

Village of Portage, Ohio
Record of Council Proceedings

8/3/2026

CALL TO ORDER: by Mayor Wolford at 6:32 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; Office Asst MacKenzie W.
RESIDENTS	Mike Schmitz
NON RESIDENTS	

ABSENT: Fiscal Officer Jamie Gill

ACKNOWLEDGEMENT OF GUESTS & VISITORS:

PREVIOUS MEETING MINUTES

- The 07/20/26 minutes were presented. Motion by Craig Ricard to approve minutes, seconded by Heather Amos. All present in favor, motion carried.

OLD BUSINESS

- **Sewer Report:**
 - **CDBG 24 (risers/manholes):** Project work is complete. Paperwork for project costs and payment from grant funds are being processed. Once payment from the grant fund has been received, the remaining cost will be paid for by the Village.
 - **CDBG 26 (risers/manholes):** Mike Llanas and the Mayor to prepare a list of manholes to be relined and septic lids to be replaced in the next phase. List will encompass remaining repairs to manhole/riser. If grant funds awarded do not cover the full project cost, the Village can apply for a 0% interest loan with the EPA to fulfill the remainder. Once this Phase of the project is complete manholes and risers should not need updated for approximately 30 yrs. A regular maintenance schedule is needed to keep these updates in the best condition possible.
 - **OPWC:** Paperwork is being put together for submission by September 11th.
- **ODNR/Nature Works (Park):**
 - All information needed was sent to Kleinfelder. They will fill out and submit any additional paperwork and send a list of tasks for the Village to complete to begin the project. Recent Electric installation at Enright Park can be added as part of the Villages match to this grant. The invoice for this has been reviewed, wait to make payment until project work begins.
 - Millings from Rt 25 construction will be enough to complete a 1 mile walking trail around the Park. It will take 88 loads of millings for the trail. There are 95 loads currently at the park from the 1st half of the road, the 2nd half of the road will be less because it is not as thick.
- **Route 25 Project:**
 - A question was asked about pavement grading on site by Gerken engineers. Grading is supposed to be 4 inches and instead was only 3.5 inches. This was corrected before construction work was too far along, minimizing work required to fix the issue.
 - Mayor Wolford and Mel Amos have been checking in daily on construction progress and ensuring millings at the park are put in proper locations. Extra millings can be stored at Palmers and D&D if need be. For now millings will be piled along the driveway and Farmers access. The farmer does not need the access and has agreed to the millings being stored there. Palmer will try to have a bulldozer at the Park soon to begin moving millings.
 - The west side of Rt 25 will be finished tomorrow, the east side will be next, then the center. Afterwards construction will move on to sidewalks/curbs and then paint as the final step. Approximate completion time for the project is mid September.
 - There was a 24-hr delay in construction due to rain during the tacking process on the west side.
 - One complaint received by a woman claiming construction may have caused damage to her vehicle while backing out of her driveway. No other complaints have been received.
 - Construction crews are thankful for the use of the Hall bathrooms and water provided.

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- **Speed Signs:** ODOT will install the wooden poles required for the signs to be mounted after Rt 25 and sidewalk construction have concluded. Location and pole specification requirements to be kept to ensure ODOT installation is correct.
- **Oak Street/Ditch project:** No update.
- **Maintenance:**
 - **Street Sign Replacement:** Another quote was received from NWO Signs correcting a mistake made in the price estimate of \$2,611. The new estimate given is much higher at \$4,785. Office Assistant to acquire 3 new quotes for re-evaluation of the project.
 - **Mower:** Mel Amos gathering quotes. Has visited Amends, will visit John Deere and Redline.
 - **Trailer/Hitch:** Mel Amos looking into quotes/pricing.
 - **Lawn Sweeper:** Determined by council to be unnecessary. Item closed.
 - **Roller:** Mel Amos proposed looking into quotes for a roller that will be kept at the park and filled with sand. Rolling the park will help repair/smooth out bumps currently making it difficult to mow quickly. Over time this will help reduce time spent mowing the park.
 - **Painting:** No update discussed.
- **Cat TNR:** Wood County picked-up and dropped off for the appt. on July 30th. This will be the last appt. scheduled unless another is needed at the end of the fall season. 1 female gave birth to a single kitten during transport and was no longer eligible for surgery. The cat and kitten were sent back to the village until they are able to be fixed at a later date.
- **Technology:**
 - **Network Issue:** None reported. Item closed.
 - **Cyber Security:** Office assistant presented information provided by Jay Deutchman. It is recommended the Village register for a .gov website to comply with the cybersecurity requirements and to ensure the likelihood of the Village being able to use a name that has not already been registered. DACOR can also help with compiling and maintaining a list of equipment and software updates for the Village. Office Assistant to work with Jay on next steps with .gov registration and equipment/software listing.

NEW BUSINESS: **Water Street:** Potholes at the Rt 25 intersection are getting worse. The mayor reported these will be repaired during Rt 25 construction. Each side street will have 40ft of new pavement.

COMMITTEE REPORTS

- **PUBLIC WORKS:** **Next meeting is August 4th at 6:30pm**
- **PLANNING:** **Next meeting is August 13th at 6:30pm**
- **PARKS:** **Next meeting is August 17th at 6:00pm**
 - The 07/20/26 minutes were presented. Motion by Heather Amos to approve minutes, seconded by Craig Ricard. All present in favor, motion carried.
 - **Slide:** Area has been marked out. Waiting for D&D to remove 12inches of dirt for installation.
 - **Dayspring Church:** volunteers re-painted playground equipment, gazebo, and trimmed trees. Everything looks great. The village is very appreciative.
- **FINANCE:** **Next meeting is August 17th at 8:00pm**
- **EVENTS:** **Next meeting is August 6th at 7:00pm**
 - Heather Amos presented a \$1,665 donation check from the Lions Club for the 2027 Fireworks.
 - 2 residents have signed up for the Community Garage Sale. Office Asst. to put out more flyers.
- **RULES & RECORDS:** **Next meeting is August 10th.**
- **AFO HIRING:** **Next meeting is August 17th at 8:30pm.**
 - The 07/27/26 minutes were presented. Motion by Heather Amos to approve minutes, seconded by Melissa Amos-James. All present in favor, motion carried.
 - Changes made to AFO job description were reviewed. ***Motion made by Heather Amos to approve, seconded by Melissa Amos-James. All members present voted in favor, motion carried.*** Mike Llanas to post the job position on available platforms. Applications will be received until the end of August.

ADDITIONAL REPORTS

- **Mayor:**
 - **Credit Cards:** Total of 11 cards are registered with the Village. Mayor was able to close out 6 of these. Now working on the remaining 5. Afterwards the Village can start over with only 1 card.

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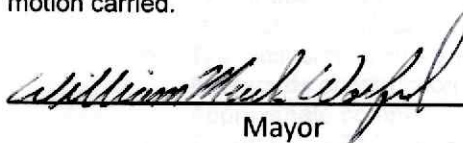
- **Recurring Charge:** Doteasy account no longer used, still charging credit card under Tammy Stubbins name. Office assistant to reach out to Mike Brinkman for any information to cancel this automatic payment.
- **Window Replacement:** Window in Fiscal office was broken. BG mirror and glass was called. Can replace it for \$375. No claim was required.
- **CENTRAL JOINT FIRE DEPT:** Next meeting is August 19th. A thank you letter for the July 4th event was signed. The mayor will deliver it along with the donation check of \$200. They will be present at the Wood County Fair and during Tractor Pull weekend. An annual golf outing is being scheduled.
- **MIDCOUNTY AMBULANCE DISTRICT:** Next meeting is August 12th. Still waiting for the tornado shelter to be completed. They will present at the Wood County Fair and during Tractor Pull weekend.
- **Fiscal Reports:** Mel Amos brought forth recommendation from fiscal officer to reallocate \$6,600 from general into maintenance payroll to finish out the year. ***Motion was made by Heather Amos to approve the reallocation of \$7,000 from the General Fund to Maintenance, seconded by Craig Ricard. Motion carried, 5 Yeas, 1 Nay.*** *Andrew Bahnsen voted Nay.*
 - Too early to provide dates to be blocked out on All Star Rec for 2027.
- **Administrator:**
 - **Zoning Ordinances:** Will be reviewing edits made by Paul Skaff at the next Planning meeting.
 - **Septic Pump List Corrections:** unable to connect with Sydney from C&L yet. Scheduled phone call meeting for 8am tomorrow morning.
 - **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

LEGISLATIVE:

- **First Reading:**
 - Resolution R-2026-006: Authorizing the Mayor of the Village of Portage to prepare and submit an application to participate in the Ohio Public Works Commission state capital improvements and/or local transportation improvement program(s) and to execute contracts as required.
 - **Motion was made by Heather Amos to accept, seconded by Craig Ricard. All members present voted in favor, motion carried with 6 Yeas, 0 Nays. Resolution: R-2026-006 was approved and signed.***
- **Third 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.
 - **Motion was made by Heather Amos to adopt Ordinance O-2026-005, which was seconded by Craig Ricard. All present in favor, motion carried with 6 Yeas, 0 Nays. Ordinance: O-2026-005 was approved and signed. Will take effect 30 days from 3rd reading date.**

The next Council meeting will be Monday, August 17th at 6:30pm.

ADJOURNMENT: 7:55 PM; Motion to adjourn by Mel Amos, second by Andrew Bahnsen. All present in favor, motion carried.



Mayor



Pres. of Council