

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
December 20,2022**

Mayor Bailey opened the December 20, 2022, Council meeting at 7:00 p.m. with a prayer and the pledge of allegiance.

Roll Call: Present at the scheduled meeting of Council were Rahe, Angel, Kirkbride, Mazur, Rollins and Titkemeier. Robert A. Kuhlman, Chief John Vaughn, Eric Campbell, Ruth Phillips, Roland Forrester, Gene Steele, Terry High, John Lockard, and the Deputy Fiscal Officer.

Minutes: Rollins moved, and Kirkbride seconded to approve the minutes from December 6, 2022. Motion passed 5/6 vote. Rollins-yes; Kirkbride-yes; Angel-yes; Rahe-abstain; Titkemeier-yes; Mazur-yes.

Treasurer's Report: Rahe moved, and Mazur seconded the bills in the amount of \$77,518.76. Motion passed unanimously.

ORDINANCE 1629: ORDINANCE AUTHORIZING THE VILLAGE MAYOR AND FISCAL OFFICER TO EXECUTE A PURCHASE AGREEMENT IN THE FORM NOW ON FILE WITH THE VILLAGE TO OBTAIN LANDS FROM THE BOARD OF EDUCATION OF THE EASTWOOD LOCAL SCHOOL DISTRICT. 3rd READING

Mazur moved and Angel seconded to approve Ordinance 1629. Motion passed unanimously.

ORDINANCE 1630: AN ORDINANCE AMENDING ORDINANCE 1447 REGARDING THE VILLAGE OF PEMBERVILLE PERSONNEL RULES AND REGULATIONS HANDBOOK. 3rd READING

Angel moved and Rahe seconded to approve Ordinance 1630. Motion passed unanimously.

ORDINANCE 1632: AN ORDINANCE AUTHORIZING LEASE AGREEMENT WITH THE PEMBERVILLE FREE FAIR. 2nd READING

Police Report: Police report provided with no questions or comments.

Chief Vaughn stated the new police cruiser was delivered on December 15th. Chief stated the vehicle is 2023 instead of a 2022 that was originally thought to be receiving. Chief stated to have the new cruiser equipped will take a few weeks,

Chief stated the shooting range was completed. He and other Officers will complete the range in the spring. Chief stated the fuel pump went out in the 2018 Police Cruiser and was towed to Thayer in Bowling Green. Chief stated due to the workload at Thayer, it wouldn't be until after the first of the year before they can get to it. Chief stated the Battle of the Badges Toy Drive went very well. Pemberville tied with Luckey. Chief stated overall the kids are the winners.

Chief stated the department participated in Shop with the Cop at Meijer in Rossford 2 weeks ago.

Mayor:

Mayor stated that weather permitting Santa Clause will travel throughout the Village Thursday night.

Mayor stated the employee Christmas luncheon is this Thursday at noon.

Mayor stated the County will be removing the bridge closed signs. Mayor stated barriers were brought in and placed on each side of the bridge. Mayor stated signs will be created and placed where the weight limit signs were indicating the bridge is closed.

Mayor stated a Proclamation was created for Mitch Freeman. Mayor explained Tom Reiter was one of the founders of the 5-mile race and wanted to share the title with Mitch Freeman. Mayor stated the 5-mile race for 2023 will be called the "Freeman Five Mile Run".

Mayor stated the 2023 event calendar is complete. Angel moved and Rahe seconded to accept the 2023 Event Calendar for circulation. Motion passed unanimously.

Council Reports:

Rahe:

Union Cemetery: Rahe stated the Committee met tonight. The ending bank balance for 202 is \$3,670.19. Rahe stated the Village always does a 50/50 match with the township. In 2022, the township gave \$7,500 and the

Village gave \$5,000. Rahe stated in 2023 the Village will give \$7,500 and the township will give \$5,000 to even out the 50/50 share.

Streets, Sidewalks, Lands & Buildings: Rahe stated the Street Committee did not meet due to conflicts in scheduling. Rahe stated one of the items to discuss was recognizing Ken Rahe for all his volunteering he does throughout the Village. Rahe stated she would like to give him a family pool pass and 2 swim lesson gift certificates as a way of showing appreciation for all he does and continues to do. Rahe moved and Kirkbride seconded to give Ken Rahe a gift certificate for a family pool pass and 2 gift certificates for swim lessons. Motion passed unanimously.

Rahe asked to discuss the cleaning of town hall office space after hours. Rahe mentioned the incident in 2018 with the previous cleaner and stated it was decided to have the office cleaned during office hours. Discussion continued on whether to allow the office to be cleaned after hours or switch to during office hours. Angel moved and Kirkbride seconded to allow the current cleaner to continue to clean the town hall office after hours. Motion passed unanimously.

Angel:

Finance and Personnel: Angel stated the Committee discussed the health insurance and recommended staying with the current policy. Angel moved and Mazur seconded to accept the Blue Access Option 54 with Rx Option 8 for the Village employee health insurance. Motion passed unanimously.

Angel stated the second transfer from Income Tax is needed to be completed. Clerk explained the Income Tax Transfer is Ordinance with a 60/40 split between General Fund (60%) and Permanent Improvements (40%). Angel moved and Kirkbride seconded to transfer \$300,000 from Income Tax with 60%, \$180,000 going into the General Fund and 40%, \$120,000 going into the Permanent Improvement Fund. Motion passed unanimously.

Angel stated the Committee discussed raises. Angel stated there is roughly \$31,000 of Covid funds left that can be used towards wages. Angel stated the Committee discussed giving a 3% raise and then splitting \$13,000 as a Covid bonus for working during Covid. Angel stated there is time to discuss but wanted to keep Council aware. Rahe stated she would like BPA thoughts before Council votes on any increases.

Kirkbride:

Tree Committee: Kirkbride asked if there was a procedure when it comes to planting a tree. It was stated in the past the committee would make the recommendation on where and what trees to be planted yearly. Mayor asked that moving forward the tree Committee work with the Sidewalk and Street Committee when it comes to placement of trees.

Mazur:

Park and Recreation: Mazur stated the Village received a Wood County Park grant in the amount of \$2,488 to replace the wood on the bridge over the portage river.

Park and Rec. meeting will be Monday, Dec. 26th @ 5:00pm.

Rollins:

No report

Titkemeier:

Planning commission: The meeting for December 21, 2022, has been cancelled due to no new business.

BPA: Titkemeier absent for BPA. Mayor to report.

Mayor state Kelli Boland attended to enquire about the construction of the water tower and how it was going to affect the fair. Mayor stated the goal is to keep everything on Village property and should not affect the fair when the construction does begin.

Mayor stated the school is enclosing the playground equipment behind the school.

Mayor stated BPA is looking to tentatively schedule a meeting with Northwest Water Sewer District regarding the sewer line that runs from the school to the Village sewer plant. Mayor stated Landry Sheets had the flow meter tested and the results indicated unstable with large amounts of air in the line. Mayor stated Sheets would like to have a meter at the school and one at the Village.

Mayor stated Sheets is working on the telemetry that would allow him to monitor the pump stations using an app on his phone.

Mayor stated the preliminary plans for the water tower are available for review.

Mayor stated there are 2 meetings in January that BPA will be meeting the same night as Council. Mayor would like to have a joint meeting on January 17th.

Zoning:

No report

Guests:

John Lockard: John provided a packet from the Tree Committee that explains the Ohio Master Plan Design program. John read a statement to Council regarding Tree City, planting of trees with consideration of sidewalks and utilities. Mayor responded that she would like to learn more on the process and the thoughts behind the Master Plan and determining the types of trees in various location scenarios. (Attached)

Gene Steele: Steele asked that Council stay on Oberhouse Park and figure out what to do with it. Steele mentioned the fence at the pool and stated he contacted to company because the fence was installed upside down with the spikes on the bottom that will risk someone to get hurt if they stay that way. Steele would like to know how he can purchase the old police car. It was stated it will be done likely by advertisement for sealed bids.

Mayor adjourned the meeting at 8:03 P.M.

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

Council and Mayor A couple of weeks ago we submitted a plan to plant 11 trees in boulevards throughout the village. Something that this committee and previous committees have done since 1986. Usually 10 to 12 trees which is what our allotted money allows. Never have we planted any trees that have impeded on the sidewalks nor grown up into the power lines. The sidewalks that are already damaged are in that condition because of trees that were planted many many years ago and obviously not planted in the middle of boulevards which has always been our practice. While we realize that we are a committee that is overseen by by council we also realize we have the common goals of maintaining, enhancing, and beautifying the public trees throughout the village. [The committee members trimmed 255 in 2020---112 in 2021 --30 in 2022] We also recently with the help of the ODNR completed a Master Plan which automatically dictates the size of tree and also species taking into consideration soil types, boulevard width, and any overhead lines. The Master Plan was completed by several tree commission members present along with Steph Miller of the ODNR. It truly was a group effort and not completed by any one individual. This plan makes planting a snap as you do not have to access any charts or list to determine the tree to be planted at any location plus diversifies in case of a disease wiping out any one species. We have always had a council person on our committee and if anyone would want to attend or participate any of our meetings you are very welcome to do so also. The ODNR always has educational programs going on which are very helpful in understanding our mission and also theirs in which the council rep can keep you informed. Thank You



The Ohio Master Planting Design

Developed for Tree Commission Academy

Ohio Division of Forestry, Urban Forestry Assistance Program

Key
Keep Safe!

Master Planting Design

- Roadmap for the future
- Plan for entire community regardless of what's planted now

Guiding Principles

- Plant the largest sized tree that will fit in the space
- Plant the least hardy tree that will thrive in the space

Supply List

Small Street Map	USI Data Sheets	Large Street Map	Tree List
Labeled with street names	Pencils w/Eraser	Labeled with street names	
Soil Probe or Long Shovel	Vehicle	Highlighter/10 Kids Markers	

✓ Step 1: Site Evaluation

Urban Site Index (USI) & Size using USI Inventory Form

Break Street Blocks into Planting Segments (Segment Start/Segment End)

Sets of 7-11 trees per dominant (largest) side

Look for natural breaks

Intersections/Stop lights/Dead Ends/USI, Size, or Priority change

Break up long blocks at 7-11 trees

Highlight small map as you go to record where you've been

Add scores across and write in Total

Step 2: Create Key

Take lids off of markers & put on ends of markers

Assign a color to each group (highlight with marker)

Site Quality	Good 16-20 USI	Intermediate 12-15 USI	Poor 9-11 USI	No Tree 0-8
>8 Feet Wide & no overhead primary electric	Large Tree	Large Tree	Large Tree	
6-8 Feet Wide & no overhead primary electric	Medium Tree	Medium Tree	Medium Tree	
4-6 Feet Wide or primary overhead electric	Small Tree	Small Tree	Small Tree	

Step 3: Color Segments on Large Map

Caller has USI data sheets and reads USI score & location to others

Highlighter has large map and highlights segments

Keymaster (optional) has key and gives correct marker to Highlighter

Example:

Caller, "USI 15" (Keymaster references key, gives marker to Highlighter)

Caller, "On Main... (Let Highlighter find Main)

Caller, "...from First to Second."

Highlighter colors segment down middle of street

Make color wide enough to identify color

Leave uncolored space between each segment

Step 4: Develop Master Tree List (See Division of Forestry List)

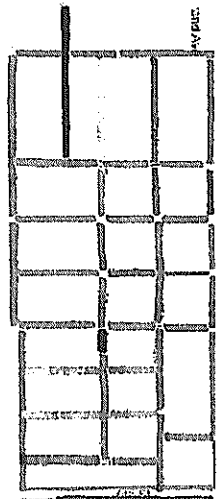
Develop list of trees that match the size and Urban Site Index

Example: Good (16+)/Large Sites

Large Species paired with complementary small/medium species (5-20 species per group)

Push the envelope to increase diversity

You'll be planting trees that haven't historically been street tree options



Step 5: Assign Tree Groups to Segments

Select from your tree list from Step 4

2 Segments between Family

4 Segments between Genus

6 Segments between Species

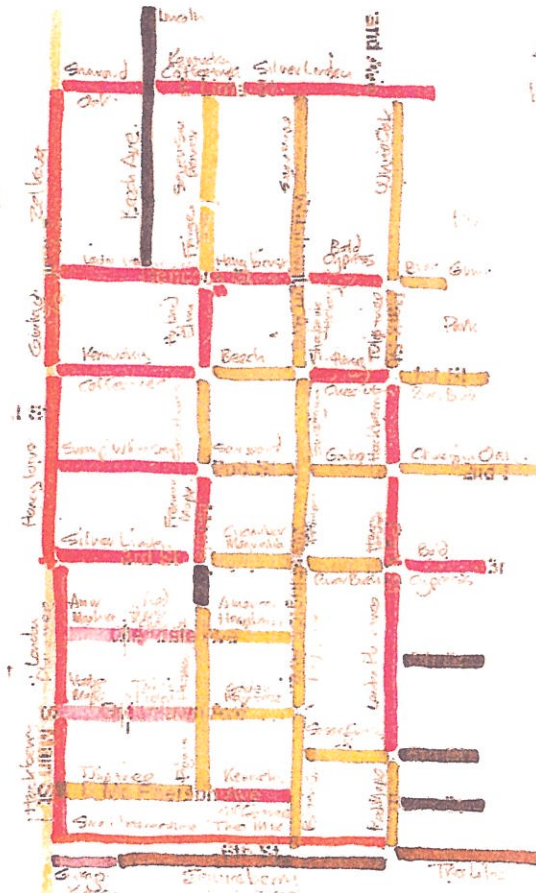
Breaks up similar trees

Tests diversity

Only use cultivar if it has a bearing on site constraint

i.e. An upright cultivar near a car dealership

i.e. Fruitless variety (large fruit or nuts only)



Tips

Are any species out of the question?

- Large seeds/fruit/excess litter
- Pathogens
- Invasive
- Hardiness zone

Start with Good/Large Segments

Fill w/Fagaceae & Aceraceae first

- Most options
- Backfill with other options

When you use up all Good/Large species, you may pull in Intermediate/Large species

Never Assign

- A Good Site tree to an Intermediate or Poor site
- An Intermediate Site Tree to a Poor Site

Typical map with primary species assigned with for each segment. This example is a neighborhood within a city. The Master Planting Design continues in all directions from this small sample.

Step 6: Transfer Field Data & Tree Assignments to Master Spreadsheet

Creates computerized record for reference & management

Prioritizing planting locations

What's your annual threshold? (maximum planting sites/year)

Utilize Parking/Curbing Constraints: Plant Primary First

- Clear space definition vs. no space definition

Main drags/High use areas/Low canopy areas/Ecosystem service needs

Homeowner calls & Adopt-A-Tree programs

- Citizen/community buy-in

Avoid planting 2 segments together or full segment at once

- Location/spacing offers additional age diversity
- We know, challenging with construction/reconstruction



The Ohio USI & Master Planting Design

Ohio Division of Forestry, Urban Forestry Assistance Program

Definitions

Dominant side: Within a segment, the side of the street that will support the largest tree size class as appropriate for treelawn width and overhead primary electric.

Master Planting Design: A method of utilizing the Ohio USI to create a community-wide planting plan for utilization and species diversity over a 50 to 100-year period.

Primary Electric: The only lines urban foresters are concerned with are distribution and transmission wires. Secondary lines, phone, cable, etc. are not considered in species selection.

Primary Species: The largest tree species assigned to a segment as written on the Master Planting Design map. Large trees will be paired with medium and small trees for differing treelawn widths/primary electric within a segment.

Segment: A stretch of street with a common USI and size class with a maximum of 7-11 trees on a single side. Segments are often the length of a city block.

Treelawn: The grassy, roadside strip owned and managed by public entities. Developed during the United States Sanitation Reforms to create a space for street tree planting. Aka boulevard, devil strip.

USI: Ohio Urban Site Index is a quick site assessment process that scores roadside treelawn site quality from 0 to 20.

Frequently Asked Questions

Who Developed the Urban Site Index and the Master Planting Design process? The Ohio Division of Forestry's Regional Urban Foresters created these tools in 2009 to help local tree commissioners and urban forest managers in the aftermath of the Emerald Ash Borer outbreak. It has since been utilized in other states and countries. Research and field implementation continue to refine processes and develop regionally appropriate tree lists.

What if there's parking on one side but not the other? No parking on one side is No Parking.

What if the Urban Site Index is different on the other side of the street? The segment will be the lower USI score.

What if the treelawn on one side of the street is smaller than the other side? Assign the size class for treelawn that will support the largest tree size class. This is your dominant side.

Does the time of year matter? Yes. Soil moisture changes significantly with seasons. In the Midwest, we have found that spring and fall are ideal. As you do this more frequently, you will be able to tell how conditions change and adjust your scores to reflect dry periods.

How do we estimate how to begin and end a segment: Estimate with a quick count of total planting sites and look for a natural break at 7-11 trees per street side. Remember that small tree segments will cover shorter distances because small trees are planted closer together.

What do we do with trees that are already planted? You will be ignoring most of them. However, you may come across a segment with nice plantings of a species already planted. Note it in the Spp column and you may be able to tie it in with the planting design.

Why might I use the Notes section? The most common reason is for a tight street where a broad crown may cause issues. For example, we may write "tighter crown – electric" because we need to assign a large species that will not grow into the primary lines across the street.

Why aren't we identifying planting sites when doing the USI inventory? Many of your planting sites will be planted years from now. This management tool allows you to have a large-scale plan and take the guess work out of your annual tree selection process. However, you will still need to responsibly site your trees every year before ordering as is necessary for all tree planting. A lot can change between the time you complete your Master Planting Design and you plant your trees and identifying underground utilities must be part of the annual planting process.

In the Master Planting Design why do we assign the good site, large trees first? These good quality sites are very limited in our communities, so we want to utilize these underused, more sensitive species wherever we can. We suggest that you utilize your Aceraceae and Fagaceae families first since you have several options for each. Backfill with standalone species.

What if I run out of good site, large trees before I fill all the segments? Once you have maximized your site and size class, you may pull intermediate species (within the same size class) into the design. Similarly, pull in poor site trees as you exhaust your intermediate site options. We have found that saving high-use/major traffic areas until last helps to save the poor site tree assignments until the end. Sometimes a major thoroughfare will score intermediate quality, but a poor site tree will be good match because of salt and road pressure.

Where do we plant first? Every town is different. Plant where you need trees to meet your local goals the most effectively.

Why did we give each segment a priority? Treelawns with both curb and sidewalk (Priority 1) are well-defined spaces and are usually able to accommodate tree planting. However, in the absence of curbs and/or sidewalks (Priority 2 & 3,) the boundaries become less defined and may require more homework and interdepartmental coordination before we plant, i.e. is our community planning to install sidewalks and/or curbs where we have none?

Tips & Resources

When you've finished your Master Planting Design and you have unutilized species, you may opt to amend your design to have two species in some segments. This is especially helpful for small towns and old section of town that run out of segments for trees before they can use them all. For example, if you have a white oak segment (your only good/large oak segment) make it a white and red oak segment.

Feel free to utilize the Ohio tree list (forestry.ohiodnr.gov/urbanforestrytoolbox) as a launching point for your own. Look at your local tree population and inventory including tree species planted on private property in old parts of town. These are often places we find those rarely utilized species.

Flint, Harrison. *Woody Plants of Eastern North America*. New York. John Wiley & Sons, 1996.

Dirr, Michael A. *Manual of Woody Landscape Plants*. Champaign, Illinois. Stipes Publishing LLC, 1998.

<http://forestry.ohiodnr.gov/urban>