



VILLAGE OF PENINSULA

AGENDA REGULAR MEETING OF COUNCIL

Tuesday February 24, 2026, 7:00 p.m.

Peninsula Village Hall

1582 Main Street

Peninsula, Ohio 44264

CALL TO ORDER/ROLL CALL

PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA

SPECIAL PRESENTATIONS

PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS

January 27, 2026 Special Council Meeting Minutes

CITIZEN PARTICIPATION

REPORTS

Mayor, Daniel Schneider, Jr.

Speed Signs

Fiscal Officer, Ms. Iaconis

Street Commissioner, Mr. Anderson

Finance Liaison, Mr. Krachinsky

Police Department

Roads and Public Works

Planning Commission, Ms. Frank-Hensley

Zoning Officer, Mr. Collins

Board of Zoning Appeals

Buildings and Grounds

Chamber of Commerce & Economic Development Liaison, Mr. Rosales

Policies & Procedures Liaison, Mr. Slocum

Fire Board, Mr. Krachinsky

Cemetery Board, Ms. Padrutt

JEDD Board, Ms. Riggins

Wastewater/Stormwater/Water

Motion to Authorize the Payment of Up to \$33,333.33 to the Village of Boston Heights in Connection with the OHM Advisors Proposed Valley Water District Masterplan

Solicitor, Mr. Bryan

LEGISLATION:

Third Reading:

Ordinance No. 27-2025

Requested by: Mayor Schneider

An Ordinance Amending Section 1113.01 of the Zoning Code Relating to the Schedule of Regulations and a Maximum Building Footprint Lot Coverage Percentage Limit for Commercial, Mixed-Use, and Public Institution Districts

Resolution No. 01-2026

Requested by: Councilperson Slocum

A Resolution Amending the Village of Peninsula Rules of Council

Second Reading:

Resolution No. 03-2026

Requested by: Mayor Schneider and Fiscal Officer Iaconis

A Resolution Establishing the Annual Operating Budget and Setting Forth the Appropriations for 2026

Ordinance No. 05-2026

Requested by: Members of Council

An Ordinance Establishing Section 125.08 of the Administrative Code Regarding Meeting Video with Audio Recordings and Meeting Minutes

First Reading: None.

UNFINISHED BUSINESS/NEW BUSINESS

Council Priority List

Problem Solving Methods Document

EXECUTIVE SESSION (IF NECESSARY)

Proposed Executive Session Form

ADJOURNMENT

QUOTE

QUOTE NO
27948

Bain

E N T E R P R I S E S

TO Village of Peninsula
1582 Main Street
Peninsula, OH 44264

QUOTE DATE	VALID THRU	SALES REP	PAGE
1/14/2026	2/12/2026	Nate Fiedler (330) 696-0918 nate@bainenterprises.com	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
ER12	1	12" display, DC, System Weight approx. 9lb, present radar (5-99 MPH), 2 violator alerts for over speed flashing and over speed blanking, built-in white strobe	2,382.25	2,382.25
ER12-CS2	1	Solar kit to include 20 watt solar panel, 2 amp charger and two (2) 18 amp batteries	787.75	787.75
ADD20W	1	Additional 20 watt solar panel	196.50	196.50
ER12-YSY-HI	1	Your Speed, Yellow Sign. Helps identify action, 24" x 30", High Intensity	102.75	102.75
		OPTION:		
ER12-STAT-599	1	Traffic Stats Package (LT-ER12 only)	457.50	457.50
ADD-BT	1	Bluetooth for wireless downloading.	470.50	470.50
Q-FREIGHT	1	Shipping & Handling	200.00	200.00

TOTAL AMOUNT 4,597.25

«blurbtext»



December 16, 2025

Valley Water District Participants
Village of Boston Heights
Attn.: Mayor Ron Antal
45 East Boston Mills Road
Boston Heights, Ohio 44236

RE: Valley Water District Masterplan - Proposal for Engineering Services
Proposal #25184

Dear Mayor Antal,

OHM Advisors (OHM) is pleased to provide this proposal for professional engineering services for the preparation of a Water System Master Plan. The plan will address the potential formation of a Regional Water District in conformance with Ohio Revised Code (ORC) 6119 between the Village and neighboring partners including the Village of Peninsula, Boston Township, Cuyahoga Valley National Parks, and the Conservancy for the Cuyahoga Valley National Parks. This plan will closely mirror the North Hills Water District in Sagamore Hills and Northfield Center Townships and ultimately will be used to address high-priority asset needs, infrastructure performance, hydraulic capacity, planning for future capital and operating expenditures, and funding strategies.

Key to the plan will be the definition of the district's governance and components of a General Plan and a Water Reliability Study including development and simulation of a water supply hydraulic model. There are many elements in common with these documents; therefore, completing these together will result in a more efficient and robust Capital Improvement Plan (CIP). The CIP must identify principal investments necessary for the 5-year and 20-year planning periods. The General Plan shall include a comprehensive map of the system showing service boundaries, location of water system components, water main size, material, fire protection, and the location of anticipated pressure reducing and/or sustaining valves. The hydraulic analysis must include creation of pressure contour maps for the various water demand and supply conditions.

The Reliability Study focuses on planning items including population and water demands for three separate planning periods (existing, 5-year, and 20-year). Average day, maximum day and peak hour water demands must be calculated for the three planning periods. In general, the Reliability Study also documents the capacity of the existing water sources, pumping capacities, and storage. It compares that capacity to the existing and future needs of the system. In the case of the new district, the Reliability Study will evaluate the ability of the cities of Hudson, Akron, Cuyahoga Falls, and the Cleveland Water Department (CWD) to provide enough water volume and appropriate pressures to sustain the needs of the future district's system. Coordination with each supplier will be necessary.

While Boston Heights will be the lead contracting municipality, initial alignment with the district partners and Summit County will be formalized through a memorandum of understanding (MOU) for cost sharing purposes prior to authorization of this study. It is expected the study will commence in January 2026 with completion by March 2026. To that end, we propose the following scope of services.



SCOPE OF SERVICES

The objective of OHM Advisors' proposed scope of services is to prepare a plan with the aforementioned requirements as it relates to the Valley Water District system. The following scope of services is proposed for the Village's consideration:

Task 1: Project Initiation and Data Review

Under this task, OHM will initiate the project and obtain necessary information to proceed with the analysis. Specific work efforts include:

- ▶ Organize and attend an in-person kick-off meeting with District Partners to review project goals, objectives, and project schedule.
- ▶ Obtain necessary planning information to perform population projections and water demand calculations, i.e., anticipated developments, key zones, existing large commercial users, and National Parks demands, etc.
- ▶ Confirm desired fire protection rates and zoning information.
- ▶ Review of past reports commissioned by Summit County for similar water service extension.
- ▶ Acquire GIS database of existing water assets from Akron, CWD, Cuyahoga Falls, and Hudson to initiate horizontal asset assignment and creation of a conceptual systemwide hydraulic model.
- ▶ Acquire Digital Elevation Model (DEM) to define systemwide topographic and vertical water supply constraints.

Task 2: Planning and Demand Projections

Under this task, OHM will evaluate and analyze updated population and estimate consumption. OHM, with the assistance of District Partners, will compile updated planning data that will be used in creation of water system demand projections. OHM will use existing data to determine the District's peak hour demands. Five (5) years and twenty (20) year demands will be scaled based upon population projections. Similar maximum day and peak hour peaking factors based on existing conditions will be utilized.

Specific work efforts include:

- ▶ Prepare GIS web-based mapping overlaying DEM, zoning, land use, and existing water supply assets, as made available.
- ▶ Compile and report water consumption data, including:
 - a. Projected average daily demands.
 - b. Projected maximum daily demands.
 - c. Projected peak hourly demands.
 - d. Projected fire flow demands.
 - e. Basis for demand projections.
- ▶ Define water transmission and supply alignments in GIS.
- ▶ Consider Public Water Systems (PWS) and potential decommissioning.

Task 3: Reliability Study

Under this task, OHM will assemble, evaluate, and analyze water demand and water system capacities to determine the sufficiency of the water system to meet existing and future needs from each potential water supplier, Akron, Hudson, Cuyahoga Falls, and CWD.

Specific work efforts include:

- ▶ Define water supply system existing and future water production capacities.
- ▶ Define capital investments necessary, if any, for increased and sustained water supply.



- ▼ Summarize cost of water and intergovernmental agreements required, if any.
- ▼ Compile and report water production data, including:
 - f. Projected average daily capacities.
 - g. Projected maximum daily capacities.
 - h. Projected peak hourly capacities.
 - i. Projected fire flow capacities.
 - j. Basis for capacity projections.
- ▼ Meet with each potential supplier twice.

Task 4: Hydraulic Model Development & Analysis

OHM will construct a conceptual water distribution hydraulic model using Innowyze's InfoWater software. This model will be developed based on information gathered in Tasks 1 and 2 using assumed pipe material and diameter. Water demands, operating criteria, and elevation data will be input into the water model to simulate pressures and available fire protection. Operating set points for average day, maximum day, and peak hour will be evaluated for existing 5-year, and 20-year planning periods utilizing the data gathered during Task 3 to define deficiencies in pressure or areas of fire protection concerns.

As part of the General Plan requirements, maps displaying the water service district boundaries will be provided along with a map displaying water main size, material, and suggested valving and storage, if warranted.

Specific work efforts include the following:

- ▼ Work with the potential water suppliers to update water system GIS data if necessary for model incorporation.
- ▼ Perform model analyses for average day, maximum day, and peak hour demand scenarios for existing, 5-year, and 20-year planning periods.
- ▼ Perform fire protection model analyses for existing, 5-year, and 20-year planning periods.
- ▼ Evaluate operational settings.
- ▼ Create pressure and fire protection maps summarizing the model results.
- ▼ Identify up to four (4) capital improvements needed to address pressure or fire protection concerns for the three planning periods.

Task 5: Level of Service and Revenue Structure

We propose to assist the District Partners with assigning a Level of Service Goals and defining the organization of Regional Water and Sewer Districts under Chapter 6119 of the Ohio Revised Code (ORC 6119) specific to the Valley District. The level of service helps distinguish ways staff and water system stakeholders (residents, board, *etc.*) want the utility to perform over the long term. As part of this effort, we propose to review the previous approach for the development of level of service goals (including service criteria, performance indicators, and targeted level of service) and stakeholder involvement from similar and operational districts.

The code requires development of a revenue structure. This proposal assumes that the District Partners will use results from similar and operational district financial analyses to perform this assessment. Further, this proposal assumes the District Partners will strictly adhere to ORC 6119 and the procedures and provision set forth. Therefore, only minimal effort is proposed as part of this task to summarize the requirements listed in ORC 6119.



Task 6: Capital Improvement & Funding Plan

OHM will prepare the Capital Improvement Plan (CIP) based on the recommendations from Task 4 (hydraulic analysis) and input from the District Partners on corresponding preferences. Water system CIP projects will consider hydraulic issues identified during Task 3 for 5-year and 20-year planning horizons.

Specific work efforts include the following:

- ▶ Create maps showing proposed CIP projects.
- ▶ Develop cost opinion tables for comparison.
- ▶ Summarize funding partners and agencies, associated requirements, and timelines to develop a funding stack.
- ▶ Meet with potential funding representatives; private, local, state and federal, to align funding support.

Task 7: Development of Water Master Plan Report

As part of this task, a Water Master Plan report will be generated for submission to the District Partners and key stakeholders, including the findings, results, and conclusions from the above-outlined tasks. OHM will meet with the District Partners to review the findings and recommendations from the Water Master Plan report.

ASSUMPTIONS AND CLARIFICATIONS

The above-listed scope of services was prepared with the following assumptions:

- ▶ The District Partners will agree through a MOU to split costs associated with this proposal.
- ▶ The potential water suppliers, Akron, Cuyahoga Falls, Hudson, and CWD will provide necessary background documentation for the Reliability Study preparation.

SCHEDULE

Assuming authorization by February 1, 2026, OHM Advisors proposes to submit the final report deliverable to the District Partners no later than June 1, 2026. This duration is based on timely responses from the District Partners when information requests are verbally or formally submitted. As outlined in the Scope of Services, ongoing involvement is needed from the District Partners and potential water suppliers to maintain task progress and schedule.

FEE SCHEDULE

OHM Advisors proposes to provide the above-outlined professional engineering services for an hourly, not-to-exceed total fee of **\$125,000**, and would not exceed that total amount without further authorization.

Task	Cost
Task 1 – Project Initiation and Data Review	\$9,500
Task 2 – Planning and Demand Projections	\$14,000
Task 3 – Reliability Study	\$33,000
Task 4 – Hydraulic Model Development & Analysis	\$34,300
Task 5 – Level of Service and Revenue Structure	\$5,700
Task 6 – Capital Improvement & Funding Plan	\$21,000
Task 7 – Development of Water Master Plan Report	\$7,500
Total	\$125,000



SERVICES NOT INCLUDED

The following tasks are not included in this proposal but can be provided on a time-and-materials basis upon the request of the Township.

- ▼ Detailed design, permitting, or regulatory agency coordination.
- ▼ Legal services of any kind.
- ▼ Field services, survey verification or assistance.

AUTHORIZATION & ACCEPTANCE

If this proposal is acceptable to you, your signature on this letter with a copy returned to us will serve as our authorization to proceed. Upon execution, this Proposal, the Terms & Conditions, and the other attachments will form our agreement.

Thank you for giving us the opportunity to be of service. We look forward to collaborating with you on this project. This proposal is valid for 30 days from the date of this letter. If you have any questions or comments, please contact us at 330.913.1049 or at jason.popiel@ohm-advisors.com or tony.burgoyne@ohm-advisors.com.

Sincerely,

OHM Advisors

Jason Popiel, P.E.
Client Representative

OHM Advisors

R. Tony Burgoyne, P.E.
Principal-In-Charge

Village of Boston Heights
Water System Master Plan

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____

Encl: OHM Standard Terms and Conditions

TERMS & CONDITIONS



1. **THE AGREEMENT.** These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between OHM ADVISORS, a registered Ohio company, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. **CLIENT RESPONSIBILITIES.** CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. **PROJECT INFORMATION.** OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. **PERIOD OF SERVICE.** The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. **COMPENSATION.** CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. **TERMS OF PAYMENT.** Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. **STANDARD OF CARE.** OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. **RESTRICTION OF REMEDIES.** OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. **LIMIT OF LIABILITY.** To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. **ASSIGNMENT.** Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. **NO WAIVER.** Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. **GOVERNING LAW.** The laws of the State of Ohio will govern the validity of this Agreement, its interpretation and performance.
13. **INSTRUMENTS OF SERVICE.** OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. **CERTIFICATIONS.** OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. **TERMINATION.** Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. **RIGHT TO SUSPEND SERVICES.** In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.
17. **OPINIONS OF PROBABLE COST.** OHM ADVISORS preparation of Opinions of Probable Cost represents OHM

ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.
22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.



meeting summary

February 3, 2026

Subject:	Valley Water District ORC 6119	
Meeting Date:	January 27, 2026	Time: 2:00pm
Location:	Boston Township 1775 Main St, Peninsula, OH 44264	
Participants:	Mayor Ron Antal, Trustee Amy Anderson, Richard Slocum, Ivan Kassovic, Daniel Krachnsky, Mike Vinay, Mike Cunnington, Jeff Snell, R. Tony Burgoyne, P.E.	

Discussion:

1. Boston Township is unable to contribute financially.
2. Majority consensus to initiate the potential formation of a water district. All agreed there are large benefits.
3. Discussed general makeup and governance with members from each community to operate the district including billing, maintenance, service areas, phased extension, etc.
4. Needed feasibility study to define capital investments, technical constraints, amenable water suppliers, funding strategy, and District governance.
 - a. Cost to be split between stakeholders.
 - b. Contract to be held by the Village of Boston Heights.
 - c. Memorandum of Understanding (MOU) to be signed by each contributing stakeholder with Boston Heights.
5. Discussed Akron's interest and the potential inclusion of Public Water Systems (PWS) in the funding story.
6. Discussed general funding strategy with majority of capital funds sought through CVNP.

Updates:

CVNP in conjunction with the Conservancy will contribute \$25,000 towards the feasibility study. This leaves the remaining balance to be split between the Village of Boston Heights, Village of Peninsula and Summit County - \$33,333.33 each.

Action Items:

1. **Boston Heights** - Introduce legislation to Council appropriating \$33,333.33 towards the study with the understanding a draft MOU from the Conservancy, Summit County, and Village of Peninsula is forthcoming for their share of the study.
2. **Peninsula** - Introduce legislation to Council appropriating \$33,333.33 towards the study. Draft a MOU between the Village and Boston Heights.
3. **Summit County** - Introduce legislation to Council appropriating \$33,333.33 towards the study. Draft a MOU between the County and Boston Heights.
4. **Conservancy** - Appropriate \$33,333.33 towards the study. Draft a MOU between the Conservancy and Boston Heights.

VILLAGE OF PENINSULA, OHIO
ORDINANCE NO.: 27-2025
INTRODUCED BY: _____
DATE PASSED: _____

AN ORDINANCE AMENDING SECTION 1113.01(k) OF THE VILLAGE ZONING CODE RELATING TO THE SCHEDULE OF REGULATIONS AND A MAXIMUM BUILDING FOOTPRINT LOT COVERAGE PERCENTAGE LIMIT FOR THE COMMERCIAL, MIXED-USE, AND PUBLIC INSTITUTION DISTRICTS

WHEREAS, Chapter 713 of the Ohio Revised Code authorizes the Village to enact zoning code regulations and amend those regulations from time to time; and

WHEREAS, in order to control the size and scale of buildings in connection with their respective lots and leave additional room for parking and green space, at its November 24, 2025 Meeting, the Village Planning Commission recommended to Council that it amend Section 1113.01(k) of the Village Zoning code to establish a maximum building footprint lot coverage percentage limit for the Commercial, Mixed-Use, and Public Institution districts; and

WHEREAS, Council desires to adopt the recommendations of the Planning Commission with respect to the proposed Section 1113.01(k) amendment.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby amends Section 1113.01(k) of the Village Zoning Code relating to the Schedule of Regulations and a maximum building footprint lot coverage percentage limit for the Commercial, Mixed-Use, and Public Institution districts, as indicated in the attachment hereto that is incorporated herein by reference.

SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public and/or in compliance with all legal requirements.

SECTION 3. That this Ordinance shall be effective as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed: _____
Daniel Schneider, Jr., Mayor

Attest: _____
Katie Iaconis, Fiscal Officer

Approved as to Legal Form. _____
Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____ day of _____, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

Katie Iaconis, Fiscal Officer

1113.01 SCHEDULE OF REGULATIONS.

District/ Overlay	Lot Minimum		Maximum Height of Structures		Minimum Setback Requirements (Per Lot in Feet)				Minimum Floor Area	Maximum Lot Coverage
					Side Yards			Rear Yard		
	Area (square feet)	Width (feet)	In Stories	In Feet	Minimum Front Yard	Least One	Total of Two			
R-1, Rural Residential District	174,240 (4 acres)	300 (b)	2	35	200	65	130	100	(h)(1)	15%
R-2, “Small Town” Residential District	10,890 (1/4 acre) (a)	80 (b)	2	35	25	10	25	35	(h)(2)	30%
C, Commercial District	(c)	(b, c)	3(d)	45(d)	0	0 (f)	0 (f)	20	-	(k)
MU, Mixed Use District	(c)	(b, c)	3(d)	45(d)	0	0 (f)	0 (f)	20	(i, j)	(k)
PI, Public/Institutional District	(c)	(b, c)	2 (d)	35 (d)	0	0 (f)	0 (f)	20	-	(k)
CR, Conservation/ Recreation District	-	-	2	35	100 (g)	35 (g)	70 (g)	60 (g)	-	5%

FOOTNOTES TO SCHEDULE OF REGULATIONS

(a) In the event of no public water or sanitary sewer service availability, the minimum lot area and width in the R-2 District shall be determined by the amount and configuration of land necessary to accommodate private well(s) and or septic system(s), as determined by the Summit County General Health District. In no case, however, shall the minimum lot area be less than 10,890 square feet.

(b) In all districts, in addition to meeting minimum lot width requirements, each lot shall also provide lot frontage conforming to the requirements of Section 1117.05.

(c) In a C, MU, or PI District, lot minimum (area and width) and minimum front and side setback requirements shall be determined by the ability of a proposed use to meet all other requirements of this Ordinance.

(d) In a C, MU, or PI District, as well as for additional uses in R-1 and R-2 Districts as specified in this Ordinance, additional building height may be permitted with Commission approval, upon providing justification to the Commission that the height is necessary for the operation of a proposed use.

(e) In all districts, on a corner lot, the side yard abutting the secondary street shall be increased to the front yard for the district in which the lot is located.

(f) In a C, MU, or PI District, where a lot abuts land in an R-1 or R-2 District, any side yard abutting such land shall be increased to 20 feet.

(g) In a CR District, there shall be no setback requirements for any lot line that abuts another lot in a CR District.

(h) (1) Single-family dwellings in the R-1 District shall comply with the following minimum floor area requirements:

(A)

Dwellings with or without basement	1400 sq. ft.
First floor of two-story or tri-level	800 sq. ft.

(B) Single Family dwelling shall comply with the following maximum floor area requirements:

Dwelling with or without basement	5500 sq.ft.
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(2) Single-family dwellings in the R-2, MU and C Districts shall comply with the following minimum floor area requirements:

(A)

Dwellings with or without basement	1000 sq. ft.
First floor of two-story or tri-level	700 sq. ft.

(B) Single Family dwelling shall comply with the following maximum floor area requirements:

Dwelling with or without basement	2800 sq.ft.
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(i) Two and three family dwellings on individual lots shall comply with the following minimum floor area requirements per unit:

(1)

Dwellings with or without basement	1,000 sq. ft.
First floor of two-story or tri-level	700 sq. ft.

(2) Two family buildings in the R-2 and MU Districts shall comply with the following maximum building area requirements:

Building with or without basement, includes both units	3200 sq.ft.
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(j) Multiple family dwellings in a multifamily development and accessory apartments shall comply with the following minimum floor area requirements per unit:

Unit with one bedroom	400 sq. ft.
Unit with two bedrooms	550 sq. ft.
Unit with three or more bedrooms	700 sq. ft.

(k) In a C, MU or PI District, ~~maximum lot coverage~~ the building foot print shall not exceed 50% of the lot area unless approved by the Planning Commission. ~~be determined by the ability of a proposed use to meet all other requirements of this Ordinance.~~

VILLAGE OF PENINSULA, OHIO
RESOLUTION NO.: 01-2026
INTRODUCED BY: _____
DATE PASSED: _____

A RESOLUTION AMENDING THE VILLAGE OF PENINSULA RULES OF COUNCIL

WHEREAS, Section 731.45 of the Ohio Revised Code authorizes Council to determine its own rules; and

WHEREAS, in 2023, Council readopted Rules of Council governing the operations of Council and Councilmembers; and

WHEREAS, Council desires to amend the Rules of Council as specified herein.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby amends the Rules of Council as set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. That all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Resolution shall take effect and be in force as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed:

Daniel Schneider, Jr., Mayor

Attest:

Katie Iaconis, Fiscal Officer

Approved as to Legal Form.

Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____ day of _____, 2026, as follows:

1. Terry Lumber & Supply
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

Katie Iaconis, Fiscal Officer

VILLAGE OF PENINSULA RULES OF COUNCIL

RULE 1	PUBLIC & OPEN MEETINGS
RULE 2	CORRESPONDENCE AND COMMUNICATIONS
RULE 3	MEETINGS
RULE 4	ORGANIZATIONAL MEETING
RULE 5	CONFLICTS OF INTEREST
RULE 6	ORDER OF BUSINESS
RULE 7	MAYOR'S AUTHORITY
RULE 8	EXECUTIVE SESSION
RULE 9	ADJOURNMENT
RULE 10	RECORD OF PROCEEDINGS
RULE 11	MEETING PREPARATION
RULE 12	SPECIAL COMMITTEES
RULE 13	VOTES AND VOTING
RULE 14	SPOKESPERSON FOR COUNCIL MATTERS
RULE 15	MEETING ATTENDANCE

RULE 1 PUBLIC & OPEN MEETINGS

1. All official meetings of Village Council are and shall be open to the public. (O.R.C. 121.22(C))
2. Notwithstanding Section 1, Council may, from time to time, and under such circumstances allowed by law and as enumerated in Rule 8, adjourn to executive session. (O.R.C. 121.22(G))
3. Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.
4. All action by Village Council shall be taken at an open session. (121.22(A))

RULE 2 CORRESPONDENCE AND COMMUNICATIONS

1. Each Member of Council shall be provided with Business Cards which shall include the Member's name, the Village's governmental address, and the email address of the Member.
2. Each Member of Council is to recall that all correspondence and communications sent or received by or on behalf of the Member in the execution of the office shall be considered a PUBLIC RECORD, and a copy shall be preserved by the Member, or the Village, or both. (O.R.C. 149.43(A)(1); 149.011(A))
3. Each Member of Council is to recall that no correspondence or communication may be purged or destroyed except in accordance with the Rules governing the retention and destruction of Public Records. (O.R.C. 149.351)

RULE 3 MEETINGS

1. All meetings of Village Council are open to the public, and Council shall make provision to provide adequate space for the attendance of all persons wishing to attend. (O.R.C. 121.22(C))
2. All actions of Village Council shall be taken in an Open Session (O.R.C. 121.22(A)), and the ayes and nays of each vote shall be taken and included in the Record of Proceedings. (O.R.C. 733.27)
3. Regular meetings of Village Council shall be held in the Peninsula Village Hall on the second Tuesday of each month, beginning promptly at 7 p.m. (Pen. 121.01)
4. Special meetings of Village Council shall be called, as found to be necessary, upon either the request of the Mayor or upon the written demand of three Members of Council. Twenty four hours' notice of such special meeting shall be given to each Member of Council. Any request for the calling of a Special Meeting shall include the matters to be considered, and the Notice of the calling of the Special Meeting shall include all such matters to be considered. (O.R.C. 731.46, 731.44; Pen. 121.02, 125.03)
5. The Mayor, as President of Council, shall preside at each meeting of Village Council (O.R.C. 733.24) and shall call the meeting to order at the time scheduled. In the absence of the Mayor, the President Pro-Tem of Council shall perform such duties as are imposed upon the President. (O.R.C. 731.10) In the absence of both the Mayor and the President Pro-Tem, the Clerk of Council or Solicitor shall call the meeting to order at the scheduled time. In such case, the first order of business shall be the election of a temporary presiding officer selected by the Members of Council present. The person so selected shall conduct the meeting and relinquish those duties upon adjournment.
6. No business shall be conducted at any meeting of Village Council at which there is not a quorum of Members of Council present. In the absence of a quorum, the Members present may, by majority vote, recess and cause the Clerk of Council or Administrative Clerk to procure the attendance of absent Members. (O.R.C. 731.44)
7. The Fiscal Officer of the Village shall serve as Clerk of Council. (O.R.C. 733.262; Pen. 133.01)

RULE 4 ORGANIZATONAL MEETING

1. Immediately upon the Call to Order at the first Regular Meeting of Village Council in January of each year, the following shall occur:
 - a. New Members of Council shall be sworn in and acknowledge their oath.
 - b. Village Council shall select, by majority vote, the Member of Council who shall serve as President Pro-Tem for that year, who shall serve until a new President Pro-Tem is selected. (O.R.C. 733.10)
 - c. The Mayor shall nominate a Street Commissioner, and Council shall vote upon the nomination. Upon the consent of Village Council, by majority vote, the Street Commissioner shall immediately serve until a new Street Commissioner is selected,

unless earlier removed from office pursuant to O.R.C. 735.31 or other applicable provision of the Ohio Revised Code. (O.R.C. 735.31)

- d. If appropriate, Village Council shall select, by majority vote, the Member of Council who shall serve as a Member of the Village Planning Commission. The Member so selected shall immediately serve as Member of the Planning Commission as provided by law. (O.R.C. 713.01; Pen. 145.01)
- e. The President Pro-Tem shall nominate such Council Liaisons as are appropriate. The Liaisons shall immediately undertake their responsibilities and serve until new Liaisons are selected, or until the role of Liaison is eliminated by majority vote of Village Council. (Village of Peninsula Council Rules and Guidelines for the Establishment, Appointment, and Responsibilities of Council Liaisons)
- f. The Mayor shall deliver, orally or in writing, a statement of the condition of the Village, along with a statement of any goals or plans for the year then beginning. (O.R.C. 733.41)

RULE 5 CONFLICTS OF INTEREST

- 1. No Member of Council shall vote, or solicit other Members to vote, on any matter on which the Member of Council has a Conflict of Interest.
- 2. The Ohio Ethics Law generally prohibits public officials from using their official positions for their own personal benefit or the benefit of their family members or business associates. The Law contains provisions regarding Conflicts of Interest that involve financial interests in public contracts, nepotism, post-employment activities, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that Councilmembers be prohibited from:
 - a. Authorizing or using their position to secure the authorization of any contract or appointment in which they, an immediate family member, or a business associate has a financial interest (an “immediate family member” is defined as a spouse, parent, grandparent, child, grandchild, sibling, or any other relative residing with the Councilperson) (a “business associate” is defined as a person or entity with whom or which the Councilperson is acting together to pursue a common business purpose);
 - b. Accepting any gift, gratuity, favor, or other form of payment from a person or firm who is under contract with the Village, who is proposing to enter into a contract with the Village, or who otherwise provides any service or commodity to the Village at taxpayers’ expense;
 - c. Authorizing a contract or regulation that provides a particular and singular benefit to themselves or their personal or real property that is separate and apart from a benefit provided or regulation applicable to a group of persons, entities, or properties;
 - d. Disclosing or using information that is deemed confidential by law; or

- e. Representing parties before any public body in a manner in which they were involved as a Councilperson both during and for one year after leaving public service.

(O.R.C. 102.03, 2921.42, 2921.43; Village of Peninsula Employee Handbook, Freedom from Conflicts of Interest, pp. 8, 9)

RULE 6 ORDER OF BUSINESS

1. The business of Village Council shall be transacted in accordance with the following agenda format:
 - a. Call to Order.
 - b. Roll Call.
 - c. Presentation of the Agenda, and Amendment, as appropriate.
 - d. Special Presentations, if any.
 - e. Consideration of the Record of Proceedings of the Prior Regular Meeting or any Prior Special Meeting.
 - f. Citizen Participation.
 - g. Mayor's Report.
 - h. Fiscal Officer Report.
 - i. Liaison and Committee Reports.
 - j. Solicitor's Report and Reading/Consideration of Pending Legislation.
 - k. Unfinished Business.
 - l. New Business.
 - m. Executive Session, if required.
 - n. Adjournment.

Citizen Participation shall be allowed for any person in attendance at the meeting and shall, unless otherwise determined by Village Council, allow the speaker up to three minutes to address Council as a whole on any issue of interest in the Village.

In respect to Council, and for purposes of maintaining a proper Record of Proceedings, each speaker shall first identify themselves by name and residence or business address, along with any business or organization affiliation.

Speakers shall observe proper decorum and refrain from using obscenities, engaging in disrespectful conduct, or making personal attacks or insults.

In respect to the speaker, the others in attendance, and the meeting agenda, there shall be no debate from Council during or immediately following the speaker's presentation, however, it may be appropriate to return to the statement of the speaker, or the issues raised by the speaker, later in the meeting.

RULE 7 MAYOR'S AUTHORITY

1. The Mayor, as President of Council, shall preside at each Meeting and shall conduct the Proceedings as contained in these Rules, the Ordinances of the Village of Peninsula, and the Ohio Revised Code. (O.R.C. 733.24)

2. The Mayor shall be responsible for the decorum of the Meeting and insure all Members of Council have the opportunity to fully participate in the debate and are treated fairly and respectfully by all present.
3. The Mayor shall have no vote or veto on any matter decided by Village Council, with the exception that if there is a tie vote, the Mayor shall be invited to cast the determining vote, in which case that vote shall have the same legal vote as a vote by any Member of Council. (O.R.C. 733.24)
4. The Mayor shall have no vote and shall not be permitted to cast the determining vote when the question before the Council is on a Nomination made by the Mayor.

RULE 8 EXECUTIVE SESSION

1. Council may meet in Executive Session for the consideration of any item permitted under the Ohio Revised Code. No formal action of any kind may be taken in any Executive Session. (O.R.C. 121.22(H))
2. The decision to adjourn to Executive Session shall be made by a roll call motion, duly seconded, with the ayes and nays recorded thereon. The Motion shall include a statement identifying the allowed statutory purpose of the Executive Session. (O.R.C. 121.22(G)).
3. Council Members and other participants in an Executive Session may not disclose, or use for personal profit, any information gathered as the result of an Executive Session. All information discussed in an Executive Session, except the general topic, shall be considered confidential.
4. An Executive Session shall not be recorded by any means or media.

RULE 9 ADJOURNMENT

1. A Motion to Adjourn shall always be in Order, unless Council is engaged in voting.
2. A Motion to Adjourn shall be decided without debate.

RULE 10 RECORD OF PROCEEDINGS

1. No later than the time the agenda for the next Regular Council Meeting is distributed to Council, a Draft Record of Proceedings shall be distributed to each Member of Council for their review, either electronically or by hand delivery. Concomitant with that tender, the Draft Record of Proceedings shall be posted on the Village website, with the notation that they are un-official and subject to change. (O.R.C. 121.22(C); Pen. 133.02)
2. In the event Council, by majority vote, determines to correct errors in the Draft Record of Proceedings, the corrections shall be made accordingly.
3. Upon adoption of the Record of Proceedings, the original document shall be signed by the Clerk of Council and Mayor and be placed in the Permanent Public Records of the Village. Promptly after adoption of the Record of Proceedings by Council, the approved Record of Proceedings shall be posted on the Village website with the draft designation removed.

RULE 11 MEETING PREPARATION

1. No later than the Thursday prior to a Tuesday Regular Meeting of Village Council (or three business days if the Regular Meeting does not take place on a Tuesday), the Clerk shall provide the meeting agenda, legislation, and other pertinent documents approved by the Mayor to each Member of Council, either electronically or by hand delivery.
2. All items enumerated in Paragraph 1 of this Rule shall, at or around the time of tender to Council, be posted on the Village Website, unless the Mayor, Fiscal Officer, or Solicitor object to the posting of one or more specific documents. In the case of such objection, the Clerk shall not post the objected to document(s).

RULE 12 SPECIAL COMMITTEES

The Mayor, or Council, by majority vote, may appoint any special Committee as they deem necessary to investigate, report, and make recommendations on any specifically designated subject. The chair of each Special Committee shall be a Member of Council, while the remaining committee members may come either from Council or the public at large, allowing only that any member must be qualified as an elector of the Village, as defined by law.

RULE 13 VOTES AND VOTING

1. Each Motion shall be introduced by a Member of Council, who shall clearly state the Motion and/or present to Council a written document stating the Motion. Once introduced by a Member of Council, it shall be determined whether there is a second to the Motion, before which there shall be no further discussion or debate of the Motion.
2. Once a Motion is made and seconded, it shall be stated by the Presiding Officer or Solicitor and shall be immediately open to discussion and debate, unless a Motion is made to withdraw it, amend it, or defer or delay the discussion and/or debate.
3. While a Motion, duly seconded, is before Council, Council shall not move to another matter, or consider another Motion, except that the following Motions shall be considered acceptable (in this order):
 - a. To Adjourn
 - b. To Lay the Motion On the Table
 - c. For the Previous Question
 - d. To Postpone Debate until a Certain further date
 - e. To Recommit, or Refer the matter to a Standing or Special Committee
 - f. To Amend; and
 - g. To Postpone Indefinitely
4. The Presiding Officer shall insure each Member of Council has the opportunity to be heard upon the Motion, each Member of Council is treated with respect and treats each Member of Council with respect, and the debate is limited to the question(s) under debate.
5. When, in the opinion of the Presiding Officer, Council has completed its discussion and debate upon the Motion, the Clerk shall call the roll and record the ayes and nays upon the Motion.

6. Each Member of Council present shall cast a vote, either aye or nay, and have that vote recorded by the Clerk, except under such circumstances as the Member of Council feels obligated to abstain.
 - a. In the event a Member of Council abstained from a vote, any Member of Council may challenge the abstention and request that the reasons for abstaining be placed upon the record.
 - b. In the event a majority of the Members of Council present disagree with the decision to abstain, the abstaining Member, after the recording of a majority of Council so stating, shall be required to record a vote or aye or nay.
 - c. In the event the Abstaining Member refuses to vote after a majority of Council so demands, Council may, by majority vote, hold the Abstaining Member in contempt of Council or Censure the Abstaining Member.
7. After the votes are recorded, the Presiding Officer or Solicitor shall announce whether the Motion has failed or succeeded, and such ruling shall be recorded in the Record of Proceedings, along with the ayes and the nays thereon.

RULE 14 SPOKESPERSON FOR COUNCIL MATTERS

No person, other than the Mayor or a duly authorized Member of Council, shall serve in the capacity of official spokesperson for Council. This Rule shall specifically apply to, without limitation, administrative staff, employees, Members of any Committee(s) or Board(s) of the Village, and Members of Council.

RULE 15 MEETING ATTENDANCE

1. A majority of the elected Members of Council shall be a quorum. (O.R.C. 731.44)
2. A Council Member being unable to attend a Meeting of Council shall notify the Mayor no later than 24 hours prior to the scheduled time of the meeting, except in an emergency.
3. In addition to the Members of Council and the Mayor, the following persons shall attend each meeting of Council, unless excused:
 - a. The Fiscal Officer
 - b. The Administrative Clerk
 - c. The Chief of Police; and
 - d. The Village Solicitor
4. A Member of Council wishing to resign the balance of the term for which they were elected shall submit a letter of resignation in writing to the Fiscal Officer. If the letter of resignation states the Councilmember is not resigning immediately or contains a resignation date that is later than the date the resignation letter was submitted, Council may vote to accept the letter of resignation, and in that instance, the resignation shall be final as of the resignation date provided in the letter.

VILLAGE OF PENINSULA RULES OF COUNCIL

- RULE 1 PUBLIC & OPEN MEETINGS
- RULE 2 CORRESPONDENCE AND COMMUNICATIONS
- RULE 3 MEETINGS
- RULE 4 ORGANIZATONAL MEETING
- RULE 5 CONFLICTS OF INTEREST
- RULE 6 ORDER OF BUSINESS
- RULE 7 MAYOR'S AUTHORITY
- RULE 8 EXECUTIVE SESSION
- RULE 9 ADJOURNMENT
- RULE 10 RECORD OF PROCEEDINGS
- RULE 11 MEETING PREPARATION
- RULE 12 SPECIAL COMMITTEES
- RULE 13 VOTES AND VOTING
- RULE 14 SPOKESPERSON FOR COUNCIL MATTERS
- RULE 15 MEETING ATTENDANCE
- RULE 16 TRAINING & ACCOUNTABILITY

RULE 1 PUBLIC & OPEN MEETINGS

1. All official meetings of Village Council are and shall be open to the public and abide by the Open Meetings Act. (O.R.C. 121.22(C))
2. All action by Village Council shall be taken at an open session. (121.22(A))
- 2-3. Notwithstanding Section 1, Council may, from time to time, and under such circumstances allowed by law and as enumerated in Rule 8, adjourn to executive session. (O.R.C. 121.22(G))
3. ~~Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.~~
4. ~~1. All action by Village Council shall be taken at an open session. (121.22(A))~~

RULE 2 CORRESPONDENCE AND COMMUNICATIONS

~~1. Each Member of Council shall be provided with Business Cards which shall include the Member's name, the Village's governmental address, and the email address of the Member.~~

~~2-1.~~ Each Member of Council is to recall that all correspondence and communications sent or received by or on behalf of the Member in the execution of the office shall be considered a PUBLIC RECORD, and a copy shall be preserved by the Member, or the Village, or both. (O.R.C. 149.43(A)(1); 149.011(A))

~~3-2.~~ Each Member of Council is to recall that no correspondence or communication may be purged or destroyed except in accordance with the Rules governing the retention and destruction of Public Records. (O.R.C. 149.351)

RULE 3 MEETINGS

1. All meetings of Village Council are open to the public, and Council shall make provision to provide adequate space for the attendance of all persons wishing to attend. (O.R.C. 121.22(C))
2. All actions of Village Council shall be taken in an Open Session (O.R.C. 121.22(A)), and the ayes and nays of each vote shall be taken and included in the Record of Proceedings. (O.R.C. 733.27)
3. Regular meetings of Village Council shall be held in the Peninsula Village Hall on the second and fourth Tuesdays of each month, beginning promptly at 7 p.m. Council may approve an exception to the Peninsula Village Hall, should the building not be available, or to address other issues. (Pen. 121.01)
4. The second Regular Council Meeting (fourth Tuesday) of the month shall:
 - a. Be more informal, and be treated like a work session focused on planning, creating policies, processes, or procedures, discussing current or future projects, etc.
 - b. Not need to be attended by the Fiscal Officer, the Police Chief, or the Street Commissioner unless otherwise planned.
- ~~4-5.~~ Special meetings of Village Council shall be called, as found to be necessary, upon either the request of the Mayor or upon the written demand of three Members of Council. ~~Twenty-four~~Twenty-four hours' notice of such special meeting shall be given to each Member of Council. Any request for the calling of a Special Meeting shall include the matters to be considered, and the Notice of the calling of the Special Meeting shall include all such matters to be considered. (O.R.C. 731.46, 731.44; Pen. 121.02, 125.03)
- ~~5-6.~~ The Mayor, as President of Council, shall preside at each meeting of Village Council (O.R.C. 733.24) and shall call the meeting to order at the time scheduled. In the absence of the Mayor, the President Pro-Tempore of Council shall perform such duties as are imposed upon the President. (O.R.C. 731.10). In the absence of both the Mayor and the President Pro-

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Tempore, the Clerk of Council or Solicitor shall call the meeting to order at the scheduled time. In such case, the first order of business shall be the election of a temporary presiding officer selected by the Members of Council present. The person so selected shall conduct the meeting and relinquish those duties upon adjournment.

~~6-7.~~ No business shall be conducted at any meeting of Village Council at which there is not a quorum of Members of Council present. In the absence of a quorum, the Members present may, by majority vote, recess and cause the Clerk of Council or Administrative ~~Clerk-Assistant~~ to procure the attendance of absent Members. (O.R.C. 731.44)

~~7-8.~~ The Fiscal Officer of the Village shall serve as Clerk of Council, and shall keep the minutes of the legislative authority, and preserve all of its ordinances and resolutions. (O.R.C. 733.262; Pen. 133.01)

~~8-9.~~ All administrative staff and appointed officials, including the Village Solicitor, shall be seated at a designated staff table or tables or in the public gallery, and shall not be seated at the legislative table with Members of Council and the Mayor.

~~9-10.~~ The Village Solicitor and all administrative staff may only address the Council as a body when formally recognized by the presiding officer (the Mayor or, if not present, the President Pro-Tempore) for a specific purpose such as a scheduled report, to answer a direct legal or administrative question posed by a member of Council or the Mayor, to correct inaccuracies in information discussed by Council, or to warn of legal issues. General participation or commentary outside of these conditions is not allowed.

RULE 4 ORGANIZATONAL MEETING

1. Immediately upon the Call to Order at the first -Regular Meeting of Village Council in January of each year, the following shall occur:
 - a. New Members of Council shall be sworn in and acknowledge their oath if that has not already taken place.
 - b. Village Council shall select, by majority vote, the Member of Council who shall serve as President Pro-Tempore for that year. ~~(ORC 733.10), -who shall serve until a new President Pro-Tem is selected. (O.R.C. 733.10)~~
 - c. The Mayor shall nominate a Street Commissioner, and Council shall vote upon the nomination. Upon the consent of Village Council, by majority vote, the Street Commissioner shall immediately serve until a new Street Commissioner is selected, unless earlier removed from office pursuant to O.R.C. 735.31 or other applicable provision of the Ohio Revised Code. (O.R.C. 735.31)

d. If appropriate, Village Council shall select, by majority vote, the Member of Council who shall serve as a Member of the Village Planning Commission. The Member so selected shall immediately serve as Member of the Planning Commission as provided by law. (O.R.C. 713.01; Pen. 145.01)

e. Council may create such standing and special committees as it sees fit. Such committees will meet in open meetings that follow the same requirements for Council meetings including official notice, quorum, and minute taking. Working and deliberating in committees ensures a more open and transparent organization.

e.f. The President Pro-Tempore shall nominate such Council Liaisons as are appropriate. The Liaisons shall immediately undertake their responsibilities and serve until new Liaisons are selected, or until the role of Liaison is eliminated by majority vote of Village Council. (Village of Peninsula Council Rules and Guidelines for the Establishment, Appointment, and Responsibilities of Council Liaisons)

f.g. The Mayor shall deliver, orally ~~and~~ in writing, a statement of the condition of the Village, along with a statement of any goals or plans for the year then beginning. (O.R.C. 733.41)

RULE 5 CONFLICTS OF INTEREST

1. No Member of Council shall vote, or solicit other Members to vote, on any matter on which the Member of Council has a Conflict of Interest.
2. The Ohio Ethics Law generally prohibits public officials from using their official positions for their own personal benefit or the benefit of their family members or business associates. The Law contains provisions regarding Conflicts of Interest that involve financial interests in public contracts, nepotism, post-employment activities, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that Council ~~m~~Members be prohibited from:
 - a. Authorizing or using their position to secure the authorization of any contract or appointment in which they, an immediate family member, or a business associate has a financial interest. ~~An~~ ~~a~~ “immediate family member” is defined as a spouse, parent, grandparent, child, grandchild, sibling, or any other relative residing with the Council ~~Member~~ person. A ~~(a~~ “business associate” is defined as a person or entity with whom or which the Council ~~p~~Person is acting together to pursue a common business purpose);
 - b. Accepting any gift, gratuity, favor, or other form of payment from a person or firm who is under contract with the Village, who is proposing to enter into a contract with the Village, or who otherwise provides any service or commodity to the Village at taxpayers’ expense;

- c. Authorizing a contract or regulation that provides a particular and singular benefit to themselves or their personal or real property that is separate and apart from a benefit provided or regulation applicable to a group of persons, entities, or properties;
- d. Disclosing or using information that is deemed confidential by law; or
- e. Representing parties before any public body in a manner in which they were involved as a Council ~~or~~ Person both during and for one year after leaving public service.
- e.f. Reference (O.R.C. 102.03, 2921.42, 2921.43; Village of Peninsula Employee Handbook, Freedom from Conflicts of Interest, pp. 8, 9.)

RULE 6 ORDER OF BUSINESS

1. ~~The business of~~ A regular Village Council shall be transacted in accordance with the following agenda format:
 - a. Call to Order.
 - b. Roll Call.
 - c. Presentation of the Agenda, and Amendment, as appropriate.
 - d. Special Presentations, if any.
 - e. Consideration of the Record of Proceedings of the Prior Regular Meeting or any Prior Special Meeting.
 - f. Citizen Participation.
 - g. Mayor's Report.
 - h. Fiscal Officer Report ~~(first meeting of the month)~~.
 - i. Liaison and Committee Reports.
 - j. Solicitor's Report and Reading/Consideration of Pending Legislation.
 - k. Unfinished Business.
 - l. New Business.
 - m. Executive Session, if required.
 - n. Adjournment.

2. Citizen Participation shall be allowed for any person in attendance at the meeting according to the following rules:
 - a. ~~and shall, unless otherwise determined by Village Council, allow the each~~ speaker shall be allowed up to three minutes to address Council as a whole or the Mayor on any issue of interest in the Village.

b. Speakers at the second Regular Meeting (fourth Tuesday) will be allotted up to 5 minutes to speak.

~~a-c.~~ In respect to Council, and for purposes of maintaining a proper Record of Proceedings, each speaker shall first identify themselves by name and residence or business address, along with any business or organization affiliation.

~~b-d.~~ Speakers shall observe proper decorum and refrain from using obscenities, engaging in disrespectful conduct, or making personal attacks or insults.

~~e-e.~~ In respect to the speaker, the others in attendance, and the meeting agenda, there shall be no debate from Council during or immediately following the speaker's presentation, other than allowing for clarifying questions by Council or the Mayor.

f. The speaker shall be thanked for their input and participation.

g. ~~however, it~~ may be appropriate to return to the statement of the speaker, or the issues raised by the speaker, later in the meeting or at a future meeting.

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RULE 7 MAYOR'S AUTHORITY

1. The Mayor, as President of Council, shall preside at each Meeting and shall conduct the Proceedings as contained in these Rules, the Ordinances of the Village of Peninsula, and the Ohio Revised Code. (O.R.C. 733.24)
2. The Mayor shall be responsible for the decorum of the Meeting and ~~insure~~ensure all Members of Council have the opportunity to fully participate in the debate and are treated fairly and respectfully by all present.
3. The Mayor shall have no vote or veto on any matter decided by Village Council, with the exception that if there is a tie vote, the Mayor shall be invited to cast the determining vote, in which case that vote shall have the same legal vote as a vote by any Member of Council. (O.R.C. 733.24)
4. The Mayor shall have no vote and shall not be permitted to cast the determining vote when the question before the Council is on a Nomination made by the Mayor.

RULE 8 EXECUTIVE SESSION

1. Council may meet in Executive Session for the consideration of any item permitted under the Ohio Revised Code. No formal action of any kind may be taken in any Executive Session. (O.R.C. 121.22(H))
2. The decision to adjourn to Executive Session shall be made by a roll call motion, duly seconded, with the ayes and nays and entry time recorded thereon. The Motion shall include a statement identifying the allowed statutory purpose of the Executive Session- The decision to terminate executive session shall be made by a roll call motion, duly seconded, with the ayes and nays and exit time recorded thereon. (O.R.C. 121.22(G))

3. If the purpose is to discuss “certain personnel matters,” Council must further specify that that is to consider one of the following:
 - a. Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; or
 - b. Investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing.
 - c. Such motion need not include the name of any person to be considered at the meeting.
4. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official’s duties or for the elected official’s removal from office.
5. Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.
- 2-6. Council Members and other participants in an Executive Session may not disclose, or use for personal profit, any information gathered as the result of an Executive Session. All information discussed in an Executive Session, except the general topic, shall be considered confidential.
- 3-7. An Executive Session shall not be recorded by any means or media.

RULE 9 ADJOURNMENT

1. A Motion to Adjourn shall always be in Order, unless Council is engaged in voting.
2. A Motion to Adjourn shall be decided without debate.

RULE 10 RECORD OF PROCEEDINGS

- ~~1. No later than the time the agenda for the next Regular Council Meeting is distributed to Council, a Draft Record of Proceedings shall be distributed to each Member of Council for their review, either electronically or by hand delivery. Concomitant with that tender, the Draft Record of Proceedings shall be posted on the Village website, with the notation that they are un-official and subject to change. (O.R.C. 121.22(C); Pen. 133.02)~~
- 2-1. In the event Council, by majority vote, determines to correct errors in the Draft Record of Proceedings, the corrections shall be made accordingly.
2. Minutes shall be considered “full and accurate” only if they contain, at a minimum, the following codified elements:
 - a. Record of Legislative Action: The minutes must include a complete record of every motion, resolution and ordinance proposed, clearly identifying the member who made the motion and the member who seconded the motion.

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- b. Mandatory Roll-Call Votes: For every vote, the minutes shall record a clear, individual roll-call vote indicating the specific vote (Yea, Nay, Abstain, or Absent) for every member present. Summary language such as “all in favor” or “unanimous” without a roll-call record is prohibited.
 - c. Substantive Summary Discussion: The minutes shall provide a detailed, substantive summary of the key legal and policy points raised during any discussion of legislative business. Phrases such as “discussion was held” are prohibited.
 - d. Public Comment Record: The minutes shall include an accurate and substantive summary of all comments, questions, or concerns raised during any public comment period.
3. Upon adoption of the Record of Proceedings, the original document shall be signed by the Clerk of Council and Mayor and be placed in the Permanent Public Records of the Village. Promptly after adoption of the Record of Proceedings by Council, the approved Record of Proceedings shall be posted on the Village website with the draft designation removed.
 4. All Village Council meetings shall be continuously audio recorded.
 5. The unedited, raw audio recordings shall be posted to the official Village website or other publicly access site and/or official public media channel within 3 business days of the meeting.

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RULE 11 MEETING PREPARATION

1. No later than the Thursday 5 business days prior to a Tuesday Regular Meeting of Village Council (or three business days if the Regular Meeting does not take place on a Tuesday), the Clerk shall provide the following information to each member of Council, either electronically, or by hand delivery:
 - a. Meeting agenda
 - b. Legislation
 - c. Draft minutes from the previous meeting or meetings to be considered
 - d. For the first Regular Council meeting of the month, department head written reports (Street Commissioner, Zoning Officer, Police Chief, and Fiscal Officer)
 - e. Any and other pertinent documents which may include documents requested by Council Members to be reviewed prior to the meeting. approved by the Mayor to each Member of Council, either electronically or by hand delivery.
2. All items enumerated in Paragraph 1 of this Rule shall, at or around the time of tender to Council, be posted on the Village Website and emailed to the list of persons who have requested such public information from the Administrative Assistant, unless the Mayor, Fiscal Officer, or Solicitor object to the posting of one or more specific documents an item is determined to be protected or exclusionary by the Village Solicitor per the ORC. In the case of such objection/exclusion, the Clerk shall not email or post the objected to document(s).

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RULE 12 SPECIAL COMMITTEES

~~The Mayor, or~~ Council, by majority vote, may appoint any ~~Special~~ or Standing Committee as they deem necessary to investigate, report, and make recommendations on any specifically designated subject. The chair of each ~~Special~~ Committee shall be a Member of Council, while the remaining committee members may come either from Council or the public at large, allowing only that any member must be qualified as an elector of the Village, as defined by law.

RULE 13 VOTES AND VOTING

1. Each Motion shall be introduced by a Member of Council, who shall clearly state the Motion and/or present to Council a written document stating the Motion. Once introduced by a Member of Council, it shall be determined whether there is a second to the Motion, before which there shall be no further discussion or debate of the Motion.
2. Once a Motion is made and seconded, it shall be stated by the Presiding Officer or Solicitor and shall be immediately open to discussion and debate, unless a Motion is made to withdraw it, amend it, or defer or delay the discussion and/or debate.
3. While a Motion, duly seconded, is before Council, Council shall not move to another matter, or consider another Motion, except that the following Motions shall be considered acceptable (in this order):
 - a. To Adjourn
 - b. To Lay the Motion ~~On~~ the Table
 - c. For the Previous Question
 - d. To Postpone Debate until a Certain further date
 - e. To Recommit, or Refer the matter to a Standing or Special Committee
 - f. To Amend; and
 - g. To Postpone Indefinitely
4. The Presiding Officer shall ~~e~~insure each Member of Council has the opportunity to be heard upon the Motion. ~~Each~~ Each Member of Council is treated with respect and treats each Member of Council with respect, and the debate is limited to the question(s) under debate.
5. When, in the opinion of the Presiding Officer, Council has completed its discussion and debate upon the Motion, the Clerk shall call the roll and record the ayes and nays upon the Motion.
6. Each Member of Council present shall cast a vote, either aye or nay, and have that vote recorded by the Clerk, except under such circumstances as the Member of Council feels obligated to abstain.
 - a. In the event a Member of Council abstained from a vote, any Member of Council may challenge the abstention and request that the reasons for abstaining be placed upon the record.

- b. In the event a majority of the Members of Council present disagree with the decision to abstain, the abstaining Member, after the recording of a majority of Council so stating, shall be required to record a vote of ~~o~~ aye or nay.
 - c. In the event the Abstaining Member refuses to vote after a majority of Council so demands, Council may, by majority vote, hold the Abstaining Member in contempt of Council or Censure the Abstaining Member.
7. After the votes are recorded, the Presiding Officer or Solicitor shall announce whether the Motion has failed or succeeded, and such ruling shall be recorded in the Record of Proceedings, along with the ayes and the nays thereon.

RULE 14 SPOKESPERSON FOR COUNCIL MATTERS

No person, other than ~~the Mayor or~~ a duly authorized Member of Council determined by a majority vote of Council, shall serve in the capacity of official spokesperson for Council. This Rule shall specifically apply to, without limitation, administrative staff, employees, Members of any Committee(s) or Board(s) of the Village, the Mayor and Members of Council.

RULE 15 MEETING ATTENDANCE

- 1. A majority of the elected Members of Council shall be a quorum. (O.R.C. 731.44)
- 2. A Council Member being unable to attend a Meeting of Council shall notify the Mayor no later than 24 hours prior to the scheduled time of the meeting, except in an emergency. If 24 hours' notice is not given and no emergency exists, the Council Member's attendance will be noted as unexcused.
- 3. In addition to the Members of Council and the Mayor, the following persons shall attend each meeting of Council, unless excused:
 - a. The Fiscal Officer (except second Village Council meeting of the month)
 - b. The Administrative Assistant Clerk
 - c. The Chief of Police (except second Village Council meeting of the month); and
 - d. The Village Solicitor
- 4. A Member of Council wishing to resign the balance of the term for which they were elected shall submit a letter of resignation in writing to the Fiscal Officer. If the letter of resignation states the Council ~~M~~ember is not resigning immediately or contains a resignation date that is later than the date the resignation letter was submitted, Council may vote to accept the letter of resignation, and in that instance, the resignation shall be final as of the resignation date provided in the letter.
- 5. In the event that the current Pro-Tempore should be unable to serve, Council shall select, by majority vote, the Member of Council who shall as the new President Pro-Tempore. (O.R.C. 733.10)

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RULE 16 TRAINING & ACCOUNTABILITY

1. All village Council Members, Mayor, Fiscal Officer, Administrative Assistant and all department heads shall take the Ohio Sunshine Law Training within 60 days of their term or employment, as well as filing a certificate of completion with Council.
2. Council Members and the Mayor are highly encouraged to attend in-person training, such as that provided by the Ohio Municipal League.
3. The Administrative Assistant shall provide a current copy the following printed materials to new council members within 30 days of taking office unless the member already has a copy or they choose to receive electronic copies:
 - a. Village Officer’s Handbook
 - b. Ohio Sunshine Laws
 - c. Peninsula Village Long Range Plan
 - d. Peninsula Village Zoning Ordinances plus chapters on Short Term Rental fees and regulations
 - e. Peninsula Village Master Plan/Downtown Plan
 - f. Peninsula Village Employee Handbook

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VILLAGE OF PENINSULA RULES OF COUNCIL

RULE 1	PUBLIC & OPEN MEETINGS
RULE 2	CORRESPONDENCE AND COMMUNICATIONS
RULE 3	MEETINGS
RULE 4	ORGANIZATONAL MEETING
RULE 5	CONFLICTS OF INTEREST
RULE 6	ORDER OF BUSINESS
RULE 7	MAYOR'S AUTHORITY
RULE 8	EXECUTIVE SESSION
RULE 9	ADJOURNMENT
RULE 10	RECORD OF PROCEEDINGS
RULE 11	MEETING PREPARATION
RULE 12	SPECIAL COMMITTEES
RULE 13	VOTES AND VOTING
RULE 14	SPOKESPERSON FOR COUNCIL MATTERS
RULE 15	MEETING ATTENDANCE
RULE 16	TRAINING & ACCOUNTABILITY

RULE 1 PUBLIC & OPEN MEETINGS

1. All official meetings of Village Council are and shall be open to the public and abide by the Open Meetings Act. (O.R.C. 121.22(C))
2. All action by Village Council shall be taken at an open session. (121.22(A))
3. Notwithstanding Section 1, Council may, from time to time, and under such circumstances allowed by law and as enumerated in Rule 8, adjourn to executive session. (O.R.C. 121.22(G))

RULE 2 CORRESPONDENCE AND COMMUNICATIONS

1. Each Member of Council is to recall that all correspondence and communications sent or received by or on behalf of the Member in the execution of the office shall be considered a PUBLIC RECORD, and a copy shall be preserved by the Member, or the Village, or both. (O.R.C. 149.43(A)(1); 149.011(A))
2. Each Member of Council is to recall that no correspondence or communication may be purged or destroyed except in accordance with the Rules governing the retention and destruction of Public Records. (O.R.C. 149.351)

RULE 3 MEETINGS

1. All meetings of Village Council are open to the public, and Council shall make provision to provide adequate space for the attendance of all persons wishing to attend. (O.R.C. 121.22(C))
2. All actions of Village Council shall be taken in an Open Session (O.R.C. 121.22(A)), and the ayes and nays of each vote shall be taken and included in the Record of Proceedings. (O.R.C. 733.27)
3. Regular meetings of Village Council shall be held in the Peninsula Village Hall on the second and fourth Tuesdays of each month, beginning promptly at 7 p.m. Council may approve an exception to the Peninsula Village Hall, should the building not be available, or to address other issues. (Pen. 121.01)
4. The second Regular Council Meeting (fourth Tuesday) of the month shall:
 - a. Be more informal, and be treated like a work session focused on planning, creating policies, processes, or procedures, discussing current or future projects, etc.
 - b. Not need to be attended by the Fiscal Officer, the Police Chief, or the Street Commissioner unless otherwise planned.
5. Special meetings of Village Council shall be called, as found to be necessary, upon either the request of the Mayor or upon the written demand of three Members of Council. Twenty-four hours' notice of such special meeting shall be given to each Member of Council. Any request for the calling of a Special Meeting shall include the matters to be considered, and the Notice of the calling of the Special Meeting shall include all such matters to be considered. (O.R.C. 731.46, 731.44; Pen. 121.02, 125.03)
6. The Mayor, as President of Council, shall preside at each meeting of Village Council (O.R.C. 733.24) and shall call the meeting to order at the time scheduled. In the absence of the Mayor, the President Pro-Tempore of Council shall perform such duties as are imposed upon the President. (O.R.C. 731.10). In the absence of both the Mayor and the President Pro-Tempore, the Clerk of Council or Solicitor shall call the meeting to order at the scheduled time. In such case, the first order of business

shall be the election of a temporary presiding officer selected by the Members of Council present. The person so selected shall conduct the meeting and relinquish those duties upon adjournment.

7. No business shall be conducted at any meeting of Village Council at which there is not a quorum of Members of Council present. In the absence of a quorum, the Members present may, by majority vote, recess and cause the Clerk of Council or Administrative Assistant to procure the attendance of absent Members. (O.R.C. 731.44)
8. The Fiscal Officer of the Village shall serve as Clerk of Council, and shall keep the minutes of the legislative authority, and preserve all of its ordinances and resolutions. (O.R.C. 733.262; Pen. 133.01)
9. All administrative staff and appointed officials, including the Village Solicitor, shall be seated at a designated staff table or tables or in the public gallery, and shall not be seated at the legislative table with Members of Council and the Mayor.
10. The Village Solicitor and all administrative staff may only address the Council as a body when formally recognized by the presiding officer (the Mayor or , if not present, the President Pro-Tempore) for a specific purpose such as a scheduled report, to answer a direct legal or administrative question posed by a member of Council or the Mayor, to correct inaccuracies in information discussed by Council, or to warn of legal issues. General participation or commentary outside of these conditions is not allowed.

RULE 4 ORGANIZATONAL MEETING

1. Immediately upon the Call to Order at the first Regular Meeting of Village Council in January of each year, the following shall occur:
 - a. New Members of Council shall be sworn in and acknowledge their oath if that has not already taken place.
 - b. Village Council shall select, by majority vote, the Member of Council who shall serve as President Pro-Tempore for that year.(ORC 733.10)
 - c. The Mayor shall nominate a Street Commissioner, and Council shall vote upon the nomination. Upon the consent of Village Council, by majority vote, the Street Commissioner shall immediately serve until a new Street Commissioner is selected, unless earlier removed from office pursuant to O.R.C. 735.31 or other applicable provision of the Ohio Revised Code. (O.R.C. 735.31)
 - d. If appropriate, Village Council shall select, by majority vote, the Member of Council who shall serve as a Member of the Village Planning Commission. The Member so selected shall immediately serve as Member of the Planning Commission as provided by law. (O.R.C. 713.01; Pen. 145.01)

- e. Council may create such standing and special committees as it sees fit. Such committees will meet in open meetings that follow the same requirements for Council meetings including official notice, quorum, and minute taking. Working and deliberating in committees ensures a more open and transparent organization.
- f. The President Pro-Tempore shall nominate such Council Liaisons as are appropriate. The Liaisons shall immediately undertake their responsibilities and serve until new Liaisons are selected, or until the role of Liaison is eliminated by majority vote of Village Council. (Village of Peninsula Council Rules and Guidelines for the Establishment, Appointment, and Responsibilities of Council Liaisons)
- g. The Mayor shall deliver, orally and in writing, a statement of the condition of the Village, along with a statement of any goals or plans for the year then beginning. (O.R.C. 733.41)

RULE 5 CONFLICTS OF INTEREST

- 1. No Member of Council shall vote, or solicit other Members to vote, on any matter on which the Member of Council has a Conflict of Interest.
- 2. The Ohio Ethics Law generally prohibits public officials from using their official positions for their own personal benefit or the benefit of their family members or business associates. The Law contains provisions regarding Conflicts of Interest that involve financial interests in public contracts, nepotism, post-employment activities, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that Council Members be prohibited from:
 - a. Authorizing or using their position to secure the authorization of any contract or appointment in which they, an immediate family member, or a business associate has a financial interest. An “immediate family member” is defined as a spouse, parent, grandparent, child, grandchild, sibling, or any other relative residing with the Council Member. A “business associate” is defined as a person or entity with whom or which the Council Person is acting together to pursue a common business purpose;
 - b. Accepting any gift, gratuity, favor, or other form of payment from a person or firm who is under contract with the Village, who is proposing to enter into a contract with the Village, or who otherwise provides any service or commodity to the Village at taxpayers’ expense;
 - c. Authorizing a contract or regulation that provides a particular and singular benefit to themselves or their personal or real property that is separate and apart from a benefit provided or regulation applicable to a group of persons, entities, or properties;

- d. Disclosing or using information that is deemed confidential by law; or
- e. Representing parties before any public body in a manner in which they were involved as a Council Person both during and for one year after leaving public service.
- f. Reference O.R.C. 102.03, 2921.42, 2921.43; Village of Peninsula Employee Handbook, Freedom from Conflicts of Interest, pp. 8, 9.

RULE 6 ORDER OF BUSINESS

- 1. A regular Village Council shall be transacted in accordance with the following agenda format:
 - a. Call to Order.
 - b. Roll Call.
 - c. Presentation of the Agenda, and Amendment, as appropriate.
 - d. Special Presentations, if any.
 - e. Consideration of the Record of Proceedings of the Prior Regular Meeting or any Prior Special Meeting.
 - f. Citizen Participation.
 - g. Mayor's Report.
 - h. Fiscal Officer Report (first meeting of the month)
 - i. Liaison and Committee Reports.
 - j. Solicitor's Report and Reading/Consideration of Pending Legislation.
 - k. Unfinished Business.
 - l. New Business.
 - m. Executive Session, if required.
 - n. Adjournment.

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 - c. In respect to Council, and for purposes of maintaining a proper Record of Proceedings, each speaker shall first identify themselves by name and residence or business address, along with any business or organization affiliation.

- d. Speakers shall observe proper decorum and refrain from using obscenities, engaging in disrespectful conduct, or making personal attacks or insults.
- e. In respect to the speaker, the others in attendance, and the meeting agenda, there shall be no debate from Council during or immediately following the speaker's presentation, other than allowing for clarifying questions by Council or the Mayor.
- f. The speaker shall be thanked for their input and participation.
- g. It may be appropriate to return to the statement of the speaker, or the issues raised by the speaker later in the meeting or at a future meeting.

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 - b. Investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing.
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 - e. Any other pertinent documents which may include documents requested by Council Members to be reviewed prior to the meeting.
2. All items enumerated in Paragraph 1 of this Rule shall, at or around the time of tender to Council, be posted on the Village Website and emailed to the list of persons who have requested such public information from the Administrative Assistant, unless an item is determined to be protected or exclusionary by the Village Solicitor per the ORC. In the case of such exclusion, the Clerk shall not email or post the objected to document(s).

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 - b. In the event a majority of the Members of Council present disagree with the decision to abstain, the abstaining Member, after the recording of a majority of Council so stating, shall be required to record a vote of aye or nay.
 - c. In the event the Abstaining Member refuses to vote after a majority of Council so demands, Council may, by majority vote, hold the Abstaining Member in contempt of Council or Censure the Abstaining Member.
7. After the votes are recorded, the Presiding Officer or Solicitor shall announce whether the Motion has failed or succeeded, and such ruling shall be recorded in the Record of Proceedings, along with the ayes and the nays thereon.

RULE 14 SPOKESPERSON FOR COUNCIL MATTERS

No person, other than a duly authorized Member of Council determined by a majority vote of Council, shall serve in the capacity of official spokesperson for Council. This Rule shall specifically apply to, without limitation, administrative staff, employees, Members of any Committee(s) or Board(s) of the Village, the Mayor and Members of Council.

RULE 15 MEETING ATTENDANCE

1. A majority of the elected Members of Council shall be a quorum. (O.R.C. 731.44)
2. A Council Member being unable to attend a Meeting of Council shall notify the Mayor no later than 24 hours prior to the scheduled time of the meeting, except in an emergency. If 24 hours' notice is not given and no emergency exists, the Council Member's attendance will be noted as unexcused.
3. In addition to the Members of Council and the Mayor, the following persons shall attend each meeting of Council, unless excused:
 - a. The Fiscal Officer (except second Village Council meeting of the month)
 - b. The Administrative Assistant
 - c. The Chief of Police (except second Village Council meeting of the month); and
 - d. The Village Solicitor
4. A Member of Council wishing to resign the balance of the term for which they were elected shall submit a letter of resignation in writing to the Fiscal Officer. If the letter of resignation states the Council Member is not resigning immediately or contains a resignation date that is later than the date the resignation letter was submitted, Council may vote to accept the letter of resignation, and in that instance, the resignation shall be final as of the resignation date provided in the letter.
5. In the event that the current Pro-Tempore should be unable to serve, Council shall select, by majority vote, the Member of Council who shall as the new President Pro-Tempore. (O.R.C. 733.10)

RULE 16 TRAINING & ACCOUNTABILITY

1. All village Council Members, Mayor, Fiscal Officer, Administrative Assistant and all department heads shall take the Ohio Sunshine Law Training within 60 days of their term or employment, as well as filing a certificate of completion with Council.
2. Council Members and the Mayor are highly encouraged to attend in-person training, such as that provided by the Ohio Municipal League.
3. The Administrative Assistant shall provide a current copy the following printed materials to new council members within 30 days of taking office unless the member already has a copy or they choose to receive electronic copies:

- a. Village Officer's Handbook
- b. Ohio Sunshine Laws
- c. Peninsula Village Long Range Plan
- d. Peninsula Village Zoning Ordinances plus chapters on Short Term Rental fees and regulations
- e. Peninsula Village Master Plan/Downtown Plan
- f. Peninsula Village Employee Handbook

VILLAGE OF PENINSULA, OHIO
RESOLUTION NO.: 03-2026
INTRODUCED BY: _____
DATE PASSED: _____

**A RESOLUTION ESTABLISHING THE ANNUAL OPERATING BUDGET AND
SETTING FORTH THE APPROPRIATIONS FOR 2026**

WHEREAS, at the direction of the Mayor and Council, Katie Iaconis, the Fiscal Officer, has prepared the attached Annual Operating Budget and Appropriations for 2026; and

WHEREAS, Village Council deems it necessary and proper to exercise its authority over the budget and appropriations by authorizing and certifying the within Annual Operating Budget and Appropriation Resolution for 2026.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That the attached Annual Operating Budget and Appropriations of the Village of Peninsula, as prepared by Katie Iaconis, Fiscal Officer, for the 2026 calendar year is hereby adopted as the Annual Operating Budget and Appropriations for the Village of Peninsula for the year 2026.

SECTION 2. That the Fiscal Officer is hereby authorized and directed to certify a copy of the within Annual Operating Budget and Appropriation Resolution to the Fiscal Officer of the County of Summit, Ohio as required by law.

SECTION 3. All formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Resolution shall take effect and be in force as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed: _____
Daniel Schneider, Jr., Mayor

Attest: _____
Katie Iaconis, Fiscal Officer

Approved as to Legal Form.

Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____ day of _____, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

Katie Iaconis, Fiscal Officer

1000 GENERAL FUND

POLICE DEPT.	
PERSONAL SERVICES	\$ 648,000.00
OTHER EXPENDITURES	\$ 285,000.00
MAINT. DEPT.	
PERSONAL SERVICES	\$ 17,090.00
OTHER EXPENDITURES	\$ 79,400.00
MAYOR/ADMINISTRATIVE DEPT.	
PERSONAL SERVICES	\$ 88,485.00
OTHER EXPENDITURES	\$ 23,000.00
LEGISLATIVE DEPT.	
PERSONAL SERVICES	\$ 45,620.00
OTHER EXPENDITURES	\$ 68,200.00
FINANCE DEPT.	
PERSONAL SERVICES	\$ 47,407.00
OTHER EXPENDITURES	\$ 44,950.00
LAND/BUILDINGS DEPT.	
PERSONAL SERVICES	\$ 8,312.00
OTHER EXPENDITURES	\$ 2,000.00
GENERAL GOVERNMENT OPERATIONS	
OTHER EXPENDITURES	\$ 96,055.00
TOTAL GENERAL FUND EXPENDITURES:	\$ 1,453,519.00

2011 SCMR FUND

MAINT. DEPT.	
PERSONAL SERVICES	\$ 120,450.00
OTHER EXPENDITURES	\$ 40,000.00
TOTAL SCMR FUND EXPENDITURES:	\$ 160,450.00

2901 ROAD LEVY FUND

MAINT. DEPT.	
PERSONAL SERVICE	\$ -
OTHER EXPENDITURES	\$ 51,000.00
TOTAL ROAD LEVY FUND EXPENDITURES:	\$ 51,000.00

2902 POLICE LEVY FUND

POLICE DEPT.	
PERSONAL SERVICE	\$ 125,000.00
OTHER EXPENDITURES	\$ 1,000.00
TOTAL POLICE LEVY EXPENDITURES:	\$ 126,000.00

4903 SD REPLACEMENT FUND

MAINT. DEPT.	
OTHER EXPENDITURES	\$ 100,000.00
TOTAL SD REPLACEMENT FUND EXPENDITURES:	\$ 100,000.00

TOTAL ALL FUNDS EXPENDITURES:	\$ 1,890,969.00
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VILLAGE OF PENINSULA, OHIO
ORDINANCE NO.: 05-2026
INTRODUCED BY: _____
DATE PASSED: _____

**AN ORDINANCE ESTABLISHING SECTION 125.08 OF THE ADMINISTRATIVE
CODE REGARDING MEETING VIDEO WITH AUDIO RECORDINGS
AND MEETING MINUTES**

WHEREAS, Council desires to establish an ordinance requiring Village public meetings to be video with audio recorded and the posting of such recordings within four business days of the meeting; and

WHEREAS, Council also desires to require by ordinance that the minutes for Village public meetings be approved and posted within two months of the date on which the meeting is held; and

WHEREAS, Council desires to establish Section 125.08 of the Administrative Code to accomplish the above directives.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. Council hereby enacts Section 125.08 of the Administrative Code, as set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public and/or in compliance with all legal requirements.

SECTION 3. This Ordinance shall be effective as of the earliest date provided for by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed: _____
Daniel Schneider, Jr., Mayor

Attest: _____
Katie Iaconis, Fiscal Officer

Approved as to Legal Form. _____
Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____ day of _____, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

Katie Iaconis, Fiscal Officer

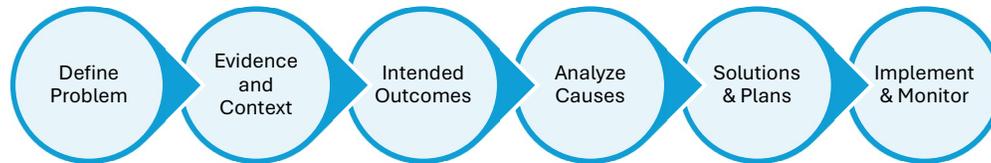
125.08 MEETING VIDEO WITH AUDIO RECORDINGS AND MEETING MINUTES.

(a) As soon as the Village obtains the technology to do so, all Village public meetings shall be video recorded with audio. The unedited, raw, video with audio recordings shall be posted to the Village website, another publicly accessible site, and/or a public media channel within four business days of the meeting.

(b) Minutes for Village public meetings shall be approved and posted within two months of the date on which the meeting is held.

Item	Category	Subject	Priority	Notes	From List(s)
1	Communication	Village Hall Sign		Install events sign (non-electronic)	C, D
2	Communication	Communication Improvements		Improve communication between leadership and residents/businesses. Enhance push communications, simple agenda notices, feedback loop/form. "Always on" survey.	D
3	Finance	Standard Financial Reports		Establish or improve reporting	C
4	Finance	Contract Review	High	Review existing contracts; establish process	A, C
5	Finance	Police Force Budget Review		Understand vehicle utilization and general spends. Public wonders why we have so many cars in the parking lot?	D
6	Governance	Rules of Council	High	Review and update rules	A,B,C,D
7	Governance / Ordinances	Peninsula Ordinances		Create or update ordinances; include BZA and Planning rules	A
8	Governance / Ordinances	Noise Ordinance / Enforcement?		Prohibit roosters in Village center? Rooster complaints and garbage trucks pre-7am	D
9	Governance / Ordinances	Dark Sky Ordinance		Adopt dark sky protections	D
10	Infrastructure	Wastewater / Sewer Project		Committee?; monitor project; ensure pedestrian/bike path; protect trees/sidewalks; traffic management during construction	A, C, D
11	Infrastructure	Water District		Water system planning	C
12	Infrastructure	303 Project/Main Street Infrastructure Review		Preserve sandstone sidewalks; review speed zone; install pedestrian lights; add street trees; gather public feedback	D
13	Infrastructure	West Mill Sidewalk Improvements		Coordinate with NPS on sidewalk; Sidewalk Improvements (W. Mill to Locust)	C, D
14	Infrastructure / Finance	303 Project Funding		Track and manage state funding	C
15	Infrastructure / Parking	Alternate Parking Options - Partnerships		Promote Pine Lane, Deep Lock Quarry, Canal Visitor Center, North Rim MTB lot; install distance signage	D
16	Infrastructure / Parking	Parking (General)		Define how much is enough. Explore alternatives for peak days or events.Count public parking; usage timeline; promote existing parking; pave/stripe N. Locust lot; signage; keep paid parking but add pay stations	B, D
17	Intergovernmental	CVNP / Conservancy		Coordination with CVNP/Conservancy	A
18	Intergovernmental	JEDD - Clarity & Opportunity review		Financial review of JEDD impact and oversight of what's next	D
19	Land Use	General Die Casters Property		Purchase?; affordability; contamination concerns; buried barrels; environmental risk	B, C
20	Land Use	Player's Barn Property		Agreed upon plan and timeline	D
21	Master Plan	Economic / Community Outcomes		More long-term residents; more businesses; RITA income	B
22	Master Plan	Village Master Plan Implementation		Create plan to implement goals of the Master Plan. Short-term/quick wins. Example : Streetscapes- Plant street trees north and south Locust	D
23	Operations	Building & Grounds		General maintenance	A
24	Operations	Public Records Process	High	Improve transparency; address public records processes; much can be completed in one meeting	A
25	Policy	Cybersecurity Policy		Create cybersecurity policy and process	C
26	Policy	Records Retention Policy		Create/update retention policy; related to transparency	C
27	Public Safety	Maintaining Public Trust in Uncertain Times		Confirming our police and 911 services are prepared to effectively handle issues that might arise because of immigration enforcement federal agency (ICE)	D
28	Public Safety	Safety (speed, utilities, etc.)	Priority	Speed issues; utilities; speed signs; expand 25 mph zone; nighttime enforcement concerns	A, C, D
29	Zoning	Zoning Changes to Protect Village Character		Review and implement zoning changes	D
30	Zoning / Enforcement	STRs (Short-Term Rentals)	Priority	Owner-occupied?; revenue (fees, bed tax); expenses (inspection, enforcement); complaint process; enforcement gaps; occupancy limits; age of children; overflow parking; cap on cars; monitoring after hours; avoid Bath-type issues	A, B
31	Zoning / Preservation	Historic Preservation Overlay Enforcement		Stronger enforcement, education for residents and business within the district. Sustainable education for new property owners	D

Problem Solving Method



Step 1: Define the Problem Clearly

Articulate what's wrong and why it matters. Write a concise problem statement capturing the current state vs. desired state and the impact. For example: *"Customer satisfaction scores dropped from 90% to 75% this quarter, leading to a 15% rise in churn"*. Include context (who/what/where/when) to ensure everyone understands the issue.

Step 2: Gather Evidence & Context

Evaluate the problem with facts and data. Collect relevant information that shows the magnitude and symptoms of the issue. This might include metrics, examples, or observations (e.g. trend charts, customer feedback, incident logs). **Avoid jumping to solutions** at this stage – focus on understanding the problem's extent and effects. A structured fact base gets everyone on the same page about reality.

Step 3: Define the Intended Outcome

Specify what "success" looks like. Clearly state the goal or target condition once the problem is solved. For example, *"Restore customer satisfaction to at least 90% within 6 months, reducing churn to prior levels."* Good outcomes are **specific and measurable** (SMART goals) so the team knows the end target. This keeps efforts focused on the desired results.

Step 4: Analyze Root Causes

Diagnose why the problem is happening before brainstorming fixes. As a group, use simple root-cause techniques like the *"5 Whys"* (ask "Why?" repeatedly) or a fishbone diagram to dig into underlying causes. Identify what information you need to validate these theories – e.g. process data, interviews, or observations – and gather those insights. This step ensures you address the **real cause**, not just the symptoms, so your solutions will be effective.

Step 5: Brainstorm Solutions & Plan

With a clear problem and cause in mind, **generate solution ideas** collaboratively. Encourage creative thinking and capture all proposals (e.g. via sticky notes or a digital whiteboard) without critiquing them initially. Then **evaluate each idea** against your intended outcomes and constraints – consider impact vs. effort, required resources, and potential risks. Select the most feasible, high-impact solution(s) to pursue. Finally, outline a simple action plan: who will do what, by when, to implement the chosen solution. This converts ideas into concrete steps.

Step 6: Implement and Monitor

Put the solution into action and track progress. Assign responsibilities and due dates for each action item. As you implement, monitor key metrics (the ones defined in your intended outcomes) to see if the problem is resolving. If the metrics show improvement, document the success. If not, revisit your root causes or try alternative solutions. This **feedback loop** ensures continuous improvement – a core principle in approaches like PDCA (Plan-Do-Check-Act).

**Village of Peninsula Village Council
SUMMIT COUNTY, OHIO**

DATE: _____ TIME: _____

A MOTION TO ADJOURN INTO EXECUTIVE SESSION FOR THE FOLLOWING PURPOSE(S):

Motion by: _____ Seconded by: _____

With the following persons asked to attend (if any): _____

Roll Call:

Frank- Hensley: _____
Riggins: _____

Krachinsky: _____
Rosales: _____

Padrutt: _____
Slocum: _____

If discussion is requested for one or more permitted reasons listed in ORC 121.22, the Board shall, by majority vote, adjourn into executive session. Upon conclusion of such discussion, the Board shall, by majority vote, reconvene from executive session with a notation in the minutes as to both the adjournment and reconvening times, and that no decisions were made and no actions were taken in such executive session. The permitted reasons as outlined in ORC 121.22(G) are noted below. Mark the reason for executive session and under personnel matters mark the subsection that relates to what will be discussed, i.e. discipline or promotion or more of them.

- 1. Personnel Matters: To consider one or more, as applicable, of the marked items of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, per ORC 121.22(G)(1).
 - Appointment
 - Discipline
 - Compensation
 - Employment
 - Promotion
 - Dismissal
 - Demotion
- 2. To Consider the Purchase or Sale of Property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the public interest, per ORC 121.22(G)(2).
- 3. Pending or Imminent Court Action, Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action, per ORC 121.22(G)(3).
- 4. Collective Bargaining Matters – Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment, per ORC 121.22(G)(4).
- 5. Matters Required to be Kept Confidential – Contract Negotiations
- 6. Details Relative to the Security arrangements and emergency response protocols for public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office, per ORC 121.22(G)(6).
- 7. Hospital Trade Secrets - In the case of a county hospital operated pursuant to Chapter 339 of the Revised Code, a joint township hospital operated pursuant to Chapter 513 of the Revised

Code, or a municipal hospital operated pursuant to Chapter 749 of the Revised Code, to consider trade secrets, as defined in Section 1333.61 of the Revised Code.

- 8. Confidential Business Information of an Applicant for Economic Development – To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both the following conditions apply:
 - a. The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715, 725, 1724, or 1728 or Section 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.
 - b. A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project, per ORC 121.22(G)(8).

**A MOTION TO LEAVE EXECUTIVE SESSION AND RETURN TO THE REGULAR MEETING
(WITH NO ACTION TAKEN DURING THE SESSION):**

Motion by: _____ Seconded by: _____

Roll Call:

Frank- Hensley: _____	Krachinsky: _____	Padrutt: _____
Riggins: _____	Rosales: _____	Slocum: _____

TIME: _____