

Village of Portage, Ohio
Record of Council Proceedings

7/20/2026

CALL TO ORDER: by Mayor Wolford at 6:30 PM; Pledge of Allegiance said

PRESENT:

COUNCIL MEMBERS	Heather Amos; Mel Amos; Melissa Amos-James; Andrew Bahnsen; Craig Ricard; Marcia Wolford
OTHER OFFICIALS/EMPLOYEES	Mayor Mark Wolford; Administrator Mike Llanas; Fiscal Officer Jamie Gill; Office Asst MacKenzie W.
RESIDENTS	Mike Schmitz and Amy Lee
NON RESIDENTS	

ABSENT: None

ACKNOWLEDGEMENT OF GUESTS & VISITORS:

PREVIOUS MEETING MINUTES

- The 07/06/26 minutes were presented. Motion by Andrew Bahnsen to approve minutes as amended, seconded by Craig Ricard. All present in favor, except Heather Amos who abstained, motion carried.

OLD BUSINESS

- **Sewer Report:**
 - **CDBG 2024 (risers/manholes):** Change order for project in process of approval. Afterwards, the project can resume and the risers and manholes already listed for repair will be completed.
 - **CDBG 2026 (risers/manholes):** Once CDBG 2024 is concluded Mayor Wolford and Administrator Llanas will draft a new list of the remaining risers and manholes to be replaced/repared throughout the Village. If the cost is not completely covered by the CDBG 2026 grant funds, the Village can apply for a 0% OPWC loan with the EPA to fulfill the rest of the cost. The completion of CDBG 2026 risers and manhole repair will conclude the entire project and another update to the system should not be required for approximately 30 years.
 - **OPWC:** Surveys required for application were just finished. The submission deadline for the application is August 15th.
- **ODNR Nature Works (Park):** No update.
- **Route 25 Project:** A preconstruction meeting took place July 2nd without Mayor Wolford or the Engineers. Mayor Wolford contacted state reps and ODOT coordinators for information reviewed during the meeting. Brian French (ODOT Engineer) returned Mayor Wolford's calls and answered some questions about Project construction and when scheduled to start. He was informed the construction crews would be preparing to start the week of Monday, July 20th. Gerken representatives called Mayor Wolford as well and reported construction equipment will begin to arrive Wednesday or Thursday this week. The Mayor was then informed of issues with the utility pole currently located on property 233 N. Findlay Pike. A letter signed by the owner of the property was required before the pole could be removed and relocated to allow for the new sidewalk along N. Findlay Pike. Mayor Wolford and the Office Assistant drafted a letter for the resident who then approved and signed. The Mayor delivered this letter personally to John Stewart of BG Electric. Then to Brian O'Connell (Utilities Director of Bowling Green), who told the Mayor it can be moved by BG Electric. Mayor Wolford informed Bradley Fox (ODOT Utility Coordinator) of the situation and he will be working on it as well. There is also a speed limit sign on this pole that will need to be removed.
- **Speed Signs:** No update. Waiting for Project 25 to start.
- **Oak Street/Ditch project:** Awaiting for update from Commissioners. The ditch at the north end of town is being cleaned out and de-treed. Brush created is the property owner's responsibility to dispose of.
- **Cat TNR Project:** An appointment is scheduled with Wood County Humane Society for 10 cats on July 30th. This will be the last appointment until the fall when numbers and litters can be reevaluated. We will have TNR'd 117 cats in the village after completion of this appointment.

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- **Maintenance:**
 - **Street Sign Placements:** No updates.
 - **Mower:** Belt broke today. Back at Amends for a new belt. Will be fixed in a couple of days. The battery repair bill was received and is less than \$500. Mayor Wolford also mentioned the mower is 15 years old and the Village may need to consider purchasing a new one for next season. Mel Amos acquiring quotes.
 - **Utility vehicle/trailer:** Utility trailer to be looked into for the mower. Heather Amos also suggested evaluating a lawn sweeper per request of Joe Perez.
 - **Painting:** Ryan Worchuck to repaint doors and trim around the Hall.
- **Technology:**
 - **Network Issues:** Mel Amos and Office Asst. met with Steve from Dacor and he replaced the router. Mel Amos then met with Amplex that same day. Amplex cleaned cables/ports and changed the port located at the outside utility pole. One issue was reported the evening after repairs were made. No other issues have been reported since. If there are any other issues the outside terminal will need to be looked at and replaced also.
 - **Cyber Security:** Office Asst. working with Dacor to fulfill the cyber security policy requirements.

COMMITTEE REPORTS

- **PUBLIC WORKS: Next meeting is August 4th at 6:30pm**
 - The 07/07/2026 meeting minutes were presented. Motion by Heather Amos to approve, seconded by Craig Ricard. All members present voted in favor, motion carried.
 - Mayor Wolford verbally reviewed the minutes that were provided in advance and went over the list of questions and concerns for the Rt 25 Project. There was emphasis on checking into the feathering of side streets, location of field access across from Close Alley, completion of the east side sidewalk at the north end of the Village, crosswalks to be redone, and the manhole in front of Studio 25. It is already collapsing and will most likely completely collapse during Rt. 25 Construction. ODOT is to repair damages caused during construction.
- **PLANNING: Next meeting is August 13th at 6:30pm**
 - No meeting last month, Craig Ricard gave out copies of Alt. Energy Ordinances to review.
- **PARKS: Next meeting is August 17th at 6:00pm**
 - Mel Amos gave a verbal update of the meeting that happened at 6:00 PM prior to this council meeting. Details to follow at the next council meeting with minute approval of the Parks Committee meeting from 07/20/2026.
- **FINANCE: Next meeting is tonight, July 20th at 8:00pm**
- **EVENTS: Next meeting is August 6th at 7:00pm**
 - The 4th of July event was successful and the Fireworks show was amazing. DJ Maudie has offered to attend next year as well as some of the food/drink vendors. The Lions club raised \$3,500 with the 50/50 raffle. The Village can expect a check for around \$1,600.
- **RULES & RECORDS: Next meeting is Monday, August 10th.**

ADDITIONAL REPORTS

- **Mayor:** Still working with the attorney about 3rd street. Requested the attorney come review documents in person or be more specific about what is needed. It would be very costly to copy and mail all documents currently requested.
- **CENTRAL JOINT FIRE DEPT:** Next meeting is Wed, July 22nd 2026.
- **MIDCOUNTY AMBULANCE DISTRICT:** Next meeting is Wed, August 12th 2026. The building is complete. Recently contracted with the Wood County Fair Board and Tractor Pulls.
- **Fiscal Reports:** June's monthly financials were presented to council by the Fiscal Officer.
 - The fiscal officer provided the Quarter 2 Credit Compliance report which was reviewed and signed. And reported the Quarter 2 Tax reporting and payments have been completed.
 - The Fiscal Officer proposed appropriating \$30,000 (an estimated \$5,000 per month through the rest of the year) in available unappropriated sewer funds to cover engineering costs based on recent billings. ***Mel Amos made a motion to transfer \$30k from the unappropriated sewer fund amount to the sewer engineering account code. Seconded by Heather Amos. All members present voted in favor, motion carried.***

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- Hall Rentals: There is still an unpaid receivable from the 06/13/2026 Rental.
 - There has been a bounced email issue with one of the patrons reserving the hall. They have stated their email is correct and this was verified with the program owner. The program owner suggested having the patron allow emails and list the email address from the reservation site as a safe sender to see if that would help. The patron has been provided all of the approved hall rental information through a direct email from both the office assistant and fiscal officer.
- **Administrator:** At the next planning meeting the ordinance recommendations sent from Paul Skaff will be reviewed. Once changes are complete the new zoning ordinance will be presented along with legislation to Council for approval. There will be a new variance presented for a 6-foot privacy fence. Paul Skaff is moving forward with the nuisance property complaint. New pictures of the updated condition of the property have been sent to him for consideration on further proceedings.
 - Community Garage Sale will be August 21-23. Heavy Trash pick-up will be August 28-30. The location of the dumpster was discussed being moved to the front driveway area instead of back parking lot to make room for an event hall reservation during that weekend. The Fiscal Officer was requested to remove the unbooked availability for August 28th and 30th so no one else books that weekend.
 - Mike Llanas working on pumping list updates for C&L Sanitation as there were duplicates found. No complaints have been received thus far in regards to tanks pumped.
- **Council:** Marcia Wolford presented the rough draft of the Assistant Fiscal Officer job description for Council to review. Heather Amos and Marcia Wolford to review and finalize the description at the next Rules and Records meeting.
 - The hiring committee for the Assistant Fiscal Officer will meet Monday, July 27th at 6:30pm.
 - Mel Amos proposed all following council meetings only have 3 copies of documents printed for review, approval signatures, and audit purposes. Council Meeting documents to be provided digitally as much as possible.

LEGISLATIVE:

● **First Reading:**

- Ordinance O-2026-006: ADOPTING 2027 ESTIMATED REVENUES FOR THE VILLAGE OF PORTAGE, OHIO AND DECLARING AN EMERGENCY.

Heather Amos motioned to suspend the rules and declare an emergency, which was seconded by Craig Ricard. All present in favor, motion carried with 6 Yeas, 0 Nays.

Heather Amos motioned to adopt Ordinance O-2026-006, which was seconded by Marcia Wolford. All present in favor, motion carried with 6 Yeas, 0 Nays.

● **Second Reading:**

- Ordinance O-2026-005: Designating the Central Joint Fire District as the Fire Code Enforcement Agency for the Village of Portage and Authorizing the District to Conduct Fire and Life Safety Inspections, Issue Permits, Collect Fees, Establish Fire Prevention Fees, and Enforce the Ohio Fire Code.

The next Council meeting will be Monday, August 3rd at 6:30pm.

ADJOURNMENT: 7:50 PM; Motion to adjourn by Mel Amos, second by Andrew Bahnsen. All present in favor, motion carried.


Mayor


Pres. of Council