

WOODVILLE VILLAGE COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS 530 LIME STREET
NOVEMBER 25, 2024 – 7:00 p.m.

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy
- V. **APPROVAL OF MINUTES**
 - a. Regular Council Meeting and Finance Committee meetings on November 11, 2024
- VI. **AUDIENCE PARTICIPATION**
 - a.
- VII. **CORRESPONDENCE**
 - a.
- VIII. **OLD BUSINESS**
 - a.
- IX. **REPORTS:**
 - a. ADMINISTRATIVE & PERSONNEL – Riffle
 - b. PUBLIC WORKS & MAINTENANCE – Dunn
 - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
 - d. FINANCE – Throop ~Finance Ordinance #1826
 - e. PUBLIC SAFETY – Fetzer
 - f. RECREATION & PARKS DEVELOPMENT – Ransom
 - g. VILLAGE ADMINISTRATOR – Brickley, absent
 - h. POLICE DEPARTMENT – Chief Steve Gilkerson
 - i. SOLICITOR – Kuhlman
- X. **FISCAL OFFICER'S REPORT**

ORD #25: EMPLOYING ROBERT A. KUHLMAN AS THE VILLAGE SOLICITOR
ORD #26: AUTHORIZING THE EXPENDITURE OF FUNDS FOR A GIFT OF APPRECIATION TO FULL TIME AND PERMANENT PART TIME VILLAGE EMPLOYEES AND DECLARING AN EMERGENCY.
- XI. **NEW BUSINESS**
 - a.
- XII. **MAYOR'S REPORT**
 - a.
- XIII. **EXECUTIVE SESSION**
- XIV. **ADJOURNMENT**

MINUTES – November 11, 2024
WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday November 11, 2024 in Council Chambers 530 Lime St. at 7:00pm. Present at Roll Call: Mayor Ty Tracy. Council Members- Patrick Dunn, Denny Fetzer, Earl Ransom, Joe Riffle, and Tammi Throop. Administration: Chief Steve Gilkerson, Solicitor Bob Kuhlman, and Fiscal Officer Barb Runion. Audience: None
Council Member Kelly O'Connor and Village Administrator Tom Brickley were absent.

Mayor Tracy called the meeting to order and led the Pledge to the Flag.

Minutes of the Finance Committee and Regular Council meetings on October 28, 2024, and Administrative & Personnel Committee Meeting on November 4, 2024 were approved as presented.

AUDIENCE PARTICIPATION – None

CORRESPONDENCE- None

OLD BUSINESS- None

REPORTS:

ADMINISTRATIVE & PERSONNEL- Riffle reported: 1. Thank you to all Veterans for their service. 2. Presented and reviewed amendments to the Policy and Personnel Manual (PPM) Sections 4.07 – OVERTIME and 6.01 – TRAVEL EXPENSE REIMBURSEMENT (attached) Riffle made a motion to amend Section 4.07 of the PPM. Fetzer second.

VOTE – Yeas – Riffle, Fetzer, Dunn, Ransom, and Throop. Nays – None. **MOTION CARRIED 5-0.**

Riffle made a motion to amend Section 6.01 of the PPM. Fetzer second. VOTE – Yeas – Riffle, Fetzer, Dunn, Ransom, and Throop. Nays – None. **MOTION CARRIED 5-0.** 3. Will have another meeting regarding changing how overtime may be earned, specifically, earning overtime after eight (8) hours worked. The PPM currently reads after forty (40) hours worked in a week. 4. The committee will prepare help wanted advertisements for the Fiscal Officer and Administrative Assistant jobs soon. Both positions will be open early in 2025.

PUBLIC WORKS & MAINTENANCE – Dunn – No report. Dunn asked Kuhlman if there would be any legal liability with the new meters being installed throughout the village as Mr. Shrewsbury had indicated in a previous meeting. Runion stated our insurance company, The Ohio Plan, had been contacted and they detailed the village vs. the homeowner's liability with the new meter installation. The meter is the only responsibility of the village, and should it fail Ohio Plan would take legal action against the manufacturer of the meter.

Riffle would like to continue to explore an "opt – out" option for those residents that do not want the smart meters installed on their properties.

ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor – No report, absent.

FINANCE – 1. Throop made a motion to adopt Finance Ordinance #1825 in the amount of \$38,487.89 Ransom second. VOTE- Yeas- Throop, Ransom, Dunn, Fetzer, and Riffle. Nays- None **MOTION CARRIED 5-0.**

2. Throop made a motion to renew the Medical Mutual health insurance policy premium for 2025 in the amount of \$18,662.40 per month. The premium is up 9.11% over last year, and there are no changes to the policy. Ransom second. VOTE-Yeas- Throop, Ransom, Dunn, Fetzer, and Riffle. Nays- None **MOTION CARRIED 5-0.**

PUBLIC SAFETY- Fetzer - No report.

RECREATION & PARKS DEVELOPMENT – Ransom reported: 1. That the applications for the 2025 Sandusky County Parks District grant program will be due the week after the next council meeting. 2. The Overflow Room's grand opening will be November 15 and 16. They have a lot of things planned, starting with a ribbon cutting on the 15th at 4pm. 3. The Woodville Business & Community Association (WBCA) will have their November meeting on Thursday the 14 at the Overflow Room at 7:30am.

ADMINISTRATOR – Brickley – No report, absent.

POLICE DEPARTMENT- Chief Gilkerson reported: 1. Reviewing officer applications and scheduling interviews to replace Officer LaGreca. Part Time Officer Phadphom is finishing up his training and will be available for some of those hours. 2. Presented and reviewed the October Activity Report (attached)

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SOLICITOR – Kuhlman reported that Judge Fiser will be retiring soon. The Clyde Court will be remodeled and court cases will be sent to Woodville Court.

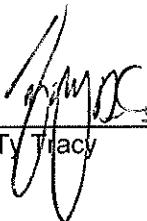
FISCAL OFFICER- Runion – No report

NEW BUSINESS – None.

MAYOR'S REPORT- Mayor Tracy reported: 1. Will attend the annual Northwest Ohio Mayor's and Manager's Association (NOMMA) meeting on November 12 with Brickley and Gilkerson. 2. Reminder for the ribbon cutting ceremony for The Overflow Room's grand opening on November 15 at 4:00pm. 3. The second Conversation & Coffee with the Mayor was held on October 29 at 6:00pm at Grannies. Only one resident and Ransom, Dunn, and Fetzer came, but the conversation was good. Mayor will schedule the next one for sometime in December at the Overflow Room. 4. The second Town Hall meeting to hear residents' questions and concerns regarding a 1% Income Tax will be on November 18 from 6:30pm – 7:30pm.

The next Finance Committee and Council meetings will be held on Monday, November 25, 2024 at 6:30pm/ 7:00pm respectively.

Mayor Tracy adjourned the meeting at 7:33pm



Mayor Ty Tracy

ATTEST:



Barbara J. Runion, Fiscal Officer

VILLAGE OF WOODVILLE, OHIO
MINUTES OF OPEN COMMITTEE MEETING
PER H.B. 111 EFFECTIVE FEBRUARY 9, 1994

DATE: 11-18 2024

ADMINISTRATIVE & PERSONNEL _____

PUBLIC SAFETY _____

RECREATION & PARKS DEVELOPMENT _____

PUBLIC WORKS & MAINTENANCE _____

FINANCE X _____

ENVIRONMENT, PLANNING &
COMMUNITY DEVELOPMENT _____

PRESENT AT ROLL CALL: Barb Runion Tammi Throop Joe Riffle
Earl Ranson Ty Tracy

ITEMS FOR DISCUSSION:

1. Finance Ordinance 1825
2. Renew Medical Mutual
- 3.
- 4.
- 5.

EXECUTIVE SESSION, (IF NECESSARY)... TIME:

STATE PURPOSE:

NAMES OF PERSONS AT EXECUTIVE SESSION:

RETURN TO OPEN SESSION. (STATE TIME) _____

DATE, TIME AND PLACE OF NEXT COMMITTEE MEETING:



CHAIRMAN

THE VILLAGE OF WOODVILLE
PERSONNEL POLICY AND PROCEDURE MANUAL

OVERTIME

SECTION 4.07
PAGE 1 OF 2

A. POLICY

1. Any employee may be required to work in excess of the normal workday or workweek to meet operational demands. Nonexempt, nonsalaried employees will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for all hours worked in excess of 40 in any workweek. Salaried nonexempt employees shall receive a salary for all hours they are required to work and shall be paid half-time for all hours in excess of 40 in any workweek.
2. Nonexempt, nonsalaried employees may elect to take compensatory time off in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1 ½) hours off for each hour of overtime worked. Employees desiring compensatory time must indicate such on their time sheet or such overtime shall be paid. Eligible employees may accrue a maximum of 40 hours of compensatory time **for the entire calendar year upon approval of the supervisor. Compensatory time earned must be used within the calendar year earned or it will be paid out at year end.**(amended in 2009) The Village Clerk shall maintain records indicating each employee's compensatory time earned and used. Compensatory time shall accrue in hour increments.
3. The supervisor may schedule an employee to use compensatory time off at the department head's discretion. Employees desiring to use accrued compensatory time shall submit a Request for Leave form to their department head for approval.
4. Eligibility for overtime will be based only upon hours actually worked. Vacation, sick leave, compensatory time, or other approved leave, other than holidays **(mandatory or floating)**(amended 2024), shall not be counted when determining hours worked by an employee.
5. Working overtime is generally discouraged and usually will be performed only when the Employer determines it is necessary. All overtime must be approved in advance by the employee's supervisor, except in emergency situations. The Employer will examine closely any overtime request not approved in advance.
6. Scheduled overtime which is subsequently canceled for any reason shall not entitle the employee to overtime compensation.
7. Overtime pay shall normally be paid to the employee on the same date the employee is paid for the regular hours worked in the same pay period. If the calculation of the overtime hours cannot reasonably be calculated within this time frame, such overtime shall be paid with the next regular pay.

**THE VILLAGE OF WOODVILLE
PERSONNEL POLICY AND PROCEDURE MANUAL
TRAVEL EXPENSE REIMBURSEMENT**

**SECTION 6.01
PAGE 2 O F 3**

4. Meals:

- a. Upon authorization of Village Council, reasonable expenses incurred for meals while on approved official Employer business during a normal meal period will be reimbursed at the actual cost of the meal up to, and not to exceed \$50(amended 2024) per day. Employees shall order reasonably priced meals while traveling at the Employer's expense. If meals are included in registration fees, duplicate meals shall not be reimbursable.
- b. Normally meals will not be reimbursed for travel within Sandusky County unless specifically authorized by Village Council
- c. Each meal for which reimbursement is claimed must be listed on a Travel Expense Report form identifying the date, time, and type of each meal and include an itemized receipt.

5. Lodging: Upon prior written authorization of Village Council, the actual cost of a motel room (single room rate for one (1) employee, double room rate for two (2) employees who share a room) will be reimbursed in full when an employee travels on approved official Employer business and such travel requires an overnight stay. If a spouse accompanies an employee, all expenses of the spouse are the obligation of the employee. The employee may stay at the facility hosting the event, but if another facility is selected the Village will only reimburse up to an equal rate per night for lodging.
6. Telephone Calls: Employees shall be reimbursed, for telephone expenses for business purposes only.

7. Non-reimbursable items: The following items or services are not reimbursable:

- a. Tips for other than meals;
- b. Alcoholic beverages;
- c. Entertainment;
- d. Laundry and dry cleaning;
- e. Room service charges;



Woodville Police Department

Chief Steven D. Gilkerson · 219 W. Main St. Woodville, OH 43469
Office: 419-849-2211 Fax: 419-849-2225

END OF MONTH REPORT OCTOBER 2024

TRAFFIC STOPS	<u>CITATIONS</u> TRAFFIC & MISDEMEANOR	CR'S/CALLS FOR SERVICE	REPORTABLE OFFENSES	ARREST & CHARGES
310	163 TRAFFIC (158) / MISD. (5)	595	345	MISDEMEANOR- 15 FELONY- 4 TOTAL- 19
CRASH OFFENSES - 3		HIT SKIP/LEAVING SCENE - 1		INJURY - 1