

Village of Portage, Ohio
Record of Council Proceedings

9/8/2026

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

PRESENT:

COUNCIL MEMBERS	Mel Amos; Melissa Amos-James; Andrew Bahnsen; Craig Ricard; Marcia Wolford
OTHER OFFICIALS/EMPLOYEES	Mayor Mark Wolford; Admin. Mike Llanas; F.O. Jamie Gill O.A. MacKenzie Wolford
RESIDENTS	Mike Schmitz
NON-RESIDENTS	Amy Wilhelm

ABSENT: Heather Amos

ACKNOWLEDGEMENT OF GUESTS & VISITORS:

- Mike Schmitz present to observe meeting, and expressed concern regarding vacant property.
- Amy Wilhelm present for recommendation of appointment to the open fiscal position.

PREVIOUS MEETING MINUTES: 08/17/2026

- After discussion and amendments were made, Andrew Bahnsen motioned to approve the minutes as amended, seconded by Mel Amos. All present voted in favor; motion carried.

SPECIAL MEETING MINUTES: 09/03/2026

- After discussion, Craig Ricard motioned to approve, which was seconded by Melissa Amos-James. Motion carried with all present in favor except Andrew Bahnsen who abstained.

OLD BUSINESS

- **Sewer Report:**
 - **Risers/Manholes**
 - **CDBG 24:** Work complete. Waiting for CDBG grant funds to be released from the county for payment of the project.
 - **CDBG 26:** Mayor and Administrator made a list of all manholes, lids and risers to be completed in phase 2. This list was sent to Kleinfelder.
 - **Forced Main (OPWC/Loan?):** Application to be submitted Friday, 09/11 by Kleinfelder. OPWC committee meeting scheduled for 09/17 to review, and 09/24 for decisions of awards. Administrator met with the mayor last week to go over Force Main project plans and sign for approval. Paperwork was delivered. Application is 2-weeks ahead of schedule.
- **ODNR (LG playground):** Should have update in a couple of weeks.
- **Capital Budget (walking trail/ballfield drainage):** Kleinfelder sending in more paperwork today.
- **Route 25 Project:** Sidewalks and driveways to be done by Friday. Issue with front steps outside Mecca Apartments has been resolved. Steps built into foundation, could not be removed and put back as planned, will be replaced completely. Pole leaning over Rt 25 to be replaced tomorrow. There is an approximate 50ft section of curb not present along area where sidewalk is located. ODOT to fix issue. Still tracking Water Street potholes issue fixed as a result of this project.
- **Speed Signs:** ODOT will put in the missing 35mph sign that is to be located on the South side of town for the north bound lanes. Rest of signs will be put up when the Route 25 project is complete.
- **Oak Street/Ditch project:** No update.
- **Maintenance:**
 - **Street Sign Replacement:** Quote was received from Safe-way Barricades for the cost estimate of \$2,747. Some sizes were not available or commonly used and will require a special order unless a different size is chosen. A quote from another vendor was mentioned for the amount of \$3,473.16.
Andrew Bahnsen made the motion to approve the purchase of replacement signs through Safe-way Barricades for up to \$3,000, seconded by Melissa Amos-James. All members present voted in favor; motion carried
 - **Garage Door Openers:** Quote received from Affordable Garage Doors. Estimate of \$600 per door, remotes included. WIFI option available if needed. Replacement security key pad will be an additional \$50. (\$600 * 3 doors + \$50 = \$1,850). The office assistant is gathering two more quotes.
 - **Mower/Trailer/Roller:** Quotes have been gathered. To be budgeted for 2027.

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- **Painting:** Mop guards have been delivered. Will be installed soon and repainting of hallways, doors and trim to continue.
- **Cat TNR:** Mayor looking into scheduling an appointment, possibly for 09/24, to aid a resident. They've taken more than 20 felines to be spayed/neutered on their own but have requested assistance with the last 3 living near/on their property.
- **Technology:**
 - **Cyber Security:** Web address name was discussed. Villageofportageohio.gov was agreed upon by Council.
 - **UAN Expansion:**
 - Multi-user UAN setup information was provided to Andrew Bahnsen by the fiscal officer which would create the need for at least one more fiscal team computer which includes the use of the old UAN laptop that was replaced in 2025. The current 2026 UAN computer would become the server for the Multi-user network. The fiscal officer and Andrew Bahnsen are to contact UAN support for any additional next steps or assistance.
 - **Computers:**
 - Quotes are being gathered for updated computers for both the fiscal team and the office assistant for the 2027 budget.

NEW BUSINESS:

- A question arose about submittals of timesheets on the All-Star Rec platform. The fiscal officer explained that any smart device with internet access can be used to take a picture and send but physical copies still need to be turned in for approval signature and record keeping. Mel Amos is interested in looking into a tablet or device of some sort to be available to Village of Portage personnel in order to scan timesheets among other village duty possibilities.

COMMITTEE REPORTS:

- **EVENTS:** Next meeting TBD
- **FINANCE:** Next meeting is September 21st after Council
- **PARKS:** Next meeting is September 21st 6:00pm
 - Mayor mentioned that the site for the new slide from the award of the WCPD grant is ready.
 - After discussion and amendments of 08/17/2026 minutes, motion to approve as amended by Melissa Amos-James, seconded by Craig Ricard. All members present voted in favor; motion carried.
 - Administrator Llanas will be attending the next Parks Committee meeting September 21st with more quotes on solar lighting for the park.
- **PLANNING:** Next meeting is September 10th at 6:30pm
- **PUBLIC WORKS:** Next meeting is October 6th at 6:30pm
 - After 09/01/2026 minutes were discussed, motion to approve by Andrew Bahnsen, seconded by Craig Ricard. All members present voted in favor; motion carried.
- **RULES & RECORDS:** Next meeting TBD
- **HIRING COMMITTEE:** Previous meeting was held on August 17th after the Council meeting
 - No minutes recorded. The fiscal officer provided a brief overview. Applications were reviewed and interview dates were set for August 31st and September 1st.
 - Recommendation for the appointment of Amy Wilhelm to the open position was brought forth by the Committee. ***Motion made by Andrew Bahnsen to approve, which was seconded by Craig Ricard. All members present voted in favor; motion carried***
 - The fiscal officer will present the legislation at the next council meeting. Committee closed

ADDITIONAL REPORTS

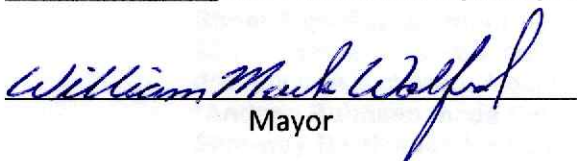
- **Mayor:**
 - **Credit Cards:** Still in the process of closing out accounts.
 - **Habitat for Humanity:** Will be attending the next meeting on September 14th.
 - **Railroad Crossing Incidents:** Investigations ongoing.
 - 1st: vehicle jumped tracks and damaged road surface.
 - 2nd: vehicle jumped tracks and crashed into utility pole and tree. Mayor to send cost of tree removal and BG Electric to send cost of utility pole repair to the prosecutor's office for restitution by Sept. 23rd before the individual responsible appears in court.
 - **CENTRAL JOINT FIRE DEPT:** Next meeting is September 22nd. Annual golf outing went well. Donation check from the Village was received and appreciated.

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- **MIDCOUNTY AMBULANCE DISTRICT:** Next meeting is September 11th.
- **Fiscal Officer:**
 - **Unpaid Receivable 6/13/26:** Paid online June 12th. Fiscal Officer to confirm payment.
 - **2027 Unavailable Hall Rental Dates:**
 - Recent request to update reservation from a December 2026 date to January 3, 2027. This fiscal officer wasn't sure if this date was okay to reserve as 2027 dates have not been opened. Council confirmed to go ahead and move the reservation to January 3, 2027.
 - The following dates were suggested by Council and the mayor as unavailable for hall rentals: May 14th, 15th and 16th; August 27th, 28th and 29th; October 30th and 31st; November 27th. Item closed.
 - **2024-2025 Audit:**
 - The fiscal officer requested clarification on how to pay audit charges when they start coming in. for the last audit, 80% was paid from general, 20% from sewer. The estimated cost \$10,320 for audit services was what the auditor provided in the agreement. ***After discussion Mel Amos motioned to approve appropriations of 80% from General fund, 20% from Sewer fund, to pay the cost of the 2024-2025 audit up to \$10,500, which was seconded by Marcia Wolford. All members present voted in favor; motion carried***
 - State Auditors asked why RITA receipts increased from 2023 to 2024. This was caused by Apo/Greenline closing. Village was paid 1% for overtime and expenses to close the business and for road and water line construction that occurred in the village during that time.
 - It was noted that there will likely be a shown increase in income tax receipt for 2026 due to the current Route 25 construction work.
- **Administrator:**
 - **Zoning Ordinances:**
 - **Redline:** Per the mayor, Apple Trucking bought Redline building. Will be acquiring permit to put up a new fence. Also looking into access drive off of Rt 25. Mayor gave him information to contact ODOT.
 - Resident near the end of East Main St. built a deck and will be contacting Llanas for a permit.
 - **Nuisance Property:** The mayor updated the order has been filed in the court system. Awaiting court date. If court order is approved the sheriff will be present while property is cleaned by the village. Cost of cleanup will be sent to the court who will then establish fines to be paid by property owner. The village will then be reimbursed by the courts.
 - **Septic Pump List Corrections:** lists were received. Item closed.
 - **Heavy Trash Pickup:** went well item closed.
- **Council:** No additional reports.
- **LEGISLATIVE:**
 - Resolution: R-2026-007: ACCEPTION OF THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.
 - ***Motion was made by Andrew Bahnsen to approve, seconded by Melissa Amos-James. All members present voted in favor, motion carried, 5 Yeas, 0 Nays.*** All Council members signed the Resolution.

The next Council meeting will be Monday, September 21st at 6:30pm.

ADJOURNMENT: 8:07 PM; Motion to adjourn by Mel Amos, second by Andrew Bahnsen. All present in favor; motion carried.


Mayor


Pres. of Council