

Village of Portage, Ohio
Record of Council Proceedings

8/17/2026

CALL TO ORDER: by Mayor Wolford at 6:35 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; Admin. Mike Llanas; FO Jamie Gill OA MacKenzie Wolford
RESIDENTS	Mike Schmitz
NON-RESIDENTS	

ABSENT: None

ACKNOWLEDGEMENT OF GUESTS & VISITORS:

PREVIOUS MEETING MINUTES

- The 08/03/26 minutes were presented. Motion by Heather Amos to approve minutes as amended, seconded by Melissa Amos-James. All present voted in favor, motion carried.

OLD BUSINESS

- **Sewer Report:**
 - **CDBG 24 (risers/manholes):** Waiting on updates from Sean Brennan and Dave Steiner.
 - **CDBG 26 (risers/manholes):** Waiting on updates from Sean Brennan to begin list for phase 2.
 - **OPWC:** Mayor met with a surveyor from Kleinfelder to take measurements of drainage pipes on County Home Rd. Waiting for further updates.
- **ODNR Capital Budget:** Mayor was to meet with surveyors to place stakes for the walking trail, but was not notified. Stakes were placed incorrectly. Mayor to schedule another meeting to go over corrections that will need to be made. Working with Paulette Mills on planning and next steps for the project.
- **Nature Works:** Working with Paulette Mills on planning and next steps for the project.
- **Route 25 Project:**
 - Construction was delayed by one week due to weather. Excess water was vacuumed off the street and work began again today. Tacking and asphalt is finished on the east side. Work will begin on the center lanes next Wednesday. Storm drains, sidewalks, and curbs to begin the following Monday. Sidewalks will be 5 feet wide; Curbs will be 4 inches tall.
 - It has been assured that Water St. potholes will be fixed and the east side sidewalk will be fixed both on the north and south ends of town.
 - Mayor informed ODOT trucks that they cannot park on the sidewalk to the park. Access needs to be maintained for citizens and damage could be caused to the sidewalk due to the excessive weight of their vehicles and equipment.
- **Speed Signs:** Waiting on Rt 25 construction to finish. Warranty extension was presented for the Council's consideration. Cost per unit: \$299 for 3-year extension, and the village has 2 units.
 - ***Motion made by Marica Wolford to approve the Elan City Speed Radar Unit 3-year warranty extension for the total of \$600 to cover both units. Seconded by Melissa Amos-James. All members present in favor, motion carried***
- **Oak Street/Ditch project:** No update.
- **Maintenance:**
 - **Street Sign Replacement:** Office Asst. received a quote from Kleem Inc. for the total cost of \$3,473.16. Will also reach out to Safe-way Barricades for an updated quote. The Wood County work agreement was reviewed.
 - **Mower 2027:** Mel Amos gathering quotes. Has visited Amends, will visit John Deere and possibly Kubota in Findlay.
 - **Trailer/Hitch/Roller:** Mel Amos looking into quotes.
 - **Garage Openers:** Office Assistant looking into quotes.
 - **Painting:** Ryan is repainting hallways, doors, trim, and replacing mop guards.
- **Cat TNR:** On hold until fall review.

Village of Portage, Ohio
Record of Council Proceedings

8/17/2026

- **Technology:**

- **Cyber Security:** Office Asst. can move forward with .gov registration. A new web address name will be needed. Address must include "Ohio" to qualify. Office Asst. to check into abbreviation of Ohio qualifying for web address. Tabled until next meeting.

NEW BUSINESS:

- Next Council meeting is Sept 8th at 6:30pm instead of Sept 7th due to Labor Day. Item closed.
- **Vehicle Crash:** A car traveling west bound on Portage Rd. jumped the tracks Sunday morning around 1am. Destroyed a utility pole and crashed into a nearby tree. Vehicle has been cleaned up and utility pole has been replaced. Tree may need to be cut down. Person driving the vehicle will be held responsible for damage costs in court and has been linked to a previous incident that occurred at the crossing a few weeks prior.
- **Safer Railroad Crossing:** Discussed ideas to help make the tracks safer. Rumble strips, increased signage, and flashing lights on railroad signs were all considered. Administrator Mike Llanas looked up and estimated flashing railroad signs to cost around \$850. The railroad is to be contacted for options/recommendations.

COMMITTEE REPORTS

- **PUBLIC WORKS: Next meeting is September 1st at 6:30pm**
 - Previous minutes 08/04/2026 were available for review prior to the meeting and verbally presented by Andrew Bahnsen. After discussion, motion to approve by Heather Amos, seconded by Craig Ricard. All members present voted in favor; motion carried.
- **PLANNING: Next meeting is September 10th at 6:30pm**
 - Previous minutes 08/13/2026 were available for review prior to the meeting.
 - Questions proposed in the minutes were verbally answered by the Mayor.
 - Permission from Stone Co. has been received. Village allowed to make improvements to the park, agreement states improvements may be asked to be removed at the end of the lease in 2042.
 - Park cannot be rezoned recreational. Must remain commercial for Quarry operations to continue. Lease agreement states Village will not rezone. Quarry needs a certain acreage of green space for a buffer zone.
 - Currently everything at Enright Park is covered under insurance plan. Ballfield, Shelter house, playground equipment, and events are all insured. New playground equipment will need to be added once installed.
 - Stone Co has never offered to sell the park to the Village. However, the lease agreement states that the Village will have the first opportunity to purchase if Stone Co decides to sell. If this happens the Village can then consider rezoning the park to recreational.
 - Public hearings/meeting notices have to be posted 30 days prior due to ORC code.
 - Motion to approve the minutes by Heather Amos, seconded by Craig Ricard. All members present in favor, motion carried.
- **PARKS: Next meeting is September 21st 6:00pm**
 - Verbal update of the August 17th meeting was provided by Mel Amos. Detail will be provided in committee meetings to be approved and adopted at next council meeting. Points mentioned were about millings, slide installation items, 2027 park district grant, and accessible playground equipment.
- **EVENTS: Next meeting September 3rd.**
 - Community Garage Sale this Friday and Saturday. The Office Asst will post maps/listings for Community Garage Sale at the Village Hall, Post Office, and Studio 25.
 - Mel Amos mentioned the possibility of the Village bringing back the annual Portage Halloween Party. Could possibly use the Church or the Event Hall.
- **FINANCE: Next meeting is tonight after Council.**
- **RULES & RECORDS: Next meeting TBD.** Unable to meet August 10th due to illness.
- **HIRING COMMITTEE: Next meeting is tonight after Council and Finance.**

Village of Portage, Ohio
Record of Council Proceedings

8/17/2026

ADDITIONAL REPORTS

• **Mayor:**

- **CENTRAL JOINT FIRE DEPT:** Meeting Wednesday, August 19th.
- **MIDCOUNTY AMBULANCE DISTRICT:** Meeting Wednesday, August 26th.
 - Tornado Shelter has arrived and is in place. Lighting to be installed inside soon.
 - Will be present at the annual Tractor Pull.
 - Signed another contract with BGSU to cover 83 sporting events for the year.
 - Looking into adding a full-time position and 3 alternates to fill in as needed.
- **OTHER:**
 - **Window Replacement:** Window ordered for Fiscal Office replacement due to crack in window, waiting on delivery for installation.

• **Fiscal Officer:**

- Informed council that her mother-in-Law passed away yesterday so there may be a trip out of state to South Dakota coming up soon. Current discussions are for Labor Day weekend.
- **July Financials:** Reports were presented by the Fiscal Officer. All were reviewed by the Council along with the Bank Reconciliation, this was approved and signed. Mayor made mention the State Highway fund will be almost depleted once Rt 25 Construction has concluded. Also, property taxes and Whiticare Trucking license renewal will be received soon.
- **Fraud:** Another instance of fraud was questioned and confirmed to be fraud by the mayor.
- **Credit Cards:** Mayor spent time on phone trying to resolve and filled out and sent in more forms to allow mayor to close out additional cards.
 - **Recurring Charge 8920 Tamara Stubbins:** Mayor still working on cancellation.
 - **Dot Easy charges:** Office Assistant working on cancelling Dot Easy account.
- **Hall Rentals:**
 - **Unpaid Receivable from 6/13/26 Hall Rental:** Mayor to contact again.
 - **Rental Exception Form:** A hall rental reservation exception form was presented for reservations made outside of the 10-day reservation window. There were a couple exception hall rentals made and approved but never emailed to the Fiscal Officer to add to the system. This will allow the Fiscal Officer to add the exception reservation in the background so it shows reserved in the calendar and tracks that we are expecting money from the reservation and who reserved it. This form is to be filled out by Office personnel only as it is considered an exception.
 - **2027 Unavailable Hall Rental Dates:** No update. The fiscal officer asked that they reconsider giving an update for the next council meeting as we are more than half way through 2026 and some people like to reserve early. Even if it's opening dates for the first quarter or half of the year to start with.
- **2024-2025 Audit:** Audit has begun. Files have been taken to the court house for review including minutes, resolutions, and ordinances. Auditor requires Council members, and Village Officials/Employees to fill out FRAQ interview forms as well as provide updated contact and employment information. FRAQ forms received via email, contact and past employment information forms passed out by F.O.
- [REDACTED]
- Fiscal Officer (FO) Requested separation of Office Assistant (OA) and FO duties to include:
 - FO requested the OA to not send or print council minutes, agendas, or financials going forward unless FO has provided the reviewed PDF version. This should be part of the Fiscal Assistant (FA) duties when hired.
 - The FO requested that anyone helping with the council meeting minutes get their draft completed and ready for FO in a timely manner so that there is time to review, amend, add to, etc.
 - There is one known instance of change(s) being made by the OA after the provided approved PDF minutes from the FO without informing the FO.
 - Committee minutes to remain with the OA since doing on behalf of committee chairs from their notes
 - FO requested the OA no longer open physical FO mail or code bills effective immediately due to the FA coming on board. Please continue forwarding digital email invoices if unclear it was sent to the FO email account. Do not print as this creates duplicates. OA could write received date and by whom information on physical envelope if wanted for timing tracking purposes.

Record of Council Proceedings

- FO requested the OA no longer open/handle any receipt of money from hall rentals, donations, etc. and to place them directly in the FO mailbox on the door effective immediately. Patrons need to be directed to place their payment and payment form in a sealed envelope if someone is here to collect the money. OA could write received date and by whom information on envelope if wanted for timing tracking purposes. Opening and coding FO items was something initially only requested of the OA due to the mayor's request to give the OA things to do.
- [REDACTED] Marcia Wolford asked why this is being brought to council as it seems to be an office decision. The OA stated that this is part of the job descriptions [REDACTED]. Mel Amos asked the FO if had received copies of the job descriptions, which she confirmed she had not. The OA stated that they were over there filed and could have been found and reviewed by the FO at any time. Mel Amos apologized to the FO and informed the OA that copies should have been provided which likely would have avoided the time and effort put forth in this part of the Fiscal Office discussions. The OA made copies of the job descriptions and provided them to the FO.
- **Payroll:**
 - Appropriation approval needed for OPERS maintenance fund due to originally unbudgeted pay increase. The Fiscal Officer already supplemented \$250 to get by until the council meeting for estimated approval for the rest of the year. After discussion, ***Motion made by Heather Amos to approve the additional appropriation of \$1,250 in funds to OPERS maintenance. Seconded by Craig Ricard. All members present voted in favor; motion carried.***
 - Due to a recent email received by the OA stating they are no longer sending timesheets via email to the FO per the direction of the mayor and president of council (attached), the FO presented payroll change options and had legislation ready if needed.
 - An online form for timesheet submittal option available to the village due to the All Star Rec programming. Would require to take a picture of the paper filled out form and be submit by the individual employee in addition to them handing in the paper copy as usual for signature/filing. The OA expressed concerns about added time this form would create. Council member Heather Amos scanned and sent a test submittal which took her less than 1 minute. The FO expressed concern with not knowing if the main maintenance guy had the technology available to him to be able to submit his. This option was tabled.
 - Another option was moving the biweekly payroll week out a week to allow for more time to the FO to physically get to the office to collect physical timesheets. A new payroll schedule was provided if council decided to pursue this option.
 - After discussion, the question arose as to why the OA couldn't keep emailing them to the FO if needed. The FO said she thought that was no longer an option per the recent email received from the OA, and informed council the FO concern to make payroll on time tends to only be an issue on payroll weeks that don't have a council meeting due to scheduling around babysitters, dr. appointments, and her husband's work schedule. Council decided to approve the OA to continue emailing timesheets when necessary. The OA brought up the FO job description and how their concern with sending them is with it stating 100% in office expectations of the FO. The FO explained, from what she understood, this is a flexible part-time position and it is in her opinion unreasonable to expect 100% in office of a part time flexible FO due to the nature of the job.
- **UAN Computer:** The FO informed council of a Multi-user option for UAN based on information received with a recent update of the system. The FO will contact UAN exploring this option due to the Fiscal Assistant position being created.
 - The OA and mayor mentioned the need of a new computer for the OA. Mel Amos informed them this has already been discussed for when doing the budget to update the OA computer.
- The Fiscal Officer informed council that she is expecting a baby and is due in October.

Village of Portage, Ohio
Record of Council Proceedings

8/17/2026

- **Administrator:**
 - Continental appraising Redline building. Looking into the zoning of the property. Current zoning map has been sent to them for details.
 - **Zoning Ordinances:** Reviewed, waiting for next planning meeting to move forward.
 - **Septic Pump List Corrections:** Duplicate addresses have been removed. 107 W Walnut will be added to the list. 118 N. Third St pumping to be looked into.
 - **Solar Lighting & Rumble Strips:** Looked into solar lighting quotes, looking into temporary rumble strips for the railroad crossing.
 - **Heavy Trash Pick-up:** Scheduled for August 28-30th. The dumpster will be picked up and swapped out Saturday the 29th.
 - **Nuisance Property:** No further progress has been made in the clean-up or court process.
- **Council:** No additional reports

The next Council meeting will be Tuesday, September 8th at 6:30pm.

ADJOURNMENT: 8:40 PM; Motion to adjourn by Mel Amos, second by Andrew Bahnsen. All present in favor, motion carried.



Mayor



Pres. of Council