

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
November 4, 2025**

Mayor Bailey opened November 4, 2025, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

Roll Call: Present at the scheduled meeting of the Council were Angel, Kirkbride, Mazur, Rahe, Rollins, Titkemeier, Others present were Chief Vaughn, Eric Campbell, Gene Steele, Marcia Cousino, Ed Wozniak, Christina Yaniga, and the Clerk.

Minutes: Titkemeier moved, and Mazur seconded to approve the minutes of the October 21, 2025, meeting. Motion passed unanimously.

Treasurer's Report: Angel moved, and Kirkbride seconded to approve the bills in the amount of \$32,167.99. Motion passed unanimously. (attached)

ORDINANCE 1696: ORDINANCE TO MAKE TEMPORARY APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF PEMBERVILLE, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026. 1ST READING. (attached)

ORDINANCE 1697: AN ORDINANCE ESTABLISHING FUND NO. 2051 FOR THE ODOT MUNICIPAL BRIDGE GRANT AND DECLARING AN EMERGENCY. 1ST READING (attached)

ORDINANCE 1698: AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION IN THE CORONAVIRUS RELIEF FUND TO CORRECT PRIOR TRANSFER AND COMPLY WITH AUDITOR GUIDANCE. 1ST READING (attached)

Police Activity Report: Activity report provided. (attached) Chief stated that the department participated in the DEA Drug Take Back program and turned over on October 27th, 119 pounds of prescription medication that was deposited into the take back box located in the Police Department lobby.

Chief stated that the 2025 Battle of the Badges Christmas Toy Drive has begun with the Village collecting unwrapped toys until December 7th. Toys can be dropped off at the police station or the Village townhall. Chief stated they will deliver the toys to the Ohio Department of Job & Family Services on the morning of December 8th.

Chief stated that Halloween went very well and ended up having decent weather. Chief added that Harry Potter and the Grim Reaper were briefly lost but was found.

Mayor:

Mayor stated that on Sunday of the Christmas in the Village, PIMA would like to close Walnut St. to use for the train ride. Council has no issues with the request.

Mayor gave her best wishes to the Council Candidates tonight in the election. Mayor stated that she would like to have a few classes with the newly elected Council to give them some understanding of governmental finance and operations.

Mayor stated that the Bridge St. bridge project has begun and is currently 3 months ahead of schedule. Mayor stated that the old water tower is scheduled to come down on Tuesday, November 11th providing there a no high wind. Mayor stated that notes will be placed on vehicles to remind them not to park in the are due to the demolition of the old water tower.

Mayor stated that there will be a Cyber Security Policy that she hopes to present at the next meeting.

Council Reports:

Rollins:

Personnel & Finance Committee: Rollins stated the committee met and looked over temporary appropriations with the next step working towards 2026 Permanent Appropriations.

Rollins stated that they will be looking at the wage ordinance and presenting it soon.

Rollins stated that the committee engaged in open dialogue about an administrator and that additional discussions are scheduled to continue addressing the topic.

Records/Retention Committee: Rollins stated that the Committee met and are almost finished going through all the old records. Rollins stated the next plan of action is to go through the “to keep” boxes, sort, and file away.

Titkemeier:

Planning Commission: Titkemeier stated that due to no business the meeting was cancelled.

BPA: Titkemeier stated that the BPA Clerk has requested to reduce her hours to part-time and will be working in a hybrid arrangement, splitting her time between a few days in the office and working remotely.

Titkemeier stated that Brandon Evan with GLCAP has been reviewing the sewer fund and has made a recommendation to increase sewer rates or the fund will be insolvent by mid-2026. Mayor highlighted on the presentation from Brandon Evans stating that the Council will have to pass that Resolution. Mayor stated that they are looking at changing the base rate to \$38 for the first 1000 gallons and \$8.50 per 1000 gallons after that. Mayor stated that sewer usage is based on water consumption.

Titkemeier stated Joe Hirzel Jr. was in attendance and gave a brief speech regarding this year's joint venture with the sewer plant and that he is looking forward to next year's tomato season.

Titkemeier stated that the business alley between Cedar and Pine St. have gone out for bid for a new waterline. Bids will be open on Wednesday.

Titkemeier stated that the new water tower is filled and the old will be completely drained prior to the demolition.

Rahe:

Rahe asked if the Solicitors were ever going to attend a Council meeting since they stated they would be attending one meeting a month. Mayor stated that she will enquire with them and let them know.

Streets, Sidewalks, Lands & Building: Rahe reported forwarding an email from Don Rose Auction. She explained there is a \$500 fee; Don Rose will assist in setting the reserve price, show the building twice, and advertise the auction both online and in person. If the building does not sell at auction, Don Rose will continue to list it for 90 days. Council members asked about government regulations if the property remains unsold after the auction and extended listing period. The Mayor said she would consult the Solicitor to clarify. She also mentioned that an additional Ordinance would be needed to finalize the contract with Don Rose if the Council chooses to proceed.

Rahe mentioned she received an email from Beth Fritz (attached), who requested a piece of the old water tower that her husband, Mike Fritz, welded to the bottom of the tank. After a brief discussion, it was decided that, given the timing and nature of the demolition, fulfilling this request is not practical.

Rahe stated that the next Street meeting is scheduled for November 13th but will be rescheduled to a different day and time.

Mazur:

Park and Rec: Mazur stated that the Fair Board has requested an extension to removing their fair equipment from the park restroom building. Mazur stated their original plan of selling it to a restaurant equipment company has fallen through. After a brief discussion, it was decided to give them until January 1st as the drop-dead date.

Mazur stated that she talked to Denny Laymen regarding the Buckeye Trail and to be officially on the trail, the Village would need to find a place for hikers to camp. Mazur stated that the camping portion is the issue. Mazur stated that the conversation regarding the Portage River continues.

Mazur stated that the new park restroom bathroom signs are in and should be installed soon.

Mazur stated that the trunk-or-treat at Eastwood elementary was a lot of fun. Mazur thanked everyone that donated money and candy.

Mazur stated that the next meeting will be held November 24, 2025, @ 10:00am

Kirkbride:

Tree Committee: Kirkbride stated that the next Tree Committee meeting will be November 10, 2025, at 7:00pm

Angel: Nothing to report

Eric Campbell:

Report provided (attached). Campbell stated not much to report on other than he is receiving a lot of calls.

Guests:

Steele: Steele asked for clarification on the potential sewer rate increase.

Mayor Bailey adjourned the meeting at 8:58 P.M.

*Audio recording of the meetings is available upon Public Records request.

VILLAGE OF PEMBERVILLE

115 Main Street PO Box 109 Pemberville, OH 43450

Phone No. (419)287-3832

Carol Bailey, Mayor

FAX: (419)287-3738

Sarah C. Abbott, Fiscal Officer

November 4, 2025

GENERAL POLICE (1000-110)

CARDMEMBER SERVICES

MISC OFFICE SUPPLIES & TRAINING

\$ 228.77

\$ 228.77

GENERAL GOVERNMENT (1000-710,715,725)

COMDOC, INC.

COPIER USAGE & SUPPLIES

\$ 59.37

TREASURER, STATE OF OHIO

2023-2024 AUDIT COST

\$ 349.65

CARDMEMBER SERVICES

MISC OFFICE SUPPLIES, CPIM TRAINING

\$ 114.89

FREEDOM TOWNSHIP

2024 REAL ESTATE TAX FOR ANNEXED PROPERTIES

\$ 950.14

OHIO MUNICIPAL LEAGUE

2026 ANNUAL MEMBERSHIP DUES

\$ 569.00

\$ 2,043.05

GENERAL LANDS & BUILDINGS (1000-730)

UNIFIRST CORPORATION

RENTAL - UNIFORMS, MATS & TOWELS

\$ 164.20

\$ 164.20

S.C.M. & R. (2011-620)

HOME DEPOT CREDIT SERVICES

MISC SUPPLIES & MATERIALS

\$ 46.37

UNIFIRST CORPORATION

RENTAL - UNIFORMS, MATS & TOWELS

\$ 49.09

TREASURER, STATE OF OHIO

2023-2024 AUDIT COST

\$ 77.70

\$ 173.16

INCOME TAX (2071)

CARDMEMBER SERVICES

CERTIFIED TAX LETTERS

\$ 25.00

\$ 25.00

PERMANENT IMPROVEMENTS

TETRA TECH, INC.

BRIDGE ST. BRIDGE ENGINEERING

\$ 6,000.00

BILL LONG

SIDEWALK & APRON REIMBURSEMENT

\$ 3,900.00

JIM PALMER EXCAVATING

EXCAVATE & CAP OFF 6" WATERLINE (BRIDGE PROJ)

\$ 8,370.00

HENRY W. BERGMAN, INC

STREET PATCH WORK

\$ 11,263.81

\$ 29,533.81

TOTAL

\$ 32,167.99



John Vaughn, Jr.
Chief of Police

Pemberville Police Department
117 E. Front St. PO Box 109
Pemberville, Ohio 43450
Phone: (419) 287-3250 or Fax: (419) 287-3738



Jason Kwapich
Sergeant

Mayor Bailey & Village Council,

11/04/2025

ALARM

1

ASSIST FIRE / EMS

2

INFORMATION REPORT

1

PROTECTION ORDER VIOLATION

1 (ARREST)

TRAFFIC VILATION

5

On 10/25/2025 the police department participated in the DEA drug take back program. On 10/27/2025 the department turned over 119 pounds of prescription drugs to the DEA.

Respectfully submitted,
Chief of Police John Vaughn

Zoning Report

September 2025

"It shall be the duty of the Village Zoning Inspector, who shall be appointed by the Village Council, to enforce this Ordinance. It shall also be the duty of all officials and employees of the Village to assist the Zoning Inspector by reporting to said inspector upon new construction, reconstruction, or land uses or upon seeming violations."

73 Contacts

6 Permits Approved

5 Sidewalks Projects completed awaiting invoices

Met with Eastwood to discuss an outcome to their sidewalk needs on the Pine Street length

"This Ordinance is adopted for the purpose of protecting and promoting public health, safety, morals, comfort and general welfare; preventing overcrowding; conserving and protecting property and facilitating adequate but economical provision of public improvements; avoiding congestion in the public streets and highways."

Subject **Fwd: Water Tower**
From Susan Rahe <susanrahe612@gmail.com>
To Sarah C. Dyer <clerk@villageofpemberville.org>
Date 2025-11-05 6:29 am



Sarah,

Here is Beth Fritz's email that I read last night.

Thanks

Susan Rahe
(419) 461-6051
Susan.Rahe612@gmail.com

----- Forwarded message -----

From: **Mike & Beth Fritz** [REDACTED]
Date: Tue, Nov 4, 2025 at 11:02 AM
Subject: Water Tower
To: <Susan.Rahe612@gmail.com>

I am sure you are aware that Mike put in over 30 years of service working for Pemberville. Most of that time was spent being the water superintendent. As a part of his job, he maintained all aspects of the water tower including working the many repairs. At one point the bottom of the water tower bowl was replaced. Mike worked as the inspector on the job meaning he was inside the tower while the work was completed. At that time, the workers asked Mike if he wanted to weld his initials into one of the small panels - so he did. Now that the tower is being scrapped, can I get that small section of the bottom of the bowl with his initials welded in it? It would be a great keepsake since we will no longer be able to see the tower he spent so much time working on. Please let me know what we need to do to get this for him.

Thank you,
Beth Fritz

Ordinance to make Temporary Appropriations for current expenses and other expenditures of the Village of Pemberville, State of Ohio, during the fiscal year ending December 31, 2026.

Section 1. BE IT ORDAINED by the Council for the Village of Pemberville, State of Ohio, that, to provide for the expenditures of the Village of Pemberville during the year ending December 31, 2026 the following amounts be and they are hereby set aside and appropriated as follows.

Section 2. That there be appropriated from the **GENERAL FUND**:

| Program 100 - Security of Persons and Property | | | |
|--|--|--------------------|--------------------|
| 1000 - 110 <i>Police Law Enforcement</i> | | | |
| 190 | Personal Services & Benefits | <u>\$60,000.00</u> | |
| 200 -500 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$35,402.45</u> | |
| Total Police Law Enforcement | | | <u>\$95,402.45</u> |
| 1000 - 140 <i>Payment to another Political Subdivision</i> | | | |
| 640 | Civil Defense | <u>\$800.00</u> | |
| Total Payment to another Political Subdivision - Civil Defense | | | <u>\$800.00</u> |
| Total Program 100 - Security of Persons and Property | | | <u>\$96,202.45</u> |

| Program 200 - Public Health and Welfare | | | |
|---|---------------|-------------------|-------------------|
| 1000 - 210 <i>Payment to another Political Subdivision</i> | | | |
| 640 | County Health | <u>\$1,000.00</u> | |
| Total Payment to another Political Subdivision -County Health | | | <u>\$1,000.00</u> |
| 1000 - 240 <i>Other - Contractual Services -- Cemetery</i> | | | |
| 399 | Cemetery | <u>\$2,500.00</u> | |
| Total Other - Contractual services-- Cemetery | | | <u>\$2,500.00</u> |
| Total Program 200 - Public Health and Welfare | | | <u>\$3,500.00</u> |

| Program 700 - General Government | | | |
|--|--|--------------------|---------------------|
| 1000 - 710 <i>Mayor</i> | | | |
| 190 | Personal Services & Benefits | <u>\$5,000.00</u> | |
| 200 -500 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$1,605.00</u> | |
| Total Mayor | | | <u>\$6,605.00</u> |
| 1000 - 715 <i>Council</i> | | | |
| 190 | Personal Services & Benefits | <u>\$27,000.00</u> | |
| 200 -500 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$10,765.00</u> | |
| Total Council | | | <u>\$37,765.00</u> |
| 1000 - 725 <i>Fiscal Officer</i> | | | |
| 190 | Personal Services & Benefits | <u>\$6,000.00</u> | |
| 200 -500 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$8,900.00</u> | |
| Total Fiscal Officer | | | <u>\$14,900.00</u> |
| 1000 - 730 <i>Lands and Buildings</i> | | | |
| 190 | Personal Services & Benefits | <u>\$20,000.00</u> | |
| 200 -500 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$24,440.00</u> | |
| Total Lands and Buildings | | | <u>\$44,440.00</u> |
| 1000 - 740 <i>Property Tax Collection Fees</i> | | | |
| 300 | Contractual Services | <u>\$950.00</u> | |
| Total Property Tax Collection Fees | | | <u>\$950.00</u> |
| 1000 - 745 <i>State Auditor's Fees</i> | | | |
| 300 | Contractual Services | <u>\$1,500.00</u> | |
| Total State Auditor's Fees | | | <u>\$1,500.00</u> |
| Total Program 700 - General Government | | | <u>\$106,160.00</u> |

Section 3. That there be appropriated from the **GENERAL FUND** for contingencies for the purposes not otherwise provided for, to be expended in accordance with the provisions of Section 5705.40, R.C., the sum of \$0.00

Grand Total GENERAL FUND Appropriation: \$205,862.45

Section 4. That there be appropriated from the following **SPECIAL REVENUE FUNDS.**

| 2011 Street Construction, Maintenance, and Repair Fund | | | |
|--|---|-------------|-------------|
| <u>Program 600 - Transportation</u> | | | |
| 2011 - 620 <i>SCM&R</i> | | | |
| 190 | Personal Services & Benefits | \$15,000.00 | |
| 200 | -500 Benefits, Contractual Services, Supplies, & Capital Outlay | \$36,570.00 | |
| Total SCM&R | | | \$51,570.00 |
| Total Street, Construction, Maintenance, and Repair Fund | | | \$52,320.00 |

| 2022 State Highway Fund | | | |
|-------------------------------------|---|-------------|-------------|
| <u>Program 600 - Transportation</u> | | | |
| 2022 - 620 <i>State Highway</i> | | | |
| 190 | Personal Services & Benefits | \$5,000.00 | |
| 200 | -500 Benefits, Contractual Services, Supplies, & Capital Outlay | \$30,000.00 | |
| Total State Highway Fund | | | \$35,000.00 |
| Total State Highway Fund | | | \$35,000.00 |

| 2041 Parks & Recreation | | | |
|---|---|----------|----------|
| <u>Program 300 - Parks & Recreation</u> | | | |
| 2041 - 300 <i>Parks & Recreation</i> | | | |
| 190 | Personal Services & Benefits | \$0.00 | |
| 200 | -500 Benefits, Contractual Services, Supplies, & Capital Outlay | \$661.95 | |
| Total Parks & Recreation | | | \$661.95 |
| Total for 2041 - Parks & Recreation | | | \$661.95 |

| 2051 ODOT Municipal Bridge Program | | | |
|---|---|----------------|----------------|
| <u>Program 870 - Ohio Municipal ODOT Bridge Program</u> | | | |
| 2051 - 870 <i>Parks & Recreation</i> | | | |
| 320 | -500 Contractual Services, Supplies, & Capital Outlay | \$2,737,460.00 | |
| Total ODOT Municipal Bridge Program | | | \$2,737,460.00 |
| Total for 2051 - ODOT Municipal Bridge Program | | | \$2,737,460.00 |

| 2071 Income Tax | | | |
|--|---|-------------|-------------|
| <u>Program 700 - Income Tax</u> | | | |
| 2071 - 770 <i>Income Tax</i> | | | |
| 190 | Personal Services & Benefits | \$12,000.00 | |
| 200 | -500 Benefits, Contractual Services, Supplies, & Capital Outlay | \$9,160.00 | |
| Total Income Tax | | | \$21,160.00 |
| <u>Program 900 - Other Financing Sources</u> | | | |
| 2071 - 900 <i>Income Tax</i> | | | |
| 900 | Transfer Out & Other Financing Uses - Refunds | \$10,000.00 | |
| Total Income Tax | | | \$10,000.00 |
| Total for 2071 - Income Tax | | | \$31,160.00 |

| 2101 Permissive Motor Vehicle License Tax | | | |
|--|---|-------------|-------------|
| <u>Program 600 - Permissive Tax</u> | | | |
| 2101 - 620 <i>Permissive Motor Vehicle License Tax</i> | | | |
| 190 | Personal Services & Benefits | \$1,000.00 | |
| 200 | -500 Benefits, Contractual Services, Supplies, & Capital Outlay | \$10,000.00 | |
| Total for 2101 Permissive Motor Vehicle License Tax | | | \$11,000.00 |

| 2271 Enforcement and Education | | | |
|---|--|--------|--------|
| <u>Program 100 - Security of Persons and Property</u> | | | |
| 2271 - 110 340 <i>Professional & Technical Services</i> | | | |
| | | \$0.00 | |
| Total for 2271 Enforcement and Education | | | \$0.00 |

Grand Total **SPECIAL REVENUE FUNDS** Appropriation:

\$2,867,601.95

Section 5. That there be appropriated from the following **DEBT SERVICE FUNDS.**

| 3302 Special Assessment Debt Service -- 98 Sewer | | | |
|--|--|-------------|-------------|
| <u>Program 700 - Property Tax Collection Fees</u> | | | |
| 3302 - 740 344 <i>Property Tax Collection Fees</i> | | | |
| | | \$11,992.13 | |
| Total Property Tax Collection Fees | | | \$11,992.13 |
| Total 3302 Special Assessment Debt Service -- 98 Sewer | | | \$11,992.13 |

Section 6. That there be appropriated from the following **PERMANENT FUNDS**

| 4201 Grant Construction | | | |
|--|----------|--------------|----------|
| Program 900 - Grant Construction - Town Hall | | | |
| 4201 - 910 | 910 0000 | Transfer Out | \$373.00 |
| Total Transfer Out | | | \$373.00 |
| Total for 4201 Grant Construction | | | \$373.00 |

| 4903 Permanent Improvement Funds | | | |
|--|----------|-----------------------|--------------|
| Program 800 - Permanent Improvement | | | |
| 4903 - 800 | 300 -700 | Permanent Improvement | \$247,600.00 |
| Total Permanent Improvement | | | \$247,600.00 |
| Total 4903 Permanent Improvement Funds | | | \$247,600.00 |

Section 7. That there be appropriated from the following **ENTERPRISE FUNDS.**

| 5101 Water Fund | | | |
|--|------|--|---------------------|
| <u>Program 530 - Basic Utility Services</u> | | | |
| 5101 - 532 Office & Billing | | | |
| 150 | -190 | Personal Services & Benefits | <u>\$16,800.00</u> |
| 200 | -600 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$6,070.00</u> |
| Total Office & Billing | | | <u>\$22,870.00</u> |
| 5101 - 533 Supply & Field Operations | | | |
| 190 | | Personal Services & Benefits | <u>\$25,000.00</u> |
| 200 | -600 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$248,145.00</u> |
| Total Supply & Field Operations | | | <u>\$273,145.00</u> |
| <u>Program 745 - Other Services</u> | | | |
| 5101 - 745 Auditing Services | | | |
| 342 | | Auditing Services | <u>\$1,000.00</u> |
| Total Other Services | | | <u>\$1,000.00</u> |
| <u>Program 900 - Other Financing Sources</u> | | | |
| 5101 - 900 Other Financing Sources | | | |
| 910 | | Transfer - Out | <u>\$0.00</u> |
| Total Income Tax | | | <u>\$0.00</u> |
| Total 5101 Water Fund | | | \$297,015.00 |

| 5201 Sewer Fund | | | |
|---|------|--|---------------------|
| <u>Program 540 - Basic Utility Services</u> | | | |
| 5201 - 542 <i>Office & Billing</i> | | | |
| 150 | -190 | Personal Services & Benefits | <u>\$16,800.00</u> |
| 200 | -600 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$6,070.00</u> |
| Total Office & Billing | | | <u>\$22,870.00</u> |
| 5201 - 543 <i>Supply & Field Operations</i> | | | |
| 190 | | Personal Services & Benefits | <u>\$25,000.00</u> |
| 200 | -600 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$99,355.00</u> |
| Total Supply & Field Operations | | | <u>\$124,355.00</u> |
| <u>Program 800-900 - Debt Service</u> | | | |
| 5201 - 850 <i>Debt Service</i> | | | |
| 710 | -720 | Principal -- DS & Interest | <u>\$112,260.00</u> |
| 5201 - 920 <i>Advances Out</i> | | | |
| 920 | | Debt Service | <u>\$0.00</u> |
| Total Debt service | | | <u>\$112,260.00</u> |
| <u>Program 900 - Other Financing Sources</u> | | | |
| 5201 - 900 <i>Other Financing Sources</i> | | | |
| 900 | | Transfer Out & Other Financing Uses | <u>\$57,878.20</u> |
| Total Other Financing Uses | | | <u>\$57,878.20</u> |
| Total 5201 Sewer Fund | | | \$318,363.20 |

| 5202 Storm Sewer Fund | | | |
|---|------|--|--------------------|
| <u>Program 550 - Basic Utility Services</u> | | | |
| 5202 - 553 Storm Sewer Service | | | |
| 300 | -500 | Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$35,000.00</u> |
| Total Storm Sewer | | | <u>\$35,000.00</u> |
| Total 5202 Storm Sewer Fund | | | \$35,000.00 |

| 5301 Electric Fund | | | |
|--|---|---------------------|------------------------------|
| <u>Program 510 - Basic Utility Services</u> | | | |
| 5301 - 512 <i>Office & Billing</i> | | | |
| 190 | Personal Services & Benefits | <u>\$16,800.00</u> | |
| 200 | -600 Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$6,250.00</u> | |
| Total Office & Billing | | | <u>\$23,050.00</u> |
| 5301 - 514 <i>Supply & Field Operations</i> | | | |
| 190 | Personal Services & Benefits | <u>\$30,000.00</u> | |
| 200 | -600 Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$677,030.00</u> | |
| Total Supply & Field Operations | | | <u>\$707,030.00</u> |
| <u>Program 850 - Basic Utility Services</u> | | | |
| 5301 - 850 <i>Omega JV5 Principal & Interest</i> | | | |
| 700 | Principal & Interest | <u>\$147,100.00</u> | |
| Total Office & Billing | | | <u>\$147,100.00</u> |
| Total 5301 Electric Fund | | | \$878,180.00 |
| 5501 - Community Pool | | | |
| <u>Program 300 - Community Pool</u> | | | |
| 5501 - 340 <i>Swimming Pool Operations</i> | | | |
| 190 | Personal Services & Benefits | <u>\$5,000.00</u> | |
| 200 | -500 Benefits, Contractual Services, Supplies, & Capital Outlay | <u>\$5,765.00</u> | |
| Total Swimming Pool Operations | | | <u>\$10,765.00</u> |
| Total 5501 Community Swimming Pool Fund | | | \$10,765.00 |
| Utility Improvement Funds | | | |
| 5701 Water Preventative Maintenance | | | |
| <u>Program 800 - Water Replacement</u> | | | |
| 5701 - 800 340-690 <i>Utility Distribution Systems</i> | | | |
| | | <u>\$75,000.00</u> | |
| Total Water Preventative Maintenance | | | <u>\$75,000.00</u> |
| Total 5701 Water Preventative Maintenance Fund | | | \$75,000.00 |
| 5702 Electric Replacement | | | |
| <u>Program 800 - Electric Replacement</u> | | | |
| 5702 - 800 560 <i>Utility Distribution Systems</i> | | | |
| | | <u>\$100,000.00</u> | |
| Total Electric Replacement | | | <u>\$100,000.00</u> |
| Total 5702 Electric Replacement Utility Improvement Fund | | | \$100,000.00 |
| 5703 Water Capital Improvement | | | |
| <u>Program 800 - Water Capital Replacement</u> | | | |
| 5703 - 800 340-560 <i>Utility Distribution Systems</i> | | | |
| | | <u>\$200,000.00</u> | |
| Total Water Capital Improvement | | | <u>\$200,000.00</u> |
| Total 5703 Water Capital Utility Improvement Fund | | | \$200,000.00 |
| 5704 Sewer Capital Improvement | | | |
| <u>Program 800 - Sewer Capital Replacement</u> | | | |
| 5704 - 800 340-560 <i>Utility Distribution Systems</i> | | | |
| | | <u>\$20,000.00</u> | |
| Total Sewer Capital Improvement | | | <u>\$20,000.00</u> |
| Total 5704 Sewer Capital Utility Improvement Fund | | | \$20,000.00 |
| 5705 Enterprise Fund | | | |
| <u>Program 990 - Enterprise Fund</u> | | | |
| 5704 - 910 910 <i>Transfer out - To General Fund</i> | | | |
| | | <u>\$6,520.25</u> | |
| Total Enterprise Fund | | | <u>\$6,520.25</u> |
| Total 5704 Sewer Capital Utility Improvement Fund | | | \$6,520.25 |
| 5781 - Utilities Deposits Fund | | | |
| <u>Program 599 - Utility Deposit Services</u> | | | |
| 5781 - 599 <i>Utility Deposits</i> | | | |
| 610 | -620 Deposits Applied and Refunded | <u>\$7,000.00</u> | |
| Total Utility Deposits | | | <u>\$7,000.00</u> |
| Total 5781 Utility Deposits Fund | | | \$7,000.00 |
| Grand Total <u>ENTERPRISE FUNDS</u> Appropriation: | | | \$1,947,843.45 |
| TOTAL OF ALL APPROPRIATIONS | | | <u>\$5,281,272.98</u> |

Section 8. The Village Fiscal Officer is hereby authorized to draw warrants on the Village Treasury for the payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the board or officers authorized by law to approve the same, or an ordinance or resolution of council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon appeal of two-thirds vote of Council for items of expense constituting a legal obligation against the village, and for purposes other than those covered by the other specific appropriations herein made.

Section 9. This ordinance shall take effect at the earliest period allowed by law.

Passed: _____, _____
Carol Bailey, Mayor

Attest: _____
Sarah C. Dyer, Fiscal Officer

AN ORDINANCE ESTABLISHING FUND NO. 2051 FOR THE ODOT MUNICIPAL BRIDGE GRANT AND DECLARING AN EMERGENCY

WHEREAS, the Village of Pemberville has been awarded a federal grant administered through the Ohio Department of Transportation (ODOT) under the Municipal Bridge Program; and

WHEREAS, the grant requires the establishment of a separate fund to ensure proper accounting, compliance with federal and state regulations, and transparency in the use of public funds;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF PEMBERVILLE, WOOD COUNTY, OHIO:

Section 1. *Fund Establishment*

There is hereby established Fund No. 2051, classified as a Special Revenue Fund, to be known as the ODOT Municipal Bridge Grant Fund, for the purpose of receiving, tracking, and expending grant monies awarded through the ODOT Municipal Bridge Program.

Section 2. *Purpose and Use*

Monies deposited into Fund No. 2051 shall be used exclusively for eligible costs associated with the bridge project as outlined in the grant agreement, including engineering, construction, inspection, and administrative expenses.

Section 3. *Accounting and Reporting*

The Fiscal Officer shall maintain separate accounting records for Fund No. 2051 in accordance with the Ohio Revised Code, Auditor of State guidance, and the Uniform Accounting Network (UAN) standards. All expenditures shall be subject to Council approval and audit review.

Section 4. *Fund Lifecycle*

Fund No. 2051 shall remain active until all grant monies are expended and final reporting is completed. Upon project closeout, any remaining balance shall be returned or reallocated in accordance with grantor instructions and applicable law.

Section 5. *Open Meetings Compliance*

This Council hereby finds and determines that all formal actions concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with Section 121.22 of the Ohio Revised Code.

Section 6. *Emergency Clause*

This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of public peace, health, safety, and welfare, to ensure timely compliance with grant requirements and project deadlines. Therefore, this Ordinance shall take effect immediately upon passage.

PASSED: _____

Mayor

ATTEST:

Fiscal Officer

**AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO
ALIGN COVID FUND EXPENDITURES WITH FINAL FEDERAL GUIDANCE AND
AUDITOR RECOMMENDATIONS**

WHEREAS, on August 15, 2023, Council passed Ordinance No. 1641 authorizing the transfer of twenty-five thousand five hundred fifty-four dollars (\$25,554.00) from the Coronavirus Relief Fund to the Pool Fund to offset pandemic-related revenue loss; and

WHEREAS, subsequent federal guidance issued in mid-2023 clarified that direct fund-to-fund transfers of Coronavirus Relief funds are not permitted; and

WHEREAS, the Village has been advised by its auditors to reverse the prior transfer and reprocess the transaction as an eligible expenditure through invoicing and payment to ensure compliance with federal rules and audit standards; and

WHEREAS, this Council meeting was conducted in accordance with Ohio Revised Code Section 121.22, known as the Ohio Open Meetings Act, which requires that all meetings of public bodies be held in public and that all deliberations and official actions be conducted openly.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF PEMBERVILLE, COUNTY OF WOOD, STATE OF OHIO:

SECTION 1. The Fiscal Officer is hereby authorized and directed to reverse the prior transfer of twenty-five thousand five hundred fifty-four dollars (\$25,554.00) from the Pool Fund to the Coronavirus Relief Fund.

SECTION 2. The Pool Fund shall submit an invoice to the Coronavirus Relief Fund in the amount of twenty-five thousand five hundred fifty-four dollars (\$25,554.00) for pandemic-related revenue loss.

SECTION 3. The Fiscal Officer is hereby authorized to process payment of said invoice from the Coronavirus Relief Fund to the Pool Fund as an eligible expenditure under federal COVID relief guidelines.

SECTION 4. To facilitate this correction, the following supplemental appropriation is hereby authorized:

| Fund Name | Account | Amount | Purpose |
|-------------------------|-------------------|-------------|--|
| Coronavirus Relief Fund | 2151-790-420-0000 | \$25,554.00 | Pandemic-related revenue loss reimbursement to Pool Fund |

SECTION 5. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of public peace, health, safety, and fiscal compliance, and shall take effect immediately upon passage.

PASSED: _____

Mayor

ATTEST:

Fiscal Officer

COVID Fund Correction & Audit Compliance:

Background:

In August 2023, Council approved Ordinance 1641 authorizing a transfer of \$25,554 from the COVID Fund to the Pool Fund. At the time, this action was based on the best available guidance. However, federal rules governing the use of COVID relief funds continued to evolve, with the final clarification issued in mid-2023. Under that guidance, direct fund-to-fund transfers like this are not permitted.

What Happened:

- \$25,554 was transferred from the COVID Fund to the Pool Fund.
- This was intended to offset pandemic-related revenue loss at the pool.
- The transfer was approved by Council via Ordinance 1641 on August 15, 2023.

What Needs to Be Done (Per Auditor's Request):

To comply with federal rules and audit standards, we must reverse and reprocess the transaction properly:

1. **Reverse the Transfer:**
 - The \$25,554 will be returned from the Pool Fund to the COVID Fund.
2. **Invoice & Payment:**
 - The Pool Fund will submit an invoice to the COVID Fund for pandemic-related revenue loss.
 - The COVID Fund will electronically pay the invoice.
 - The Pool Fund will receipt the payment as revenue, not a transfer.
3. **Supplemental Appropriation Ordinance:**
 - Council must pass a new ordinance to increase appropriations in the COVID Fund.
 - This allows the COVID Fund to legally expense the \$25,554 back to the Pool Fund.

Why This Matters:

- This correction ensures compliance with federal COVID relief rules and audit standards.
- It protects the Village from potential audit findings or repayment obligations.
- It models fiscal transparency and accountability.

Key Point for Council:

This is not about wrongdoing—it's about adapting to changing rules. The final guidance wasn't issued until April 2023, and the original transfer was made in good faith under evolving conditions. This correction simply aligns our records with the final federal requirements.