

Village of Portage, Ohio
Record of Council Proceedings

7/6/2026

CALL TO ORDER: by Mayor Wolford at 6:33 PM; Pledge of Allegiance said

PRESENT:

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

ABSENT: Heather Amos and Administrator Mike Llanas.

ACKNOWLEDGEMENT OF GUESTS & VISITORS:

PREVIOUS MEETING MINUTES

- The 06/15/26 minutes were presented. Motion by Andrew Bahnsen to approve minutes, seconded by Melissa Amos-James. All members present voted in favor, motion carried.

OLD BUSINESS

- **Sewer Report:**
 - **CDBG 2024 (risers/manholes):** Relined 8 manholes and jetted out the lines to clear blockages, it was recommended the Village jet out the lines on a 5 year rotation. The Mayor gave Palmer an additional list of 30 addresses for riser/manhole repairs. Palmer will complete as many of them as possible with available funding and any remaining will be included in CDBG 2026.
 - **CDBG 2026 (risers/manholes):** Phase 2 should complete the remaining risers/manholes that are in need of repair/replacement throughout the Village.
 - **OPWC:** Application is being worked on. Waiting for updates. Submission deadline August 15th.
- **Project 25:** Still waiting for Pre-construction meeting to be scheduled. Construction is estimated to begin the third week of July.
- **Speed Signs:** No update. Waiting for Project 25 to be scheduled.
- **Oak Street/Ditch project:** Waiting for update from Commissioners.
- **Maintenance Department:**
 - **Mower:** Mower caught fire. Delivered to Amends for repair. Positive and negative battery connections broke causing sparking and caught cables on fire. Parts should be easily replaced.
 - **Street Sign Replacement-** Order is being processed. Office Asst. sent email checking for updates earlier today. No response back at this time.
- **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 can be reevaluated. Afterwards an updated program can be created to help keep the feral cat population controlled.
- **Technology:**
 - **Network Issues-** Still having lots of trouble with network connection issues. The Mayor will call Amplex to come out and replace the router/modem to hopefully solve the issue. Mel Amos is willing to come for an appointment to offer suggestions due to his experience in the field.

NEW BUSINESS:

- **ODNR Nature Works Grant:** Grant amount requested is \$26,051 for playground equipment. The total cost of the project is \$57,450. Resurfacing of the Parking lot and Driveways of Enright Park can be used as part of the Village's match for this grant. Palmer will also be making a donation to aid in the resurfacing project. It was noticed there was already someone at the park taking pictures after the grant was submitted. Award recipient(s) should be contacted in October 2026.
- **Utility vehicle:** Marcia Wolford on behalf of Ryan Worchuck brought up the purchase of a utility vehicle to aid in transportation of trash cans and equipment to aid in a more timely completion of weed eating and spraying and alleviate the cost of using the Village truck. Mel Amos suggested looking into a small trailer that could be pulled by the mower.

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COMMITTEE REPORTS

- **PUBLIC WORKS:** Next meeting is Tuesday, July 7th at 6:30pm.
- **PLANNING:** Next meeting is Thursday, July 9th at 6:30pm.
- **PARKS:** Next meeting is Monday, July 20th at 6pm.
 - *The 06/15/26 minutes were presented. Motion to approve by Andrew Bahnsen, seconded by Marcia Wolford. All members present voted in favor, motion carried.*
- **FINANCE:** Next meeting is Monday, July 20th at 8pm.
- **EVENTS:** Next meeting is Thursday, August 6th at 7pm.
 - **July 4th-** The Lions Club Parade / Lunch went well. The BG Bounce house and Central Joint Fire Safety House had a great turn out. There was an overall amazing turn out for all activities. 50/50 Raffle raised a total of \$3,000. The winner was announced before the Fireworks show and received \$1,500. The other \$1,500 will be donated to the Village for future events and park functions. The Fireworks show done by Andy Perez was fantastic and well timed lasting about 30 minutes. Central Joint Fire Dept. was present for the show after a discussion with Mayor Wolford during the Lions Club Lunch. The Grass Rig and Tanker trucks were sent and the Firemen did a great job assisting with clean-up. The Mayor proposed a donation be sent in thanks for their assistance. ***Marcia Wolford made a motion to donate \$200 to the Firefighters Association to be used for scholarships, seconded by Melissa Amos-James. All members present voted in favor, motion passed.***
 - **Additional Comments-** D&D donated over \$700 in labor to help clean up Route 25 and Enright park for the event. Benches painted by Ryan before the event were greatly appreciated along with the parking spaces marked out by Ryan and MacKenzie. No complaints about parking were received this year. One comment was made that Route 25 was momentarily shut down due to traffic stopping to view the Fireworks show. One other comment was received about advertising issues, this was resolved by Mel Amos.
 - Mayor Wolford mentioned that there is a Church group coming to paint the Gazebo and help with some weed control on July 25th.
- **RULES & RECORDS:** Next meeting is Monday, August 10th.

ADDITIONAL REPORTS

- **Mayor:** Items covered in old and new business sections.
- **CENTRAL JOINT FIRE DEPT:** Next meeting is Wed, July 15th at 7:30pm
- **MIDCOUNTY AMBULANCE DISTRICT:** Next meeting is Wed, July 8th at 5:30pm
- **Financials:** May's monthly reports were presented and reviewed by Council and Mayor. Bank Reconciliation was reviewed and signed. Andrew Bahnsen made mention of the Street Lighting Fund and to ensure our rates rise appropriately with BG Electric. *Sevier Financials*
 - Hours analysis for maintenance positions were presented to aid in updating job descriptions.
 - Appropriations were proposed by the Fiscal Officer for the Office Assistant payroll for the remainder of the year due to the increase in pay and hours being more than what was budgeted for. The Fiscal Officer mentioned already reallocating \$1,000 from the Fiscal Officer payroll account due to the pay decrease to that role to cover the month of June for the Office Assistant. ***Mel Amos made the motion to approve the allocation of \$6,500 in funds into payroll appropriations for the Office Assistant position, seconded by Craig Ricard. All in favor except Marcia Wolford who abstained, motion carried.*** *To finish out the year*
 - Hall rental payment on June 13th was not received. The Mayor has contacted the renter. There was a miscommunication within the family on payment and the matter is being resolved.
- **Administrator:**
 - **Zoning Ordinances / Nuisance Property-** Still waiting on an update from solicitor Paul Skaff.
 - **Tax Assessments-** Mayor to investigate property tax assessments for nuisance properties and how to properly document labor costs for clean-up.
 - **Century Marketing-** Potentially adding 35,000 sq.ft. to the building. May be contacting the Village soon about possible sewer hook-ups. Will need to stay up to date on developments for potential changes that may need to be made to the Force Main Project design plans.
- **Council:** There have been reports of a blue golf cart being driven through town by minors under the age of 16. Sightings to be reported to the local Sheriff for enforcement.

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LEGISLATIVE:

• **First Reading:**

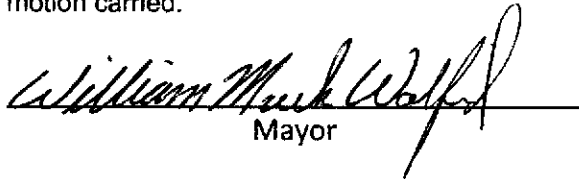
- Ordinance O-2026-005: Designating the Central Joint Fire District as the Fire Code Enforcement Agency for the Village of Portage and Authorizing the District to Conduct Fire and Life Safety Inspections, Issue Permits, Collect Fees, Establish Fire Prevention Fees, and Enforce the Ohio Fire Code.

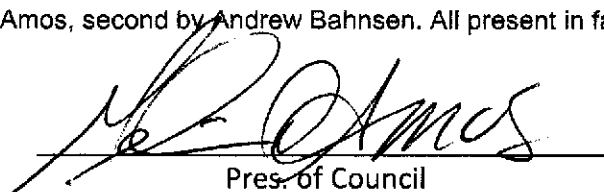
Open Session:

- The Mayor brought forth information from the Fiscal Officer about the UAN computer. She stated the computer is already assigned to her through the Auditor of State's UAN department and is leased by the Village. Local entities do not own the equipment outright until it is donated by the Auditor of State's office at the end of the leasing period. At the end of the leasing period there are instructions provided to the Fiscal Officer to transfer all documents to the new hardware and reset the old hardware for donation. No comments were made by the Council.
- A new committee to hire an Assistant Fiscal Officer consisting of Mayor Welford, Mel Amos, Andrew Bahnsen, and Jamie Gill was formed. Rules and Records Committee to establish job description.

The next Council meeting will be Monday, July 20th at 6:30pm.

ADJOURNMENT: 7:42 PM; Motion to adjourn by Mel Amos, second by Andrew Bahnsen. All present in favor, motion carried.


Mayor


Pres. of Council