

**VILLAGE OF PEMBERVILLE  
COUNCIL MEETING  
February 3, 2026**

Mayor Bailey opened February 3, 2026, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

**Roll Call:** Present at the scheduled meeting of the Council were Wozniak, Bohland, Boyer, Kirkbride, Rahe, Rollins, Wozniak. Others present were Chief Vaughn, Eric Campbell, Bob, Jake, Zach & Ben Frobose, Joe Hirzel II, Gene Steele, Denny Henline, Marcia Cousino, Robert Boyer, Sarah Enright, and the Fiscal Officer.

**Minutes:** Wozniak moved, and Bohland seconded to approve the minutes of the January 20, 2025, meeting. Motion passed unanimously.

**Treasurer's Report:** Rollins moved, and Rahe seconded to approve the bills in the amount of \$3,477.02. Motion passed unanimously. (attached)

**ORDINANCE 1706: AN ORDINANCE AMENDING ORDINANCE 1695 BY REMOVING THE PERPETUAL RESTROOM AGREEMENT ON THE SALE OF REAL ESTATE PROPERTY LOCATED AT 126 WALNUT STREET AND DECLARING AN EMERGENCY.** 3<sup>rd</sup> READING

Mayor Bailey informed the Council that she and Ed Wozniak had met with the appraiser assigned to the property. The appraiser stated that he would consult with his supervisor, and it would take approximately two to four weeks before the Village would receive the appraisal report.

The Council continued discussion about the potential sale of the building, specifically considering whether to include or remove the perpetual restroom agreement. Council member Wozniak expressed his belief that selling the building without the perpetual agreement would not be the right course of action. He then invited the Frobose family to share their perspective on the matter.

Bob Frobose explained that when he initially approached the Village regarding the sale, two options were presented. The first option was that, if the Frobose family were the successful bidders, they would open the restrooms only during special events such as the fair, car shows, and harvest gatherings. The second option was for the Village to retain responsibility for maintaining and caring for the restrooms until alternative arrangements could be made. The Council engaged in further discussion on these options.

Rahe moved, Rollins seconded to approve Ordinance 1706. The motion did not pass, with all members voting against it. The final vote was 0 in favor and 6 opposed.

**Police Activity Report:** No report provided.

**Mayor:**

The Mayor announced that the list of committee assignments has been completed. Each assignment includes an emphasis on specific areas of focus for the upcoming period. Council members are encouraged to review their assignments and invite anyone with questions or concerns to contact her directly.

The Mayor informed Council that the Wood County Emergency Management Agency is considering replacing the current CodeRed notification system with Everbridge. Under CodeRed and with the change, the county would cover half of the associated costs, with the remaining expenses divided among sub-users based on population. A memo outlining these details is available for all council members in their folders. (attached).

With the opening of a new restaurant in the area, the Mayor announced plans to pursue the creation of a Designated Outdoor Refreshment Area (DORA). Ms. Rahe has been assigned responsibility for leading this initiative.

The Mayor provided an update regarding the Eastwood Elementary building, reporting a recent water break inside the building that occurred last week. As a result, Head Start and administrative operations have been relocated to Sugar Ridge. The Mayor noted that, given these developments, Eastwood may begin the process of abandoning the building in the near future. The school received an \$80,000 estimate to repair the water break.

**Council Reports:**

**Wozniak:** No report.

**Rollins:**

Personnel & Finance Committee: Rollins stated that letters were sent to potential solicitors and included letters to the Wood County, Lucas County, and Sandusky County bar associations.

Rollins stated that the committee worked on a new job description for the street department and worked out integrated job duties to share with the utility employees. Rollins stated that they hope to post the job opening soon with the goal of having someone hired by mid-March.

Records/Retention Committee: Rollins stated the meeting was cancelled.

**Rahe:**

150/250 Celebration: Rahe presented a proposal to Council regarding the upcoming 150<sup>th</sup> anniversary celebration for Pemberville. As part of the festivities, Rahe discussed the purchasing of commemorative banners and have displayed on the downtown light poles. Each banner costs \$40, with the plan to offer sponsorship opportunities to the community. Individuals, families, or organizations can sponsor a banner in honor of a loved one. Rahe asked for Council's support and approval to display the banners on the downtown light poles. Following the discussion, Rahe moved and Boyer seconded to support the placement of the banners on the downtown light poles. Motion passed unanimously.

**Kirkbride:**

Tree Committee: Kirkbride stated there is a meeting scheduled for Monday.

**Boyer:** Nothing to report.

**Bohland:** Nothing to report

**Eric Campbell:**

Year-end report provided with no comments. (attached) Campbell stated the builder is finalizing 457 Linden.

**Guests:**

**Denny Henline:** Henline inquired about the selection process for committee chairmen, specifically asking the Mayor whether her choices were based on the candidates' strengths and requesting an explanation of the process. The Mayor responded that, as Mayor, she is responsible for appointing committee members each year. She clarified that committee membership is open to the public and, in her communication to Council, she encouraged Council members to reach out to residents to determine if any are interested in volunteering for committee positions.

Henline then addressed the potential sale of 126 Walnut Street. He recommended that the Village should not hold an auction for the property but instead pursue a sealed bid process. Henline also brought up the possibility of leasing the building to Frobose with an option to buy and expressed his personal interest in owning the building. The Mayor reiterated to Mr. Henline that, according to the Ohio Revised Code, the Village is required to sell any Village property either by sealed bid or auction. Additional discussion followed regarding the property's value and the related dumpster situation. During the conversation, Sarah Enright asked whether it would be feasible for the potential buyer to purchase the building and lease the restrooms back to the Village.

**Marcia Cousino:** Cousino asked what the process was for obtaining the DORA. Mayor stated that it is working with the state.

**Gene Steele:** Steele stated that TMACOG no longer exists and has changed their name to Lake Erie West Regional Council.

Steele stated that on Sunday he went to the school and discussed the building.

Steele stated that his biggest pet peeve is those who clear their driveway from snow but do not shovel their sidewalks.

Steele stated that there are a few issues at the basketball court and he has reached out to Dave at Penta in hopes to maybe have them fabricate new poles for the cost of material. He is waiting for a return call.

Mayor Bailey adjourned the meeting at 7:44 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

February 3, 2026

**GENERAL POLICE (1000-110)**

VERIZON WIRELESS	BROADBAND SERVICES	\$	80.22
AXON ENTERPRISE, INC	BODY CAMERA ANNUAL LICENSE & STORAGE	\$	2,870.32
		<b>\$</b>	<b>2,950.54</b>

**GENERAL GOVERNMENT (1000-710,715,725)**

COMDOC, INC	COPIER USAGE & SUPPLIES	\$	55.45
		<b>\$</b>	<b>55.45</b>

**GENERAL LANDS & BUILDINGS (1000-730)**

UNIFIRST CORPORATION	UNIFORMS, TOWELS, & MATS	\$	156.74
VERIZON WIRELESS	CELLULAR SERVICES	\$	52.56
DIVAL SAFETY EQUIPMENT	MISC SUPPLIES	\$	6.35
AG-PRO COMPANIES	MISC SUPPLIES & MATERIALS	\$	148.06
		<b>\$</b>	<b>363.71</b>

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

UNIFIRST CORPORATION	UNIFORMS, TOWELS, & MATS	\$	48.40
VERIZON WIRELESS	CELLULAR SERVICES	\$	52.57
DIVAL SAFETY EQUIPMENT	MISC SUPPLIES	\$	6.35
		<b>\$</b>	<b>107.32</b>

<b>TOTAL</b>		<b>\$</b>	<b>3,477.02</b>
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## Zoning Report

January 2026 Year End 2025

December 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.”

December 39 contacts - No Permits registered

January 28 Contacts 457 Linden in process

Year End 2025

40 Permits Logged

8 Variance Meetings Held

8 violations – 7 Resolved, 1 still pending, 4 were RV Related

4 sidewalk locations involving trees resolved involving Tree removal and long term major issues corrected. Village Hired

2 additional Sidewalks were completed at homeowner hired.

7 New Homes were Permitted and logged for Construction and completed or under construction

Overall the work level was up in enquiry and slightly lower in actual permits filed as opposed to 2024.

“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.”

**2026 COMMITTEE APPOINTMENT:**

\*Denotes Chairman of Committee

**Finance, Purchasing, Budget, & Records** – meets third Tuesday at 6:00pm

\*Jeffrey Kirkbride, Susan Rahe, Sarah Dyer, (BPA member), Mayor – Ed Wozniak

**Flood/Emergency** – meets as needed

\*Susan Rahe, Mayor Bailey

**Parks/Swimming Pool** –

\*Matt Bohland, Pat Rollins,

**Personnel** – meets first Tuesday at 6pm

\*Pat Rollins, Mayor Bailey, Lisa Boyer, & (BPA member)

**Planning Commission** – meets third Wednesday at 7pm

Ed Wozniak\*, Dave Miesmer, Steve Heimlich, Gordon Bowman, Mayor Bailey, & Eric Campbell (Zoning Liaison)

**Streets, Alley, Sidewalks, Lands & Bldgs.** – meets second Thursday at 6:00pm

\*Lisa Boyer, Matt Bohland, Robert Bruning, Mayor Bailey

**Safety** – meets as needed

Mayor Bailey, \*Susan Rahe, Chief Vaughn

**Tree Commission** – meets 6 times per year

John Lockard, Ruth Phillips, Terry Nigh, Melissa Sapp, Carl and Cindy Lohrbach, Forrester,  
\*Jeff Kirkbride, Mayor Bailey

**Utilities Liaison** – meets first and third Mondays at 7pm – (BPA meeting)

\*Lisa Boyer, Mayor Bailey

**Pemberville Union Cemetery** – meets quarterly (third Tuesday of the month at 6:30pm)

\*Jeffrey Kirkbride, Ed Wozniak, Rick Rahe

**Volunteer Fire Fighters Dependent Fund Board** – meets as needed

**Pemberville-Freedom Fire Dept Fire Committee** – meets as needed

**Records Retention** – day and time TBD

Mayor Bailey, Sarah Dyer, Eric Campbell, Cindy Lohrbach, \*Pat Rollins

**Zoning Board of Appeals** – meets as needed

Melissa Sapp, Mayor Bailey, Sarah Szymanski, Brad Yaniga (Alternate)

**150/250 Liaison/Communications** –

\*Susan Rahe

## **Committees and Committee Emphasis for 2026**

### **Finance - Kirkbride\*, Rahe**

Study, recommend & present legislation to implement Rita (time sensitive) Village Insurance policies, Income tax, cuts where possible, Reconfiguring our fee structures (zoning, tap, rentals, pool fees, etc)

### **Personnel - Rollins\*, Boyer**

Hire Streets Dept & Assoc BPA employees, Solicitor, advertise positions, formulate cell phone and time clock policy, negotiate Wages, policy for disaster recovery plan (cyber ordinance) mediate conflicts, etc

### **Planning/Zoning - Wozniak\*, Campbell- liaison**

Combine with Zoning, go through Zoning book and update, rewrite as necessary. Think ahead and work to future business possibilities, annexations, etc.

### **Streets, Sidewalks, Lands and Buildings - Boyer\*, Bohland**

Estimates and plan to resurface downtown parking lot,  
Estimates/plans/legislation/financing to pave/rebuild 1-2 streets, negotiate new lease for GTE building, Sidewalk replacements

### **Park and Recreation - Bohland\*, Rollins**

Basketball Court Poles, figure out and complete, Baseball diamond, soccer field, Pool, Playground Equipment with Capital Fund Grant

### **Tree Commission - Kirkbride\***

Focus on taking trees down (Bradford Pears) within current budget, plant 1 tree for Arbor Day

### **Utility Liaison - Boyer\***

Report back to council details of their meeting.

### **150/250 Liaison/Communications - Rahe\***

Report back to council details of planned events, see where Village can lend hands, possible involvement. Update Website

**Safety - Rahe\*** Designated Outdoor Refreshment Area DORA. (Time sensitive), work w/ state and provide legislation for council review and approval

**Records and Retention Rollins\*** Continue the process that has been ongoing the past few years until completion.

**Cemetery Board - Kirkbride \*, Wozniak**

VILLAGE OF PEMBERVILLE, WOOD COUNTY  
**Resources Available for Appropriation**  
 System Year 2026

2/3/2026 4:48:15 PM  
 UAN V2026.1

Fund	Name	Fund Balance 12/31	Reserved for Encumbrance 12/31	Reserved for Non-Spendable Balance 12/31	Reserve Balance (5705.13 (A)(1) & 5705.132) 12/31	Prior Year Advances Not Repaid 12/31	Estimated Revenue	New Reserve Balance (5705.13(A)(1) & 5705.132)	Total Estimated Resources
1000	General	\$154,991.22	\$27,522.61	\$0.00	\$0.00	-\$15,000.00	\$482,449.36	\$0.00	\$594,917.97
2011	Street Construction Maint. &	\$147,543.98	\$22,904.92	\$0.00	\$0.00	\$0.00	\$95,000.00	\$0.00	\$219,639.06
2021	State Highway	\$150,324.67	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$159,324.67
2041	Parks and Recreation	\$16,532.01	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$20,532.01
2071	Income Tax	\$595,924.76	\$404.35	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$1,095,520.41
2101	Permissive Motor Vehicle Lic	\$71,899.25	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$76,399.25
2271	Enforcement And Education	\$2,781.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$2,881.00
3302	Special Assessment Debt Se	\$11,992.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,992.13
4201	Grant Construction	\$373.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$373.00
4903	Permanent Improvement	\$601,761.31	\$32,954.50	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$768,806.81
5101	Water Operating	\$216,232.89	\$29,799.96	\$0.00	\$0.00	\$0.00	\$522,500.00	\$0.00	\$708,932.93
5201	Sewer Operating	\$201,456.71	\$39,943.18	\$0.00	\$0.00	\$15,000.00	\$410,000.00	\$0.00	\$586,513.53
5202	Storm Sewer Operating	\$179,756.03	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$244,756.03
5301	Electric Operating	\$863,843.27	\$92,059.98	\$0.00	\$0.00	\$0.00	\$1,800,000.00	\$0.00	\$2,571,783.29
5501	Swimming Pool	\$135.86	\$0.00	\$0.00	\$0.00	\$0.00	\$68,000.00	\$0.00	\$68,135.86
5701	Water Capital Preventative M	\$321,044.09	\$47,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$319,044.09
5702	Electric Replacement	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
5703	Water Capital Improvement	\$87,222.21	\$22,487.67	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$129,734.54
5704	Sewer Capital Improvement	\$69,009.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,009.47
5705	Enterprise Improvement	\$6,520.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,520.25
5781	Utility Deposit	\$52,365.69	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$67,365.69
		\$3,851,709.80	\$315,077.17	\$0.00	\$0.00	\$0.00	\$4,285,549.36	\$0.00	\$7,822,181.99

Not for county auditor budget submission. Instead use the Year End Balance Certificates in Budget > Transactions.

**Fund Status**

As Of 2/4/2026

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	3.306%	\$120,846.09	\$0.00	\$120,846.09
2011	Street Construction Maint. & Repair	3.823%	\$139,736.83	\$0.00	\$139,736.83
2021	State Highway	4.112%	\$150,324.67	\$0.00	\$150,324.67
2041	Parks and Recreation	0.452%	\$16,532.01	\$0.00	\$16,532.01
2071	Income Tax	16.195%	\$592,004.00	\$0.00	\$592,004.00
2101	Permissive Motor Vehicle License Tax	1.967%	\$71,899.25	\$0.00	\$71,899.25
2271	Enforcement And Education	0.076%	\$2,781.00	\$0.00	\$2,781.00
3302	Special Assessment Debt Service-98 Sewer	0.328%	\$11,992.13	\$0.00	\$11,992.13
4201	Grant Construction	0.010%	\$373.00	\$0.00	\$373.00
4903	Permanent Improvement	16.462%	\$601,761.31	\$0.00	\$601,761.31
5101	Water Operating	5.463%	\$199,705.23	\$0.00	\$199,705.23
5201	Sewer Operating	5.019%	\$183,475.05	\$0.00	\$183,475.05
5202	Storm Sewer Operating	4.918%	\$179,756.03	\$0.00	\$179,756.03
5301	Electric Operating	20.611%	\$753,346.98	\$0.00	\$753,346.98
5501	Swimming Pool	0.001%	\$32.66	\$0.00	\$32.66
5701	Water Capital Preventative Maintenance	8.783%	\$321,044.09	\$0.00	\$321,044.09
5702	Electric Replacement	2.736%	\$100,000.00	\$0.00	\$100,000.00
5703	Water Capital Improvement	2.250%	\$82,262.48	\$0.00	\$82,262.48
5704	Sewer Capital Improvement	1.888%	\$69,009.47	\$0.00	\$69,009.47
5705	Enterprise Improvement	0.178%	\$6,520.25	\$0.00	\$6,520.25
5781	Utility Deposit	1.422%	\$51,965.69	\$0.00	\$51,965.69
<b>All Funds Total</b>			<b>\$3,655,368.22</b>	<b>\$0.00</b>	<b>\$3,655,368.22</b>
Pooled Investments					\$3,234,883.24
Secondary Checking Accounts					\$0.00
Available Primary Checking Balance					\$420,484.98

**Last reconciled to bank: 11/28/2025 – Total other adjusting factors: \$137.86**

**It is good practice to reconcile account balances with the bank every month. A current reconciliation should be posted for your financial records and for auditing purposes.**

# Wood County Emergency Management Agency

Jeff Klein, EMA Director

*A department under the Board of County Commissioners  
Doris I. Herringshaw Ed.D • Dr. Theodore H. Bowlus • Craig LaHote*



To: Political Subdivision CodeRED Sub-Users  
From: Jeff Klein, EMA Director  
Date: January 27, 2026  
Re: CodeRED Mass Notification System

As I am sure you are all aware, OnSolve CodeRED experienced a cyber incident in late October 2025. Since the incident occurred, CodeRED's response has been slow and limited in its effectiveness.

Several of you have asked the question "is now a good time to look for a new system?" The question becomes more pertinent, considering that the County's contract with CodeRED expires at the end of February.

To get a well-rounded capability assessment, the EMA contacted various other county EMA offices for their opinions and experiences with the system they use, as well as engaged in virtual demonstrations with other mass notification vendors. Representatives from some of the high frequency CodeRED user agencies NWWSD, the City of Bowling Green, City of Perrysburg and the Wood County Sheriff's Office participated in those demonstrations.

The EMA has identified Everbridge as the preferred option, and the Commissioners have agreed to move forward with a contract for services. Key factors in our decision were:

- Everbridge has a high reliability rate,
- They are the national FEMA IPAWS provider,
- They provide worldwide coverage and meet the highest cyber security requirements,
- They offer all the features we have now and more, and
- Everbridge can provide services at a lower annual cost than CodeRED (CodeRED \$42,117 and Everbridge \$31,347).

Currently, our sub-user agreements with you reference "CodeRED". Therefore, new agreements will need to be generated. Please let us know if you are interested in remaining a sub-user under the Everbridge system. Once we have your commitments, we can determine the cost. As a reminder, currently the Wood County Commissioners' Office pays half the cost and the remaining half is divided among the sub-users per capita.

Please feel free to contact me with any questions or concerns.