connor, Ransom, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Fetzer - No report.

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

**ADMINISTRATOR** – Brickley reported:

- **WATER PLANT:** Soil sampling will begin soon, and an unused small building has been demolished, in preparation for the new water tower project.
- **SEWER PLANT:** Phase 3 (148 addresses) sewer inspection updates: Completed 40 inspections and have discovered 8 violations. Violations update: PH 1 – all but one has been completed and that one is scheduled.
- **ELECTRIC DEPT:** Substation issue with the voltage regulator controller. Monitoring the regulator until the controller is repaired.
- **STREETS:** 7L Construction is paving 3<sup>rd</sup> Street and repairing the water issue areas throughout the village this week.
- **PARKS & REC:** No report
- **PROJECTS:** Will meet with Zenner USA to discuss the costs associated with changing meter reading from manual to an AMI (Advanced Metering Infrastructure) system.
- **FYI:** The building at the Police Department continues to leak after testing it for a second time. It appears that the brick on the east wall of the second floor is disintegrating. Actively seeking options and quotes for ways to repair the issue. The insurance claim has been denied.

**POLICE DEPARTMENT**- Chief Whitehead reported it was wonderful to be a part of, and see Main Street lined with adults and children as the traveling "Healing Wall" went through town on its way to Gibsonburg.

**SOLICITOR** – Kuhlman – No report

**FISCAL OFFICER**- Runion – No report

## **WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 9/11/2023 – PAGE 2**

### **NEW BUSINESS** – None

**MAYOR'S REPORT**- Mayor Tracy reported meeting with Elmore Mayor and the Woodmore Superintendent to continue a dialog on current matters.

Mayor Tracy shared an article on nationwide concerns related to funding small town police departments.

### **EXECUTIVE SESSION** – None

The next Finance Committee and Council meetings will be held on September 25, 2023 at 6:30pm/ 7:00pm respectively.

Mayor Tracy adjourned the meeting at 7:23pm.

  
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Mayor Ty Tracy

  
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Barbara J. Runion, Fiscal Officer

On this day, the 22<sup>nd</sup> anniversary of the tragic events of 9-11-2001  
let us stand in silence as we remember and reflect

- All the innocent men, women and children who lost their lives on an airplane, at the World Trade Center, at the Pentagon, and on the streets of New York.
- All civil servants, firefighters, police officers, and military personnel who dedicated and lost their lives protecting our safety, our freedom, and our democracy.

**WOODVILLE VILLAGE COUNCIL**  
REGULAR MEETING  
COUNCIL CHAMBERS 530 LIME STREET  
**OCTOBER 9, 2023 – 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 Meeting and Finance Committee meetings on September 25, 2023
- VI. **BID OPENING**
  - a. Bid opening for Village agricultural land lease
- VII. **AUDIENCE PARTICIPATION**
  - a.
- VIII. **CORRESPONDENCE**
  - a.
- IX. **OLD BUSINESS**
  - a.
- X. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop
    - ~Finance Ordinance #1802
  - e. PUBLIC SAFETY – Fetzer
  - f. RECREATION & PARKS DEVELOPMENT – Ransom
  - g. VILLAGE ADMINISTRATOR – Brickley
    - ~See attached
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR – Kuhlman
- XI. **FISCAL OFFICER'S REPORT**
- XII. **NEW BUSINESS**
- XIII. **MAYOR'S REPORT**
- XIV. **EXECUTIVE SESSION** (if necessary)
- XV. **ADJOURNMENT**

**MINUTES – September 25, 2023**  
**WOODVILLE VILLAGE COUNCIL – REGULAR MEETING**

Minutes of the Regular Meeting of Woodville Village Council held on Monday, September 25, 2023 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, Earl Ransom, Joe Riffle, and Tammi Throop. Administration: Village Administrator Tom Brickley, Village Solicitor Bob Kuhlman, Chief Roy Whitehead, and Fiscal Officer Barb Runion. Audience: Amanda Black, Karen Schepman, 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 September 11, 2023 were approved as presented.

**AUDIENCE PARTICIPATION** – Ms. Amanda Black stated she would like to formally inform council of her crosswalk safety concerns at the corner of Lime St. and W. First St. Black had provided council with a detailed letter (attached) of concerns with possible solutions for pedestrians to safely cross in that area. Brickley has already met with ODOT officials and Woodville will host another meeting with them on Wednesday, September 27 regarding the issues, as well as, discuss a grant opportunity for the installation of signage. Woodville Police Department and Administration, Woodmore School Administration, Martin Marietta, and Black have been invited to attend this meeting with ODOT.

**CORRESPONDENCE**- None

**OLD BUSINESS**- None

**REPORTS:**

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

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

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor announced that the Woodville Business and Community Association (WBCA) will host the annual Frank and Chili supper followed by Fright Night throughout the downtown businesses on Thursday October 26<sup>th</sup>. Village wide Trick or Trick will be held on October 31 from 6:00pm – 8:00pm.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1801 in the amount of \$136,394.68 Fetzer second. VOTE-Yeas- Throop, Fetzer, Dunn, O'Connor, Ransom, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Fetzer - No report.

**RECREATION & PARKS DEVELOPMENT** – Ransom reported:

- Woodville was chosen as one of the recipients of the Sandusky County Community Grants Foundations awards. We were awarded \$9,950.00 to be used in Trail Marker Park for resurfacing/stripping of the basketball court, bleachers for the pickle ball court area, and Phase 1 of the installation of a new disc golf course.
- The WBCA will add a Labor Day community event to their insurance roster for 2024.
- A local meeting will be held at Soul Sisters on Main St. on December 7, at 6:30pm to discuss the anticipated influx of people generated by the 2024 solar eclipse in April.
- The committee will plan to meet in January to discuss the 2024 pool season.

**ADMINISTRATOR** – Brickley reported:

- **WATER PLANT:** Will be painting 22 hydrants on Main Street.
- **SEWER PLANT:** Phase 3 (148 addresses) sewer inspection updates: Only 25 inspections left to complete. Violations update: PH 1 – complete.
- **ELECTRIC DEPT:** 1. Working on regulator repairs in substation. 2. Moved a transformer on Riverside Dr. 3. Upgrading poles/transformer on Main St. behind Nitschke Chiropractic. 4. Continue to work on upgrading the village to 12470/7200V.

## **WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 9/25/2023 – PAGE 2**

**ADMINISTRATOR** – Brickley reported: continued

- **STREETS:** Expanded on signage at First and Lime: 1. Working with ODOT to complete the application for funding of the installation of Rapid Flashing Beacon (RFB) signs at W. First St and Lime and at Lime and Depot Streets. If granted, two sets of RFB's would be installed and W. First St. and Lime St. and one set at Depot and Lime Streets. 2. The grant would cover the materials only – approximate costs for three sets would be \$30,000. The village would be responsible to upgrade the corner sidewalks to be ADA compliant. 3. Current signage in that area has been removed and updated with the lawful signs, as Ohio is a yield state and may not stop traffic in that way.
- **PARKS & REC:** No report
- **PROJECTS:** Water Tower Replacement Project has been submitted to the EPA for approval. Should be accepting bids in November 2023 and start construction in April or May of 2024.
- **FYI:** 1. Received a quote of \$16,374 from Freedom Roofing/Windows/Siding (Freedom RWS) for repairs to the east wall at the Police Department to stop water leak. Discussed other roofing concerns at that location, and repairs would be over \$140,000. Requested of council to consider exploring options for a new building for the Police Department.  
2. The Veteran Banner Committee met on September 20 and voted to remove the military banners after Veterans Day on November 11, and the banners will be returned to the families.

**POLICE DEPARTMENT-** Chief Whitehead reported the WBCA would like to close S. Walnut St from Main to College Ave on Thursday October 26 from 4:00pm – 8:00pm for the Fright Night festivities. O'Connor made a motion to allow the closure of S. Walnut St from Main St. to College Ave on Thursday October 26 from 4:00pm – 8:00pm for the Fright Night festivities. Throop second. VOTE – Yeas – O'Connor, Throop, Dunn, Fetzer, Ransom, and Riffle. Nays – None. **MOTION CARRIED 6-0.**

**SOLICITOR** – Kuhlman – No report

**FISCAL OFFICER-** Runion – No report

**NEW BUSINESS** – None

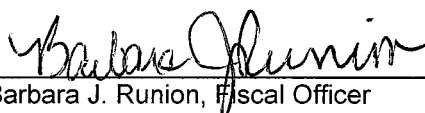
**MAYOR'S REPORT-** Mayor Tracy reported he will attend the Sandusky County Community Grant Foundation awards on October 12.

**EXECUTIVE SESSION** – None

The next Finance Committee and Council meetings will be held on October 9, 2023 at 6:30pm/ 7:00pm respectively.

Mayor Tracy adjourned the meeting at 8:01pm.

  
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Mayor Tracy

  
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Barbara J. Runion, Fiscal Officer

**WOODVILLE VILLAGE COUNCIL**  
REGULAR MEETING  
COUNCIL CHAMBERS 530 LIME STREET  
**OCTOBER 23, 2023 – 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 Meeting and Finance Committee meetings on October 9, 2023
- 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
    - ~set committee meeting
  - d. FINANCE – Throop
    - ~Finance Ordinance #1803
    - ~Medical Mutual renewal
  - e. PUBLIC SAFETY – Fetzer
  - f. RECREATION & PARKS DEVELOPMENT – Ransom
  - g. VILLAGE ADMINISTRATOR – Brickley
    - ~See attached
  - h. POLICE DEPARTMENT – Chief Whitehead
  - i. SOLICITOR – Kuhlman
- X. **FISCAL OFFICER’S REPORT**

Ord #21: AUTHORIZING THE VA AND FO TO ENTER INTO LEASE AGREEMENT WITH LAFOUNTAIN FARMS, LLC. TO LEASE VILLAGE PROPERTY FOR AGRICULTURAL USE
- XI. **NEW BUSINESS**
- XII. **MAYOR’S REPORT**
- XIII. **EXECUTIVE SESSION** (if necessary)
- XIV. **ADJOURNMENT**



**MINUTES – October 9, 2023**  
**WOODVILLE VILLAGE COUNCIL – REGULAR MEETING**

Minutes of the Regular Meeting of Woodville Village Council held on Monday, October 9, 2023 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, Earl Ransom, Joe Riffle, and Tammi Throop. Administration: Village Administrator Tom Brickley, Village Solicitor Bob Kuhlman, Sgt. Steve Gilkerson, and Fiscal Officer Barb Runion. Audience: Karen Schepman and Deb Wallace of the Suburban Press.

Chief Roy Whitehead was absent in person, but was included by phone for the entire meeting.

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

Minutes of the Finance Committee and Regular Council meetings on September 25, 2023 were approved as presented.

**BID OPENING:** 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:

- Sander Farms, LLC – \$252.22 per acre
- Paul Perry - \$175.00 per acre
- Lafountain Farms, LLC. - \$303.00 per acre
- Christopher Stone - \$277.00 per acre

The Lafountain Farms, LLC bid of \$303.00 was unanimously accepted by council and Runion will create an ordinance authorizing the lease of the property. Brickley will inform all bidders of the results.

**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 stated for informational purposes only that she researched the distance for the walkers between the current pickup/drop off bus stop at N. Perry and W. First and walking to Lime St. and then the timing to the rear sidewalk of the school from Lime St. They are within seconds of each other. Although she agrees the new signage at Lime St. and W. First St is a much-needed safety feature, it was nice to know that the walkers do have another safe option by using the bus stop at N. Perry and W. First to get to school without additional time added to their routine.

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1802 in the amount of \$176,818.54 Fetzer second. VOTE-Yeas- Throop, Fetzer, Dunn, O'Connor, Ransom, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**EXECUTIVE SESSION:**

Fetzer made a motion to enter executive session to consider the dismissal of a public employee at 7:07pm, O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Dunn, Ransom, Riffle, and Throop. Nays – None. **MOTION CARRIED 6-0**

Present in executive session: Mayor Tracy, Council Members – Dunn, Fetzer, O'Connor, Ransom, Riffle, and Throop. Village Administrator Tom Brickley, Solicitor Bob Kuhlman, Sgt. Steve Gilkerson, Fiscal Officer Barb Runion, and Chief Roy Whitehead via phone.

Council entered open session at 7:15pm.

**PUBLIC SAFETY**- Fetzer. Chief Whitehead reported they have received one application from a qualified officer to join the department within the next couple of weeks.

**RECREATION & PARKS DEVELOPMENT** – Ransom reported:

- Will attend the awards ceremony on Thursday, October 12 with Kris Gerwin, and Mayor Tracy to accept the village's grant from Sandusky County Community Grants Foundations in the amount of \$9,950.00.
- Checking into another grant opportunity from the Sandusky County Parks District.

## **WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 10/09/2023 – PAGE 2**

**ADMINISTRATOR** – Brickley reported:

- **WATER PLANT:** Attended the OPWC meeting and the new Water Tower Project has been approved to move on to the district level for funding.
- **SEWER PLANT:** Phase 3 (148 addresses) sewer inspection updates: 19 violations discovered with 6 inspections left to complete. Phase 4 letters will be going out on October 16. Violations update: PH 2 – 6 corrections left to complete
- **ELECTRIC DEPT:** No report
- **STREETS:** Worked with ODOT and the application for funding of the installation of Rapid Flashing Beacon (RFB) signs at W. First St and Lime and at Lime and Depot Streets has been submitted. If granted, two sets of RFB's would be installed and W. First St. and Lime St. and one set at Depot and Lime Streets. 2. The grant would cover the materials only – approximate costs for three sets would be \$30,000. The village would be responsible to upgrade the corner sidewalks to be ADA compliant. 3. Current signage in that area has been removed and updated with the lawful signs, as Ohio is a yield state and may not stop traffic in that way.
- **PARKS & REC:** The Ottawa, Sandusky, and Seneca County Solid Waste Grant (OSS) funding requests have been received and installed. Dog waste stations have been installed at Trail Marker and Veterans Parks, and a message board has been installed at Trail Marker Park.
- **PROJECTS:** No report
- **FYI:** 1. Had the east wall at the Police Department tuck-pointed in hopes of stopping the leaks.  
2. Received an email stating the railroad tracks on Lime St. will be fixed beginning the week of the October 16.  
3. Shared an email from the Sandusky County EMA director regarding the 2024 Solar event with tips on how to handle the projected influx of people.

**POLICE DEPARTMENT-** No report

**SOLICITOR** – Kuhlman reported he will work with Brickley on how to legally gain access to the addresses that will not allow admittance to their homes for the sewer inspections.

**FISCAL OFFICER-** Runion reported she will attend the State Auditor training seminar on Tuesday, October 17 in Perrysburg.

CMI upgrade is going well, and the Finance program should be ready to switch over to the new one in a few weeks.

**NEW BUSINESS** – None

**MAYOR'S REPORT-** Mayor Tracy reported he will attend the Sandusky County Community Grant Foundation awards on October 12.

The next Finance Committee and Council meetings will be held on October 23, 2023 at 6:30pm/ 7:00pm respectively.

Mayor Tracy adjourned the meeting at 8:03pm.

  
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Mayor Ty Tracy

  
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Barbara J. Runion, Fiscal Officer