

JANUARY 2, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large), and John Kahler (At Large) were present. Also attending were Mayor Lee Wilkinson, City Administrator Nick Dutro, Director of Law Zachary Fowler, Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

MINUTES: The minutes of the December 18, 2023 Regular and Committee of the Whole Meetings were approved as written.

Resolution 2024-1, introduced by Kevin Roessner and read for the first and only time required.
A RESOLUTION APPOINTING ANN FORREST AS CLERK OF COUNCIL FOR THE TIFFIN CITY COUNCIL FOR A TERM BEGINNING JANUARY 1, 2024.
Councilmember Roessner moved for passage; Councilmember Thacker seconded.
Roll call vote was taken on the passage by Director of Law Fowler, and it was approved 7-0.
Director of Law Fowler administered the oath to Ann Forrest as Clerk of Council.

Resolution 2024-2, introduced by Kevin Roessner and read for the first and only time required.
A RESOLUTION APPOINTING CHEYANE THACKER PRESIDENT PRO TEMPORE OF TIFFIN CITY COUNCIL FOR A TWO-YEAR TERM, BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2025.
Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.
Roll call vote was taken on the passage, and it was approved 7-0.
Director of Law Fowler administered the oath to Cheyane Thacker as President Pro Tempore.

COMMITTEE REPORTS:

President Boyle announced councilmember appointments to the following committees:

- Finance: Kevin Roessner, Chair; members Aaron Jones and John Kahler.
- Law & Community Planning: John Kahler, Chair; members John Hays and Dennis Snay
- Materials & Equipment: Aaron Jones, Chair; members John Hays and Kevin Roessner
- Personnel & Labor Relations: John Hays, Chair; members John Kahler and Cheyane Thacker.
- Recreation & Public Property: Dennis Snay, Chair; members Aaron Jones and Scott Hoernemann.
- Streets, Sidewalks & Sewers: Cheyane Thacker, Chair; members Aaron Jones, Scott Hoernemann, Kevin Roessner and Dennis Snay.
- Economic Development & Downtown Planning: Scott Hoernemann, Chair; members Aaron Jones and Cheyane Thacker.

No reports were presented, and no additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS

MAYOR LEE WILKINSON:

Mayor Wilkinson thanked former Mayors Montz and Iannantuono, former and present City Council members, city staff and community members for their support in working to improve the quality of life for the residents of Tiffin. He stated that his priorities for the new term and key focus areas in the coming months would be:

- Continued Economic Development: Stimulating local businesses, attracting new investments, and fostering job growth are important to ensuring the economic vitality of our city. He added that the Shop Small/Win Big contest continues to the end of January.
- Infrastructure Upgrades: Continued investment in our infrastructure is essential, including roads, bridges, and sewers (The Long Term Control Plan).
- Community Safety: Ensuring the safety of our residents remains a top priority. Making sure that the Police and Fire departments are well staffed and well equipped.

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- **Community Engagement:** Engaging with our residents is fundamental to the success of any program. We need to encourage active participation in the decision-making process. Open and transparent communication will be the cornerstone of our efforts to build a stronger and more inclusive community.
- **Financial Accountability:** Prudent fiscal management is critical in achieving our goals. We will work closely with the City Department Heads and City Council to ensure responsible budgeting, seek grant opportunities, and explore innovative financing to support our initiatives while maintaining financial sustainability.
- **Education and Youth Programs:** We will work towards strengthening partnerships with schools and the public library to create and enhance educational opportunities for all residents and especially for our young people.

Mayor Wilkinson added that he was confident that, by working together, we can overcome challenges and make our city an even better place to live, work, go to school, and play. He said he looked forward to a productive term and the opportunity to collaborate with each off them in the best interests of our community.

Wilkinson then introduced Lori Brodie, Northwest Regional Liaison from the State Auditor's Office, who presented the City with the Auditor of State Award, noting that the City has received the award before. She noted that 6,000 entities are audited each year and only about 8% are eligible for this award by having a clean audit. Brodie stated that the award represents the work of all employees and recognized Finance Director Kathy Kaufman for her outstanding leadership with the Auditor of State Award for 2022. Councilmember Thacker commended Kaufman for all the work she does, noting that she has surrounded herself with all good people.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman thanked Lori Brodie for taking the time to come to the Council meeting and also appreciated her outstanding staff as this was a result of the whole group working together.

Regarding Ord. 2024-1, she noted that there had been a listing added as change order (Exhibit A) of all of open purchase orders from 2023 and a couple from 2022. These funds were already appropriated in the 2023 Budget, but the carryover could be due to something like a December utility bill that won't be received until January or something that has already been ordered. This makes sure that the funds come out of the 2023 Budget and not from the 2024 Budget. She has to have Council's approval for these purchase orders and requested suspension of the ordinance to make sure payments are paid as they come in under the 2023 Budget and are not late.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler explained that Ord. 2024-1 approving funds from 2023 to be used in 2024 references the Tiffin Codified Ordinance that approves this carryover for payment of projects not fully completed in 2023. He also reported that the city prosecutor and administrative assistant offices are now back at City Hall. He reminded councilmembers that the Ethics Law packet from HR has to be signed within 15 days. He added that new council members have to attend the Ohio Public Records training at some point during their term, and financial disclosure forms must be submitted by May 15.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-01 – Appointments to 2024 City of Tiffin Boards and Commissions.

Referred to Personnel & Labor Relations Committee.

Mayor's Request for Legislation #24-02 – Authorization for the City Administrator to order supplies and facilitate contract to repair damaged equipment.

Referred to Streets, Sidewalks and Sewers Committee.

Mayor's Request for Legislation #24-03 – Inventory of City of Tiffin Urban Forest

Referred to Streets, Sidewalks & Sewers Committee

Mayor's Request for Legislation #24-04 – Road Salt Competitive Acquisition

Referred to Streets, Sidewalks & Sewers Committee

Mayor's Request for Legislation #24-05 – Authorization for City Administrator to enter into an agreement with an engineering firm.

Referred to Streets, Sidewalks & Sewers Committee

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ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-3, introduced by Aaron Jones and read for the first time and only time required.
A RESOLUTION AUTHORIZING THE SALE DURING CALENDAR YEAR 2024 OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE, OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED, BY INTERNET AUCTION, PURSUANT TO OHIO REVISED CODE SECTION 721.15(D), AND DECLARING AN EMERGENCY.
Councilmember Jones moved for passage; Councilmember Hoernemann seconded.
Roll call votes were taken on the emergency and passage, and both were approved 7-0.

ORDINANCES:

Ordinance 2024-1, introduced by Kevin Roessner and read for the first time.
AN ORDINANCE AMENDING BUDGET ORDINANCE 23-94 TO PROVIDE FUNDS FOR EXPENDITURES APPROVED IN 2023 FOR PROJECTS WHICH WERE NOT FULLY COMPLETED IN THAT YEAR AND MUST BE CARRIED OVER INTO 2024.
Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.
Discussion: Councilmember Roessner explained that there were items from 2023 that still need to be paid.
Roll call votes were taken on the emergency and passage, and both were approved 7-0.

OTHER BUSINESS:

Councilmember Hays announced a Personnel & Labor Relations Committee meeting to be held Monday, January 8, 2024 at 5:30 p.m. in Council Chambers to discuss Mayor's Request for Legislation #24-01 regarding appointments to 2024 City of Tiffin Boards and Commissions, and any other business that may come before them.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting to be held Monday, January 8, 2024 immediately following the 5:30 p.m. Personnel & Labor Relations meeting to discuss Mayor's Requests for Legislation #24-02 – (repair damaged traffic signal equipment), #24-03 (urban forest inventory), #23-04 (road salt competitive acquisition), #23-05 (Eastland Park Sewer Rehabilitation Project), and any other business that may come before them.

ADJOURNMENT: 7:25 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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JANUARY 16, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large), and John Kahler (At Large) were present. Also attending were Mayor Lee Wilkinson, City Administrator Nick Dutro, Director of Law Zachary Fowler, Police Chief David Pauly, and Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

MINUTES: The minutes of the January 2, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

Councilmember Hays reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on January 8th, 2024, starting at 5:30 p.m. The purpose of this meeting was to discuss Mayor's Request for Legislation #24-01 – Appointments to the 2024 City of Tiffin Boards and Commissions and any other business to come before the committee. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, City Administrator Nick Dutro, and councilmembers Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay. Councilman Hays started the meeting by discussing the reappointments recommended by Mayor Wilkinson. No member of the committee had comment on the reappointments. Law Director Fowler clarified that the original list of appointments included some individuals whose term is not expired. He also read the correct end-of-term dates for these appointments. The Law Director stated that corrections will be updated in the resolutions for the next city council meeting. The Law Director explained the appointments to the Local Income Tax Board of Review and whether action was needed to fill a vacancy on this Board. The Mayor confirmed he would like his original appointment to serve at his discretion without an end-date to the term. Councilman Hays asked about the three new appointments and the reason for their selection. Mayor Wilkinson told the committee the basis for his selections and there was no further discussion. Councilwoman Thacker motioned to accept all of the Mayor's appointments based on the changes discussed during the meeting. Councilman Kahler seconded. The motion carried on a vote of 3-0. In other business, City Administrator Nick Dutro discussed with the committee a recent incident involving deployment of Tiffin Police and a SWAT team. Nick made the committee aware that depending on the frequency of these overtime situations, there may be a request for an increase to the overtime budget brought to the Personnel & Labor Relations committee this year. With no other business to discuss, our meeting adjourned at 5:52 p.m. Report respectfully submitted by John Hays, chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on January 8, 2024 at 5:58 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Council Member John Hays, Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, and Public Works Superintendent Brandon Burner. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Request for Legislation 24-02, 24-03, 24-04, 24-05, and any other business that may come before them. Burner informed the committee of the need to participate in the ODOT Road Salt Contract. The City has participated in the Ohio Department of Transportation's (ODOT) annual road salt bid for the past several years. ODOT provides a competitive rate to keep the cost of road salt relatively low for the city. Roessner motioned to have the Law Director prepare legislation authorizing participation in the ODOT Road Salt Contracts Awarded or the City Administrator to competitively bid for the purchase of road salt. Jones second the motion. The motion passed 5-0. Burner informed the committee of his plan to work with a company to inventory the City's urban forest. This inventory would consist of all major trees owned by the city and give us better information on the location of all trees, type, health, risk assessment, etc. Dutro commented on the rich history of Tiffin being a Tree City since 1981. Roessner motioned to have the Law Director prepare legislation authorizing and directing the City Administrator to enter into an agreement with an environmental consulting firm to complete a full inventory of the City's urban forest and declaring an emergency. Jones seconded the motion. The motion passed 5-0. Burner informed the committee of sewer work that may need to be completed in the Eastland Park area. He would like to have a condition assessment performed on the area and hopefully have the area lined instead of a full replacement of the sewer. Jones asked about the life expectancy of the lining. Burner reported that lining is estimated to last

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about 50-75 years. Roessner motioned to have the Law Director prepare legislation. Snay seconded the motion. The motion passed 5-0. Burner informed the committee of several locations that will need updates to traffic signals, including the intersections of Circular Street and Melmore Street, W. Perry Street and Clinton Avenue, and W. Market Street and Hopewell Avenue. Hoernemann motioned to have the Law Director prepare the legislation. Roessner seconded the motion. The motion passed 5-0. Roessner informed the committee of a request by a constituent in the Third Ward to put in a street lamp near the constituent's home. Roessner will give a copy of the petition to the constituent to get signed by his neighbors. With no further business the committee adjourned at 6:55 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS

MAYOR LEE WILKINSON:

Mayor Wilkinson reported that he had needed to withdraw the following appointment requests due to incorrect term-ending dates: Traci Stark for the Board of Health and Civil Service Commission and George Fretz Jr. for the Parks and Recreation Board.

The Shop Small/Win Big project in collaboration with TSEP and the Chamber will still be going on for the next two weeks. He encouraged everyone to stop in to make a purchase at 22 locally-owned participating businesses and register to win \$500 cash. The drawing will be February 9 at noon and streamed live on Facebook.

It's Restaurant Week in Tiffin and Seneca County. Check out the details about how you can win some great prizes at the Destination Seneca County website and on their Facebook page.

The old BP station at the corner of Market and Circular Street had been leveled. He thanked Zoning Inspector Dan Brickner for getting the ball rolling on that. In the next week or so, Chief Chappell and the Fire Department will be doing ice-rescue training in a pond out by the Willows.

There will be a Ribbon Cutting at Fire Station #1 to celebrate 130 years of service to the Tiffin Community. It will be at 4:00 on February 1st and is open to all.

The Mayor proclaimed January 2024 as Human Trafficking Awareness Month and presented the proclamation to "Sisters in Shelter". It was accepted by their executive director Jennifer Kin.

Mayor Wilkinson introduced Police Chief Pauly who presented 2023 awards to the following officers:

- Officers Elizabeth Miller, Kaden Wuescher and Michael Moore received Perfect Attendance Awards for being consistently present and ready every day.
- Ofc. Marcus Somers received the Community Service Award for surpassing the standard of expectation in delivering exceptional service to the community. He leads the department in overall arrests and removes impaired drivers from the road.
- Ofc. Brent Riley was given the Leadership Award for consistently demonstrating exemplary leadership through both his actions and behavior.
- Lt. Jake DeMonte also received a Leadership Award for his exemplary service and leadership in the patrol division. He said he had researched and created a three-week training program for the department, and all met and surpassed state requirements.
- Officer of the Year for 2023 was awarded to Ofc. Andrew Stevens for his work ethic, overall contributions to the community and exceptional police service throughout 2023.
- The Dispatcher of the Year Award was given to Dispatcher Patty McIntyre for her exceptional work ethic and dedication in maintaining a standard of excellence.

The Mayor then introduced TSEP President & CEO Aaron Montz, who presented their annual update. He said that the annual meeting will be held March 13th which is when the new annual report will be presented, so the details he is showing is from last year. Their organization was founded 40 years ago in 1983 as SIEDC, and they are now TSEP, although still formally known as SIEDC. They are a project-based organization, particularly economic

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development. Last year they renovated their heart of downtown offices and were able to “condo” the upstairs and cut the organization’s debt load by two-thirds. Montz reviewed some of their key organizational initiatives such as Seneca-Sandusky CEDS which is nearly complete and will be their comprehensive economic development strategy. It is required to be done once every ten years and updated every five years and brings potential for additional grant money. Economic development districts can also be formed, and they are already discussing a Firelands Coalition because too often we don’t meet the requirements for large projects. They are working on five active housing projects to address our housing shortage. Regarding industrial park growth, he noted that Eagle Rock Industrial Park is down to 18 acres and soon will be out of land. They are in talks with an adjacent family whose broker is already marketing their site of about 100 acres with road frontage and utilities, so it would be a great site for future growth. There are 55 projects for potential investment in the pipeline. One project is in cooperation with Fostoria Economic Development for rural Seneca County, in between Tiffin and Fostoria, and we are one of three finalists for a potential \$1 billion investment. Project Dublin will be a late first quarter announcement for a 50,000 SF facility and a \$3.5 million investment. Project Guitar is the \$10-\$12 million downtown Gibson Hotel Project, which still needs one more investor before the historic tax credits expire the end of the year. The hotel management company is already under contract. Noting the many exciting projects that they are working on, he thanked City Council for their ongoing support.

Corrina Eidt, Operations Manager, said she handles all TSEP internal operations and is the point of contact and secretary for the Sandusky County-Seneca County-City of Tiffin Port Authority. She is currently working on streamlining internal operations, implementing QuickBooks online, coordinating meetings and members visits, and website updates. She explained that the Port Authority railroad line, operated by Omnitrax, runs between Tiffin and Woodville with 1,500-2,000 carloads per year. Tiffin customers are Ameriwood Laminate Technologies, MGQ and National Machinery. A future SSTPA project will provide major updates to the 26-mile track with a \$6 million investment and some federal funding.

Development manager Adam Gillmor handles our community development, rural development and entrepreneurship projects. He currently has 15 active projects for about \$25 million of new investment in the pipeline, three of which are housing projects, eight are rural development, and five are entrepreneurial projects including the Tiffin-Seneca Entrepreneurial Clearing House. Regarding the Community Development Block Grant (CDBG), they are working on the 2022 project with Seneca County Common Ground on their Community Kitchen project, which has to be closed by October 31, 2024. For the \$150,000 allocation for Program Year 2024, Applejack Park was selected through Dream Big Tiffin because of its location in a low-to-moderate income area. The application deadline is June 12, so public meetings will be held late March/early April and enabling legislation to apply for the grant will need to be presented to Council by May. The Rainbow Muffler brownfield next to Ralph’s is being held in trust by TSEP for the City. The sinkhole repair was completed in December, and they have been told to expect the No Further Action letter or a permanent monitoring well on site. The final draft of the strategic plan for the Tiffin-Seneca Entrepreneurial Opportunity Clearinghouse (TSEOC) was submitted for review and should be complete by June. The Clearinghouse takes businesses for sale and passes them along to interested parties. He noted that it has become a model for other counties. Under Rural Development, a recent announcement was made about Price Manufacturing’s investment in a 2,400 SF addition and two additional machines. Other active projects include housing on the outskirts for mainly workforce residences.

Business Services Consultant Carol Owen’s focus is on developing our workforce and apprenticeships to improve our worker retention. This is done through ApprenticeOhio and their Manufacturing Showcase in October with local manufacturers and ten local schools. Virtual reality headsets are being used for training especially in the fields of health and medicine. In 2023 job orders were received from 329 customers and reimbursements made to employers for training were \$24,645 for new hires and \$41,817 for incumbent hires.

Donna Gross, Downtown Tiffin and Main Street Manager, reported on her four focus areas. Business Enhancement includes monthly Trivia Nights, merchant meetings and training, and insight calls to over 200 businesses. There were 10 new businesses downtown, three relocations, one expansion and two transfers of ownership. In March the Wild Bunch Wellness Bar will open next to Reino’s, and a new restaurant in the Laird Arcade, The Turntable, in the spring. Under Design, the Downtown Clean-Up Litter League volunteers collected over 900 bags of trash and 35 bags of leaves, they are working with TMAC and ABR n a 3M non-invasive product for brick wall murals, a new concept design for parking lots, and volunteers raised \$27,000 to install 82,000 new holiday lights. The Façade Enhancement Program had 12 projects in 2023 for over \$230,000 in investments, for a total of \$2.7 million in investments since 2014. Marketing events have included nine 3rd

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Thursdays, Kris Kringle Market, a free holiday movie at the Ritz and two window decorating contests, along with multiple press releases, community updates on the radio and social media postings on Facebook and Instagram. Downtown Development included downtown banners, a progress visit as part of the accreditation process, an annual visit to another Main Street Community, and at the annual Ohio Heritage Conference we were awarded Honorable Mention for the Best Ohio Main Street Committee Project “Kris Kringle Markt 2022”. She also thanked the community for their total of 1,193 volunteer hours.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman explained that suspension of Ord. 2024-2 has been requested to get parts ordered for the traffic light repair as soon as possible. Ord. 2024-6 is to pay for investment fees for the investment advisor; she wasn't sure last year how much to invest and did not know what those fees would be. She wants to record the fees in the month they happen and asked for the suspension in order to record those in January. The Street Department insurance reimbursement under Ord, 2024-8 needs to be appropriated to pay for damage to a John Deere tractor, and there also is a donation to the Parks that needs to be put to good use as soon as possible.

Director of Finance Report for the month ending:	DECEMBER 31, 2023
Total Receipts for the month:	\$6,223,885.49
Total Expenses for the month:	\$6,636,013.99
The General Fund unencumbered balance:	\$5,446,060.23

The income tax receipts for December 2023 were \$1,076,042.56. The total annual increase in income tax collections for December 2023 compared to December 2022 is \$95,833.95. Year to date income tax receipts are up 1.22%.

The portion of income tax receipts that was transferred into fund 215 for public streets for December 2023 is \$132,337.39.

The unexpended balance for all funds is **\$38,398,390.99** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the December 31, 2023 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Hoernemann seconded. On a voice vote motion was approved 7-0.

DIRECTOR OF LAW ZACHARY FOWLER: No report.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-06 – Appointment to the Shade Tree and Beautification Commission

Referred to the Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-07 – Authorization to Solicit Request for Quote of Engineer Services

Referred to Streets, Sidewalks & Sewers Committee

Mayor's Request for Legislation #24-08 – General Consulting Services

Referred to Streets, Sidewalks & Sewers Committee

Mayor's Request for Legislation #24-09 – Urban Waters Federal Partnership Authorization

Referred to Streets, Sidewalks & Sewers Committee

Finance Director's Request for Legislation #F24-1 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Finance Professional Services Budget (\$15,000.00).

On file in Clerk of Council's office; prepared under Ord. 2024-6.

Finance Director's Request for Legislation #F24-2 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Capital improvement Budget, and to approve a transfer from the General Fund to the Capital Improvement Fund (\$241,000.00 + \$500,000.00).

On file in Clerk of Council's office; prepared under Ord. 2024-2.

Finance Director's Request for Legislation #F24-3 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Street and Park Budgets (\$28,998.03 + \$4,670.53).

On File in Clerk of Council's office; prepared under Ord 2024-7.

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Finance Director's Request for Legislation #F24-4 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the .25% Income Tax Public Streets Budget, and to approve a transfer from the .25% Income Tax Public Streets fund to the OPWC Loan Street Paving Fund (\$18,750.00).

On file in Clerk of Council's office; prepared under Ord. 2024-8.

Finance Director's Request for Legislation #F24-5 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the General Administration Budget (\$25,000.00).

On file in Clerk of Council's office; prepared under Ord. 2024-9.

Finance Director's Request for Legislation #F24-6 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the City Hall Budget (\$25,000.00).

On file in Clerk of Council's office; prepared under Ord 2024-10.

Finance Director's letter dtd January 3, 2024 re Unclaimed Funds Written Off from 2022.

On file in Clerk of Council's office.

Ohio Division of Liquor Control – Liquor Permit Transfer from Phat Cakes LLC to Coastal Swing Three LLC.

Referred to Streets, Sidewalks & Sewers Committee.

ORAL COMMUNICATIONS: None.

MOTIONS:

- A. Councilmember Hays moved that Resolutions 2024-4 through 2024-21 be read and then voted on as one; Councilmember Roessner seconded. On a voice vote, motion was approved 7-0.

RESOLUTIONS:

Resolution 2024-4, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Dennis Berger to serve a three-year term on the Americans with Disabilities Act (ADA) Advisory Committee from January 1, 2024 until December 31, 2026.

Resolution 2024-5, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Dan Distel to serve a three-year term on the Americans with Disabilities Act (ADA) Advisory Committee from January 1, 2024 until December 31, 2026.

Resolution 2024-6, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Robert Mack Jr. to serve a three-year term on the Architectural Board of Review from January 1, 2024 until December 31, 2026.

Resolution 2024-7, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Tony Consolo to serve a three-year term on the Architectural Board of Review from January 1, 2024 until December 31, 2026.

Resolution 2024-8, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Jessica Wirth to serve a three-year term on the Architectural Board of Review from January 1, 2024 until December 31, 2026.

Resolution 2024-9, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's appointment of Allan MacKenzie to serve an unexpired term on the Civil Service Commission from the effective date of this resolution until December 31, 2025.

Resolution 2024-10, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Nancy Bailey to serve a three-year term on the Fair Housing Board from January 1, 2024 until December 31, 2026.

Resolution 2024-11, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Wayne Wax to serve a two-year term on the Investment Advisory Committee from January 1, 2024 until December 31, 2025.

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Resolution 2024-12, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of JoAnn King to serve a two-year term on the Investment Advisory Committee from January 1, 2024 until December 31, 2025.

Resolution 2024-13, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Susan E. Payne to serve a five-year term on the Julia M. Weller Memorial Commission from January 1, 2024 until December 31, 2028.

Resolution 2024-14, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of James Boroff to serve a term on the Local Board of Tax Review from the effective date of this resolution.

Resolution 2024-15, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Randy Schwartz to serve a four-year term on the Planning Commission from January 1, 2024 until December 31, 2027.

Resolution 2024-16, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's appointment of Victor Perez to serve a six-year term on the Sewer Review Board from January 1, 2024 until December 31, 2029.

Resolution 2024-17, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Michael Pinkston to serve a five-year term on the Tree Commission from January 1, 2024 until December 31, 2028.

Resolution 2024-18, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's appointment of Christopher Beidelschies to serve a three-year term on the Tiffin Municipal Arts Commission from January 1, 2024 until December 31, 2026.

Resolution 2024-19, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Nick Consolo to serve a three-year term on the Tiffin Municipal Arts Commission from January 1, 2024 until December 31, 2026.

Resolution 2024-20, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Victor Perez to serve a four-year term on the Tiffin Recreation & Beautification Fund Board from the effective date of this resolution until December 31, 2027.

Resolution 2024-21, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's reappointment of Timothy Hopple to serve a four-year term on the Tiffin Recreation & Beautification Fund Board from the effective date of this resolution until December 31, 2027.

Councilmember Hays moved for passage of above Resolutions 2024-4 through 2024-21; Councilmember Thacker seconded.

Roll call vote was taken on the passage, which was approved 7-0.

ORDINANCES:

Ordinance 2024-2, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, and recommend and enter into a contract to purchase traffic signal equipment, amending 2024 Budget Ordinance 23-94 to pay for the expense, and declaring an emergency.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

4114

Ordinance 2024-3, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to enter into an agreement with an environmental consulting firm to complete a full inventory of the City's urban forest and declaring an emergency. Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

Discussion: Councilmember Roessner stated that this will streamline the tree inventory in the City so the Street Department can operate more efficiently.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-4, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing participation in the ODOT Road Salt Contracts Awarded or the City Administrator to competitively bid for the purchase of road salt.

Ordinance 2024-5, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing and directing the Board of Control to enter into an agreement with a professional design firm for preparation of the engineering and design and construction administration and inspection services for the Eastland Park Sewer Rehabilitation Project and declaring an emergency.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Thacker explained that this is for updates that need to happen in the Eastland Park Sewer to save the City some money and extend the life of the sewer that is there.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-6, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending Budget Ordinance 23-94 to appropriate \$15,000.00 into the General Fund.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-7, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending Budget Ordinance 23-94 to appropriate \$28,998.03 into the Street Maintenance Fund and \$4,670.53 into the Park & Recreation Fund.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Discussion: Councilmember Roessner expressed his gratitude to Amvets for their donation to the Parks fund.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-8, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$18,750.00 into the .25% Income Tax Public Streets Fund and approve a transfer from the .25% Income Tax Public Streets Fund to the OPWC Loan Street Paving Fund.

Ordinance 2024-9, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,000.00 into the General Administration Budget.

Ordinance 2024-10, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,000.00 into the City Hall Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner explained that Fire Station #1 needs a floor inspection. City Administrator Dutro added that the City had contracted with an Ohio-based engineering firm for a structural study, and we got a good price for the entire structure including City Hall. This company has done work in our area before.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

4115

Ordinance 2024-11, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, and recommend and execute a contract for the West Market Street and Hopewell Avenue traffic signal repair project.

OTHER BUSINESS:

Councilmember Hays announced a Personnel & Labor Relations Committee meeting on Monday, January 22, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #24-06 regarding an appointment to the Shade Tree and Beautification Commission, and any other business that may come before them.

Streets, Sidewalks and Sewers Committee Chair Councilmember Thacker confirmed that none of her committee members ask for a hearing on the Ohio Division of Liquor Control permit transfer from Phat Cakes to Coastal Swing Three. She asked the Clerk of Council to sign and return the document indicating no hearing required.

Councilmember Thacker then announced a Streets, Sidewalks and Sewers Committee meeting to be held Monday, January 22, 2024 at 5:30 p.m. to discuss Mayor’s Requests for Legislation #24-07 (authorization to solicit request for quote of engineer services), #24-08 (general consulting services), #23-09 (Urban Waters Federal Partnership authorization), and any other business that may come before them,

City Administrator Dutro reported on the total tonnages total that Rumpke collected in 2023. For year ending 2023 they collected 5,368.98 tons of municipal solid waste/garbage plus 941.40 tons of recyclables. This is an increase on the recyclables from the prior year and a slight decrease from 2022 when we were at 5,340.82 tons collected. Our contract with Rumpke was approved last year and goes through March 2028. We had a wonderful visit to one of their recycling facilities in Columbus a couple of years ago. They have since done some major investments at that facility, and if Council is ever interested in going back we could do it again next year.

ADJOURNMENT: 8:39 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4117

FEBRUARY 5, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large), and John Kahler (At Large) were present. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Engineer Matt Watson, and Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

MINUTES: The minutes of the January 16, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

Councilmember Hays reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on January 22nd, 2024, starting at 5:15 p.m. The purpose of this meeting was to discuss Mayor's Request for Legislation #24-06 – Appointment to the Shade Tree and Beautification Commission and any other business to come before the committee. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were Mayor Lee Wilkinson, City Administrator Nick Dutro, and councilmembers Aaron Jones, Scott Hoernemann, and Dennis Snay. Councilman Hays started the meeting by asking for any comment from the committee on the appointee. No comments were made. Councilman Hays asked Mayor Wilkinson about his reasoning for the selection of the new appointee. Mayor Wilkinson told the committee the basis for his selection, including completion of the Tree Commission Academy by the appointee. Councilwoman Thacker motioned to accept the Mayor's appointment. Councilman Kahler seconded. The motion carried on a vote of 3-0. With no other business to discuss, our meeting adjourned at 5:18 p.m. Report respectfully submitted by John Hays, chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on January 22, 2024 at 5:30 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Council Members John Hays and John Kahler, Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson and Public Works Superintendent Brandon Burner. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Request for Legislation 24-07, 24-08, 24-09, and any other business that may come before them. Burner informed the committee of a grant available to the City through the Ohio Department of Natural Resources. There is no restriction on where the funds can be used in the city, but they must be used for planting. Hoernemann motioned to have the Law Director prepare legislation. Roessner second the motion. The motion passed 5-0. Watson informed the committee of the current process the City follows to request qualifications from professional design firms and the change being requested. This change would allow the City Administrator to maintain a file of prequalified professional design firms for projects under \$50,000. Snay motioned to have the Law Director prepare legislation. Roessner seconded the motion. The motion passed 5-0. Watson informed the committee of the Sewer Long Term Control Plan to update new Council Members, along with updates to parts of the project. An overview of where all projects currently stand is attached hereto as Exhibit "A." A map of the Sewer LTCP projects is attached hereto as Exhibit "B." A spreadsheet of the Project Costs and Schedule is attached hereto as Exhibit "C." All Exhibits were provided by Watson. Important updates to the Sewer LTCP are as follows:

1. MS Consultants is managing the general project coordination.
2. Several projects are starting the construction phase of the process, including CSO Basins 24, 30, and 16.
3. Watson is working with the Ohio EPA to amend the LTCP to potentially change the EQ Basin to a High Rate Treatment Facility. Watson would like to submit the amendment to the Ohio EPA March 1, 2024.

The final update for the Sewer LTCP relates to CSO Basins 18, 19, 23, 33 & 37. Most of this part of the project is in the downtown area. Dye and smoke testing will need to be done. Watson requests Council to pass legislation to start soliciting qualifications from and enter into a contract with a professional design firm for consulting services and preparation of the engineering and design for construction of the inflow reduction for CSO Basins 18, 19, 23, 33 & 37. Roessner motioned to have the Law Director prepare legislation. Snay seconded the motion. The motion

4118

passed 5-0. With no further business the committee adjourned at 6:47 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported that in the first week of January he gave each department head the assignment to prepare a long-term plan for capital expenses for the next five years and beyond. He is currently in the process of putting all that information into a master planning sheet so we can plan and budget for everything that has to happen in the next five years. With that in mind, he is taking a close look at all of our expenses to make sure that our taxpayer dollars are used wisely across the board.

The Mayor announced a Community Clean-up prior to the April Eclipse starting with one each quarter beginning with Ward 1, which will be held on March 30. Information on this and volunteer opportunities will be coming soon.

Thursday, February 8 is the Kiwanis Cooking Show. Chief Pauly will be there, and the Mayor will be presenting a dessert for auction.

He congratulated Chief Chappell and the Fire Department on the 130 year anniversary of the Tiffin Fire Department.

Aqua has plans to begin work to replace water lines starting as early as late February or early March on Madison Street, parts of Melmore St., and parts of Miami Street.

The Mayor has been working on the housing issue in Tiffin in partnership with Seneca County Land Bank, Tiffin Community Foundation, and GLCAP, to take advantage of the Welcome Home Ohio Grant. Updates to follow.

He reported that anyone that has been wanting to get married soon or just to renew your vows, they could do so on April 8 during the eclipse at the East Green amphitheater with about 50 other couples from all over the Midwest. Judge Damon Alt will be the presiding wedding official.

Mayor Wilkinson then introduced City Engineer Matt Watson for his 2024 update on the Road and Bridge Levy. Watson thanked residents for entrusting him and his office with the .25% Road Levy. He explained that the levy was a five-year term, 0.25% restricted income tax toward the construction related expenses for the city's roads, bridges and roadway culverts. It was initially passed by voters in May 2018, continued by them in May 2022 and currently expires December 31, 2028. He noted that revenue has consistently increased since 2019. Since 2018 an additional \$7.7 million in in state and federal has been secured for road and bridge infrastructure projects, for a total of \$2 of improvements for every additional \$1 we are contributing. Expenses totaled \$1,971,659.84 for the three major projects in 2023; the Ella Street Bridge Project, the East Perry Street Reconstruction and street resurfacing projects. Over \$1 million was invested in total street resurfacing. The Ella Street Bridge Replacement was done with \$500,000 from OPWC and a \$2 million grant from the Ohio Bridge Program; it was completed without taking on any long-term debt. The East Perry St. Reconstruction was 95% paid for with an ODOT Small Cities Grant. All bridges are rated 5 in the 1-9 rating so we are currently in good shape on them. The focus between now and 2028 is on roads, and the street paving list will be similar to this year's in the future. Watson said he will continue to be transparent with continued annual updates and will continue to be fiscally responsible with the taxpayers' money.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman explained that reason why suspension of Ord. 2024-18 was being requested. It is for the replacement of the motor for the pool slide with NOPEC funds that we will receive. Parks wants to get it ordered and installed by the end of May when the pool opens.

4119

DIRECTOR OF LAW ZACHARY FOWLER: No report.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-10 – Application to NOPEC Energized Community Grant

Referred to Recreation & Public Property Committee

Mayor's Request for Legislation #24-11 - Approval of City Administrator as proxy for Seneca County General Health District meeting.

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-12 – Appointment to the Zoning Board of Appeals (Dawn Iannantuono)

Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-7 to amend the 2024 Budget Ordinance 23-94 to reallocate funds in the .25% Income Tax Public Streets Budget.

On file in Clerk of Council's office; prepared under Ord. 2024-14.

Finance Director's Request for Legislation #F24-8 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Budget. (\$27,861.19)

On file in Clerk of Council's office; prepared under Ord. 2024-15.

Finance Director's Request for Legislation #F24-9 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Budget. (\$3,935.40)

On file in Clerk of Council's office; prepared under Ord. 2024-16.

Finance Director's Request for Legislation #F24-10 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the CSO 24 & 30, Benner Interceptor, Federal Urban Paving, and OPWC Funds, and to approve the return of the advances to the sewer and general funds. (\$422,766.68, \$101,800.00, \$388,301.61, \$14,288.82)

On file in Clerk of Council's office; prepared under Ord. 2024-17.

Finance Director's Request for Legislation #F24-11 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Capital Budget. (\$17,346.00)

On file in Clerk of Council's office; prepared under Ord. 2024-18.

Finance Director's Request for Legislation #F24-12 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Budget. (\$2,000.00)

On file in Clerk of Council's office; prepared under Ord. 2024-19.

Ohio Division of Liquor Control – Liquor Permit Transfer from Dunlap Brothers Inc, dba T.J. Willies at 738 W. Market St. to Kebolt LLC, same address.

Referred to Streets, Sidewalks & Sewers Committee

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-22, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's appointment of Dawn Iannantuono to serve an unexpired term on the Tree Commission from the date of this signed resolution until December 31, 2026.

Councilmember Hays moved for passage; Councilmember Thacker seconded.

Roll call vote was taken on the passage, which was approved 7-0.

Resolution 2024-23, introduced by John Thacker and read for the first time.

A RESOLUTION authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for planning, design and/or construction of wastewater facilities involving CSO Basins 18, 19, 23, 33 & 37 Inflow Reduction Project, designating a dedicated repayment source for the loan, and declaring an emergency.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

4120

Resolution 2024-24, introduced by Kevin Roessner and read for the first time.

A RESOLUTION authorizing the City Administrator to prepare and submit an application to participate in the Urban Waters Federal Partnership tree planting grant, to execute contracts as required, and declaring an emergency.

ORDINANCES:

Ordinance 2024-4, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE authorizing participation in the ODOT Road Salt Contracts Awarded or the City Administrator to competitively bid for the purchase of road salt.

Ordinance 2024-8, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$18,750.00 into the .25% Income Tax Public Streets Fund and approve a transfer from the .25% Income Tax Public Streets Fund to the OPWC Loan Street Paving Fund.

Ordinance 2024-9, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,000.00 into the General Administration Budget.

Ordinance 2024-11, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, and recommend and execute a contract for the West Market Street and Hopewell Avenue traffic signal repair project.

Ordinance 2024-12, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE to authorize and direct the City Administrator to solicit qualifications from and enter into a contract with a professional design firm for consulting services and preparation of the engineering and design for construction of the inflow reduction for CSO 1st Reading Basins 18, 19, 23, 33 & 37; amend Budget Ordinance 23-94 to establish Fund 570 CSO 18, 19, 23, 33 & 37; to appropriate money into the new fund; and declaring an emergency.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-13, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE enacting Section 139.07 of the Tiffin Codified Ordinances authorizing the City Administrator to maintain a file for prequalifications of professional design firms.

Ordinance 2024-14, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to reallocate \$15,000.00 into the .25% Income Tax Public Streets Budget.

Ordinance 2024-15, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$27,861.19 into the Police Budget.

Ordinance 2024-16, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$3,935.40 into the Park Budget. Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Roessner thanked AMVETS for their donation.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-17, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the CSO 24 & 30, Benner Interceptor, Federal Urban Paving and OPWC Funds and approve the return of the advances to the sewer and general funds.

4121

Ordinance 2024-18, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$17,346.00 into the Park Capital Budget.

Councilmember Roessner moved for suspension of the three-reading and passage; Councilmember Kahler seconded.

Discussion: Councilmember Roessner said that as Finance Director Kaufman had previously explained, this is for the timely replacement of the pool motor using NOPEC funds.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-19, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$2,000.00 into the Park Department Budget.

OTHER BUSINESS:

Councilmember Thacker, confirmed that none of the Streets, Sidewalks and Sewers Committee members requested a hearing on the Ohio Division of Liquor Control permit transfer from Dunlap Bros., dba T.J. Willies, to Kebolt LLC. She asked the Clerk of Council to sign and return the document indicating no hearing required.

Councilmember Snay announced a Recreation & Public Property Committee meeting on Monday, February 12, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #24-10 regarding the application for a NOPEC Energized Community Grant, and any other business that may come before them

Councilmember Hays announced a Personnel & Labor Relations Committee meeting on Monday, February 12, 2024 immediately following the 5:15 p.m. Recreation & Public Property meeting to discuss Mayor’s Requests for Legislation #24-11 for the approval of City Administrator as proxy for Seneca County General health District and #24-12 for the appointment to the Zoning Board of Appeals of Dawn Iannantuono), as well as any other business that may come before them.

ADJOURNMENT: 7:44 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4123

FEBRUARY 20, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), and John Kahler (At Large) were present; John Hays (At Large) was absent. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak.

MINUTES: The minutes of the February 5, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

Councilmember Snay reported that a Recreation and Public Property Committee meeting was held in Tiffin City Council Chambers on February 12, 2024, starting at 5:15pm. Its purpose was to review and discuss Mayor Wilkinson's request for Legislation #24-10 regarding an application for a NOPEC Energized Community Grant and any other business that may come before this committee. Attending were committee members Dennis Snay, Aaron Jones, and Scott Hoernemann. Additional guests attending were Mayor Wilkinson, Law Director Zachary Fowler, City Administrator Nick Dutro, Council-at-Large members John Kahler, Cheyane Thacker, and John Hays. Councilmember Snay explained to the committee that the NOPEC Grant needed to be amended into the Park Capital budget. He went on to explain that it is used to upgrade and purchase city pool equipment (slide, pumps, permits and freight cost). Total cost will be \$17,346.00. Finally, Councilman Snay requested that this legislation be declared an emergency and suspension of Council's three-reading rule so equipment be ordered immediately and installed before summer. After no discussion from the committee, City Administrator Dutro gave more background information to members of the chamber on what NOPEC is, how it is involved with our community and for how the NOPEC grant is used. Councilman Jones made a motion to have Law Director Fowler draft legislation upon Mayor's request #24-10 and seconded by Councilman Hoernemann. The motion carried a passing 3-0 vote. Mayor Wilkinson interjected regarding Kathy Kaufmann's (City Finance Director) wanting to have a piece of legislation combined with #24-10. Law Director Fowler explained to the Mayor that Kathy's request will be separated and assigned to a different committee. With no further action needed at this time the meeting was adjourned at 5:24 p.m. Report respectfully submitted by, Dennis A. Snay, Chair.

In the absence of Chair John Hays, Councilmember Kahler read the report on the Personnel & Labor Relations Committee meeting that was held in City Chambers on February 12th, 2024, starting at 5:21 p.m. The purpose of this meeting was to discuss Mayor's Request for Legislation #24-11 – Approval of City Administrator as proxy for Seneca County General Health District meeting and Mayor's Request for Legislation #24-12 – Appointment to the Zoning Board of Appeals, and any other business to come before the committee. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were Mayor Lee Wilkinson, City Administrator Nick Dutro, Law Director Zachary Fowler, and councilmembers Aaron Jones, Scott Hoernemann, and Dennis Snay. Councilman Hays started the meeting by confirming that the Mayor is sending a proxy to the Seneca County General Health District meeting due to a scheduling conflict on the date of March 18th. Mayor Wilkinson explained that he was requested to have a proxy voted on by City Council. City Administrator Dutro stated that the Health District administration made this request. Thacker motioned to have the Law Director draft the legislation for Dutro to be the proxy for the Mayor. Kahler seconded the motion. The motion carried on a vote of 3-0. The committee then discussed the Appointment to the Zoning Board of Appeals. The Mayor explained the reasoning for his selection, including the appointee's previous experience with the City and familiarity with zoning rules and regulations. Kahler motioned to accept the Mayor's appointment. Thacker seconded. The motion carried on a vote of 3-0. The committee then discussed its options of how it may handle future appointments brought before the committee. With no other business to discuss, our meeting adjourned at 5:38 p.m. Report respectfully submitted by John Hays, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:**MAYOR LEE WILKINSON:**

Mayor Wilkinson reminded Council and the public that quarterly Community Clean-ups are being planned, starting with the first to be held prior to the April Eclipse on March 30 in the First Ward. Information and volunteer opportunities will be coming soon.

The Mayor congratulated Cassandra Immele who won the \$500 Shop Small/Win Big contest just for shopping locally-owned businesses in Tiffin. He also thanked TSEP, the Chamber, and an anonymous donor for making this happen.

Aqua Ohio has plans to begin work to replace water lines starting as early as late February or early March on Madison Street, parts of Melmore St., and parts of Miami Street.

The street sweeper is up and running. If you see “No Parking” signs and cones along your street, pay attention to the date and try to get your cars moved off of the street to let the street sweeper do a good job. The street sweeper will be on Clay Street tomorrow.

Sewer work continues on Schonhardt St. and will be moving to Main St. between Jefferson and Schonhardt in the coming weeks.

Mayor Wilkinson then introduced Seneca Regional Chamber of Commerce Executive Director Bryce Riggs, who gave an update on the Chamber and Destination Seneca County, with focus on the latter. Riggs introduced the staff: Deb Martorana, Director of Internal Operations; Marisa Stephens, Director of Marketing; Judy Smith Desze, Marketing Specialist; and Joanne Elchert, long-time volunteer. He stated that there are not a lot of Chambers in Ohio that run their visitors bureaus. They were the Chamber of the Year for the State of Ohio this last year, and assist 545 members throughout the county and beyond through their four points of education, promotions, relationships, and resources and savings in support of both tourism and commerce. This last year they were first place winners of three Ohio Travel Association Ruby Awards: the Official Chip Contest, the Destination Seneca County Coloring Book put together by Marisa Stephens, and the Special Features Blog. They were also awarded Citations of Excellence in two different awards: the Slice of Seneca County and Be a Tourist in Your Own Town. As of their renewed contract with the County about four years ago, they began working transparently with the Tourism Council and have an open door for feedback. They have seen quite an increase in the County Lodging Tax in the last number of years. Funding sources are through memberships and sponsorships, the County Lodging Tax now provides a little over \$165,000 and the City of Tiffin provides \$25,000 yearly. Marisa Stephens then provided an update on Destination Seneca County. She said that they also work in four buckets to support four core areas: Relationships, Marketing, Leisure Travel and Group Travel. They not only tailor their promotions to visitors coming into Seneca County, but also to getting residents to stay in Seneca County and experience the things we have here. Over the past year in 2023 their focus has been on letting residents and visitors know that whatever they were looking for, they could find a piece of it here, and Seek Seneca County was born. For marketing, their big focus is on featuring the people and the stories of our community. They have reached 2.8 million users on social platforms and 113,000 website users. They were able to highlight our assets, such as the Seneca County Fair Family Lights and addresses of decorated houses that were included on the Ohio Holiday Lights Trail. They have been working diligently to make sure we are seen not only on a statewide stage but also nationally, and involving all parts of the community so that it's just not promoting Seneca County but the businesses and people that make it up. Under Relationships, they try to be as actively involved as possible with Tiffin and countywide organizations, and with different statewide organizations as well. Under Leisure Travel they launched the first geocaching trail in northwest Ohio, which was very successful. Slice of Seneca County, a pizza and a geocaching trail in one, really took off and has brought in people from all over the country. Recently they helped put together and promote the first-ever Seneca County Restaurant Week, with over 23 participating restaurants and over 200 customers. They also go out beyond the community and set up every year at the Fostoria Farmers Market and Train Fest, as well as setting up at the State Tourism Day. Group Travel covers bus travel with anywhere from 35-65 individuals per bus; they take them to businesses and different experiences and offer them behind the scenes excursions that they wouldn't otherwise get. It has a great economic impact on those organizations and promotes their return on the Leisure Travel side. They are also out connecting with different industry leaders and partners. The past two years they have been invited to the Great Day Tours Marketplace Show, where they see a lot of organizations coming back to Seneca County, and they are heading to the Ohio Travel Association Heartland Show in South Bend, IN. Riggs then spoke about the Eclipse on April 8th, which

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they are helping out with on two fronts. One is from the community standpoint with Eclipse Insights Events on Monday the 26th in Tiffin, Fostoria and Attica. The Chamber and Destination Seneca County will be there with EMA, Fostoria Economic Development and the Fostoria Chamber, TSEP, Downtown Development and the Health Department to give people information for a good experience. There is the Out of the Dark Fun Run on Saturday night, and a Solar Eclipse Bingo to coincide with the release of the 2024 Community Guide where visitors can check off and submit their visits and receive gift cards. The Elope at the Eclipse has taken off with 120 weddings and vow renewals, with cake and a first toast at The Chandelier. We are right in the path of totality, so there will be a list of where to buy swag on their website. Stephens also mentioned that this is also the year of the 2024 Seneca County Bicentennial which will begin April 1. It includes the Beard Contest, Heritage Festival, a K9 Commissioner contest, and the Be a Tourist in Your Own Town event will be themed around the Bicentennial. She thanked all their partners for their support and the City of Tiffin for providing additional funding. Mayor Wilkinson said he appreciated all their collaboration with the City and County and their efforts to make things happen in Seneca County.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman explained that Ordinances 2024-8 and 2024-9 were up for their third reading. Ord. 2024-8 is for the OPWC loan for the street paving and is due this summer. At the time the budget was prepared they thought the number was lower than it actually is and asked that funds be transferred from the .25% Income Tax Public Streets Fund to the OPWC Loan Street Paving Fund. These funds need to be appropriated so that the necessary payment on the OPWC Loan for street paving can be made by the due date.

Kaufman also explained that Ord. 2024-9 was for the continuance of insurance coverage. A certain amount had been put in the Budget, but now more people on are it and more funds need to be appropriated for the year.

Director of Finance Report for the month ending:	JANUARY 31, 2024
Total Receipts for the month:	\$5,099,547.55
Total Expenses for the month:	\$4,985,099.06
The General Fund unencumbered balance:	\$4,072,081.07

The income tax receipts for January 2024 are \$1,189,827.16. The total annual increase in income tax receipts through January 2024 compared to January 2023 is \$42,709.48 or 3.72% increase year to date.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for January 2024 is \$146,557.31.

The unexpended balance for all funds is **\$38,512,839.48** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the January 31, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Snay seconded. On a voice vote motion was approved 6-0.

DIRECTOR OF LAW ZACHARY FOWLER: No report.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-13 – Approval of Rod Morrison's Reappointment to the Planning Commission. – *Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #24-14 – City Lot #2 Lighting
Referred to Streets, Sidewalks & Sewers Committee

Finance Director's Request for Legislation #F24-13 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Claims Escrow Budget. (\$30,000.00)
On file in Clerk of Council's office; prepared under Ord. 2024-21.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

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RESOLUTIONS:

Resolution 2024-24, introduced by Cheyane Thacker and read for the second time.

A RESOLUTION authorizing the City Administrator to prepare and submit an application to participate in the Urban Waters Federal Partnership tree planting grant, to execute contracts as required, and declaring an emergency.

Resolution 2024-25, introduced by John Kahler and read for the first time.

A RESOLUTION approving Mayor's appointment of the City Administrator to attend the Seneca County General Health District annual meeting as proxy for the Mayor, and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Discussion: Councilmember Thacker explained that Mayor Wilkinson would be at the Council meeting on that same evening, March 18th.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

Resolution 2024-26, introduced by John Kahler and read for the first time and only time required.

A RESOLUTION approving Mayor's appointment of Dawn Iannantuono to serve an unexpired term on the Zoning Board of Appeals from the date of this signed resolution through December 31, 2025.

Councilmember Kahler moved for passage; Councilmember Roessner seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

ORDINANCES:

Ordinance 2024-4, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE authorizing participation in the ODOT Road Salt Contracts Awarded or the City Administrator to competitively bid for the purchase of road salt.

Councilmember Thacker moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-8, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$18,750.00 into the .25% Income Tax Public Streets Fund and approve a transfer from the .25% Income Tax Public Streets Fund to the OPWC Loan Street Paving Fund.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-9, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,000.00 into the General Administration Budget.

Councilmember Roessner moved for passage; Councilmember Thacker seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-11, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, and recommend and execute a contract for the West Market Street and Hopewell Avenue traffic signal repair project.

Councilmember Thacker moved for passage; Councilmember Roessner seconded,

Discussion: City Administrator Dutro confirmed that this was an insurance reimbursement.

Roll vote was taken on the passage and it was approved 6-0.

Ordinance 2024-13, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE enacting Section 139.07 of the Tiffin Codified Ordinances authorizing the City Administrator to maintain a file for prequalifications of professional design firms.

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Ordinance 2024-14, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to reallocate \$15,000.00 into the .25% Income Tax Public Streets Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-15, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$27,861.19 into the Police Budget.

Ordinance 2024-17, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the CSO 24 & 30, Benner Interceptor, Federal Urban Paving and OPWC Funds and approve the return of the advances to the sewer and general funds.

Ordinance 2024-19, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$2,000.00 into the Park Department Budget.

Ordinance 2024-20, introduced by Dennis Snay and read for the first time.

AN ORDINANCE authorizing all actions necessary to accept the Northeast Ohio Public Energy Council (NOPEC) 2024 Energized Community Grant, and declaring an emergency.

Councilmember Snay moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Discussion: Councilmember Thacker explained that suspension was being requested so as to order the parts in time to make sure the pool is ready for its opening.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

Ordinance 2024-21, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$30,000.00 into the Fire Claims Escrow Budget.

Councilmember Roessner moved for passage; Councilmember Snay seconded.

Discussion: Councilmember Roessner explained that this was for an insurance money check for the Fire Department.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

OTHER BUSINESS:

Regarding Mayor's Request for Legislation #24-14 for lighting at City Lot #2, Councilmember Thacker moved too have legislation prepared for said lighting which is already in process and to rectify what has already happened; Councilmember Jones seconded. On a voice vote, motion was approved 6-0.

Councilmember Thacker announced a Personnel & Labor Relations committee meeting to be held February 26, 2024 at 5:15 p.m. to discuss Mayor's Request for Legislation #24-13 (reappointment of Rod Morrison to the Planning Commission) and any other business that may come before them.

ADJOURNMENT: 7:54 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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MARCH 4, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Pro Tem Cheyane Thacker opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and five councilmembers were present: Aaron Jones (1st Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), and John Hays (At Large) were present; Scott Hoernemann (2nd Ward) and John Kahler (At Large) were absent. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak, HR Director Deb Reamer and Parks & Recreation Director Bryce Kuhn.

MINUTES: The minutes of the February 20, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

Councilmember Hays reported that the Personnel & Labor Relations Committee held a meeting in City Chambers on February 26th, 2024. The purpose of this meeting was to discuss Mayor's Request for Legislation #24-13 – Reappointment of Rod Morrison to the Planning Commission, and any other business to come before the committee. Attending were committee members John Hays and John Kahler. Also attending were Mayor Lee Wilkinson, City Administrator Nick Dutro and Law Director Zachary Fowler. Councilman Hays called the meeting to order at 5:21 p.m. Councilman Kahler asked about the appointee. City Administrator Dutro commented on the appointee's history with the Commission and experience with zoning law. Dutro also explained the details of the Planning Commission, including frequency of meetings Kahler motioned to draft legislation approving the reappointment to the Planning Commission. Hays seconded, and the motion carried on a vote of 2-0. In other business, Hays asked about the committee meeting for future appointments. Law Director Fowler explained the roles of Mayor and Council President in business being assigned to the committee, and Dutro commented on steps a committee chair can take during a City Council meeting to have legislation prepared. With no other business, the meeting adjourned at 5:32 p.m. Report respectfully submitted by John Hays, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson read a proclamation declaring March 2024 Development Disabilities Awareness Month. Seneca County Opportunity Center Superintendent Lew Hurst thanked the Tiffin community for the support they give the program. He said they have been reviewing bids for the renovation off the old cancer center, and they will be moving their adult program there. He added that SCOC has grown 25% in the past four years, mostly with children. Advocate Bill Young announced the Palm Sunday drive-thru chicken dinner to be held at the Center on Sunday, March 24 with pre-orders taken through March 11. John DeVanna announced their March 26 Bakery Bingo at 5:30 p.m.; money raised will go towards the 2024 Unity Conference planned every year by the advocates. Also, the annual Celebrity Basketball game will be held March 14 at Seiberling Gym with proceeds from the sale of food and merchandise to help fund the Special Olympics to be held in April. Rock Your Socks World Down Syndrome Day is March 21, and everyone is encouraged to share their mis-matched socks on social media in support.

The Mayor asked for volunteers to sign up as soon as possible for the First Community Clean Up that will take place in the First Ward on March 30th at 9:00 a.m.

AQUA still has plans to begin replacing water lines as early as this week on Madison St., parts of Melmore St. and parts of Miami St. Main Street will also be closed to through traffic between Jefferson and Circular for sewer installation. Beginning today and tomorrow there will be temporary lane closures on N. Sandusky St. between Hall and Tomb Sts., as well as near Sixes Corners in preparation for the North Sandusky Street Project.

He congratulated Public Works Superintendent Brandon Burner for obtaining a \$50,000 ODNR Division of Forestry grant to be used for tree purchases, removal and inventory work.

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Mayor Wilkinson introduced Parks & Recreation Department Director Bryce Kuhn for his annual report. Kuhn announced that Alen Bilger had received the 2023 Tiffin Parks & Recreation Volunteer of the Year Award. He said Bilger has been a volunteer with the Parks Department and has given a lot of his time helping with the summer camps. His specialty is showing the kids how to build rockets and then brings his rocket launching pad to the park on the last day of camp so they can launch fly their rockets. Kuhn stated that 2023 capital projects included a retaining wall, landscaping and lettering through Arnold Machine at the back hillside entrance to Hedges-Boyer Park through grants from the Messich Frost Foundation and Lupton Foundation for a total of \$64,000. This will help with draining and water runoff. Every year they update a different piece of equipment while there is still some value in it to offset the cost of new. This year they purchased a new 11 ft. wide lawnmower costing \$85,000-\$95,000 by trading in an old mower and bringing the cost down. They also purchased a toolcat, which is a bobcat mixed with an ATV-type body. Annual events include the Oakley Park clean-up on April 20, the pitch, hit and run competition, Band Bash, Thursday Night Tunes at the East Green beginning June 20, special needs community swim days, NOPEC Party in the Park on the 4th of July and the car show on the 4th, yoga at the East Green, and the fishing derby on June 1. The pool will open May 27 and close August 11. Online day camp registration begins April 5 at 9:00 a.m., and last year they filled up within just over 4 minutes 22 seconds, which demonstrates how good of a camp Mason Correll puts on. Kuhn also explained that most of the revenue for the department camps, pool memberships and day admissions, shelter rentals, food trucks and concession stand sales. He thanked Council for allowing them to do what they do as a service department and supporting their programs and events. Councilmember Roessner asked if leasing was an option, and both Finance Director Kaufman explained that historically it had not been done due to the additional interest costs. City Administrator Dutro agreed but added that they are piloting it with Public Works for some major equipment that is only used occasionally. Roessner noted that in comparison with the green spaces in Findlay and Fremont, we have a tremendous well-managed park system and gave kudos to the Parks Department for their work. Councilmember Hays asked about the park pool supplementing the YMCA pool during its renovation. Kuhn explained that the YMCA would be operating the pool from 6:00 a.m. to 11:00 a.m. before they actually open for the season, with the YMCA paying for the extra chemicals and staff. This will be weather-dependent and depending on how soon they can get the pool prepared. They would do this beginning the first Monday of May and go until Labor Day.

Deb Reamer, Director of Human Resources, began her annual update by listing the various departments and the number of personnel in each, pointing out that Parks & Recreation will soon be adding an additional 27 seasonal employees, 16 of which are returning. In 2023 there were 11 new full-time hires and 11 part-time, and 13 outgoing full-time employees (five of which retired) and 7 part-time (six of which left Council). Total City employees at the end of 2023 were 127 full-time and 10 part-time. Regarding the City's workers' compensation claims, there was a decreased frequency from 10 in 2022 to 7 in 2023, and losses decreased 39%. The City of Tiffin outperformed what was expected, with fewer losses than cities of a similar size. The City participated in programs resulting in \$26,591 in refunds in 2023. When there is a work-related injury the department heads understand it is imperative she know right away because there is a lag time which means more costs involved. Medical providers billed \$157,768.22, of which Ohio BWC paid \$27,285, resulting in \$130,482.94 in medical charges saved from entering the City's future experience and 82% discount. 71% of claims were under \$5,000. 57% of claims were medical only, and less than 8 days off work. This is why it is important to bring them back to work under transitional duty and reduce claim losses. Reamer is the BWC administrator handling workers' compensation claims and contacts; handles employee issues; serves as a liaison for benefit groups; is the unemployment administrator, interviews, hires and does employee orientation for new employees; and enters into Employee Navigator all employee terms and authorizes all changes required. All employee policies and procedures can now be found online under Lexipol. She also outlined the requirements for FMLA, which is available for employees who have worked a minimum of one full year and 1250 hours. Reamer closed by pointing out that the City of Tiffin offers some things that others do not: step increases, longevity increases, very good benefits, a retirement plan for the public service field of employment, and an atmosphere that strives to make all members feel part of a big family.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman explained three ordinances that were up for third reading. Ord. 2024-15 appropriates grant funds for Tiffin Police Department professional training. Ord. 2024-17 covers several advances that had to be done at the end of the year. There would be an Audit finding if there was a negative balance at the end of the year, so they need to be returned to the funds they came from. Ord. 2024-19 appropriates a NOPEC grant into the Parks Department for special events.

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DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that the administrator assistant from the Prosecutor's office was on vacation, and someone from his private law firm was going to fill in while she was out.

WRITTEN COMMUNICATIONS:

Finance Director's Request for Legislation #F24-14 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the OPWC Loan Street Paving Project. (\$18,750.00)

On file in Clerk of Council's office; prepared under Ord. 2024-22.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-24, introduced by Cheyane Thacker and read for the third time.

A RESOLUTION authorizing the City Administrator to prepare and submit an application to participate in the Urban Waters Federal Partnership tree planting grant, to execute contracts as required, and declaring an emergency.

Councilmember Roessner moved for passage; Councilmember Snay seconded.

Roll call votes were taken on the emergency and passage, and both were approved 5-0.

Resolution 2024-27, introduced by John Hays and read for the first time and only time required.

A RESOLUTION approving Mayor's reappointment of Rod Morrison to serve a four-year term on the Planning Commission from January 1, 2024 until December 31, 2027.

Councilmember Hays moved for passage; Councilmember Roessner seconded.

Roll call vote was taken on the passage, and it was approved 5-0.

ORDINANCES:

Ordinance 2024-13, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE enacting Section 139.07 of the Tiffin Codified Ordinances authorizing the City Administrator to maintain a file for prequalifications of professional design firms.

Councilmember Roessner moved for passage; Councilmember Hays seconded.

Roll call vote was taken on the passage, and it was approved 5-0.

Ordinance 2024-15, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$27,861.19 into the Police Budget.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Roll call vote was taken on the passage, and it was approved 5-0.

Ordinance 2024-17, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the CSO 24 & 30, Benner Interceptor, Federal Urban Paving and OPWC Funds and approve the return of the advances to the sewer and general funds. Councilmember Roessner moved for passage; Councilmember Hays seconded

Roll call votes were taken on the passage, and it was approved 5-0.

Ordinance 2024-19, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$2,000.00 into the Park Department Budget.

Councilmember Roessner moved for passage; Councilmember Snay seconded.

Roll call vote was taken on the passage, and it was approved 5-0.

Ordinance 2024-22, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$18,750.00 into the OPWC Loan Street Paving Budget.

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Ordinance 2024-23, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing the installment of two streetlights in City Lot 2, and declaring an emergency. Councilmember Jones moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 5-0.

OTHER BUSINESS: None.

ADJOURNMENT: 8:09 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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MARCH 18, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), and John Hays (At Large) and John Kahler (At Large). Also attending were Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak. Mayor Lee Wilkinson joined the meeting at 7:24 p.m.

MINUTES: The minutes of the March 4, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS: None.

Councilmember Kahler announced a Law & Community Planning meeting to be held Monday, March 25, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #24-15, #24-16 and #24-17, and any other business that may come before them.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

City Administrator Dutro explained that the Mayor was attending the Seneca County Board of Health annual meeting and reported on his behalf.

He reminded everyone that there would be a community clean-up prior to the April 8th eclipse on Saturday, March 30 at 9:00 a.m. at the East Green. Sign up can be done on the City's Facebook page.

Dutro introduced Adam Gillmor from the Tiffin-Seneca Economic Partnership, who presented information on the new Community Development Block Grant (CDBG) program. TSEP is contracted by Tiffin to handle its community development and grant administration, with a separate contract for CDBG. The primary objective of the grant is to develop viable urban communities, with focus on low-to-moderate income individuals. The grant focuses on the creation of housing suitable living environments or expanded economic opportunities. Funds are awarded based on an allocation program, and Tiffin can receive up to \$150,000, of which \$30,000 goes to administration and the balance to Tiffin's choice of project. The funds can also be used to prevent or eliminate slums or blight or to meet an urgent need. Gillmor noted that they had received 73 responses through its Dream Big Tiffin process, and the top project mentioned was Applejack Park Improvements. He explained that this was the first public hearing for this grant program, with another to be scheduled late March or early April. Legislation will then come before Council allowing TSEP to apply for the grant on the City's behalf for the chosen project. The application is due June 12.

City Administrator Dutro reminded the public that Tuesday, March 19 was primary election day, and although there were no City races on the ballot, he encouraged everyone to vote as this is the most important thing we do as citizens.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Finance Director Kaufman explained that suspension was requested on Ord. 2024-26 for the grant the Streets Department got from the Division of Forestry. They would like Council to suspend the three-reading rule and approve the appropriation of those funds into the Budget so they can get started with buying the trees, removing others and doing the inventory. She stated that this was a reimbursement grant, so we have to pay first, then send in the reimbursement request for approval so the money comes back to us.

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Director of Finance Report for the month ending:	FEBRUARY 29, 2024
Total Receipts for the month:	\$4,025,965.52
Total Expenses for the month:	\$4,424,056.51
The General Fund unencumbered balance:	\$3,917,444.93

The income tax receipts for February 2024 are \$877,931.59. The total increase in income tax receipts in February 2024 compared to February 2023 is \$39,727.01. The total year to date increase is 4.15%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for February 2024 is \$106,270.39.

The unexpended balance for all funds is **\$38,114,748.49** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the February 29, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Snay seconded. On a voice vote motion was approved 7-0.

DIRECTOR OF LAW ZACHARY FOWLER: No report.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-15 – CHIP Program 2024

Referred to the Law & Community Planning Committee

Mayor's Request for Legislation #24-16 – Tax Incentive Review Council (TIRC) Recommendations

Referred to the Law & Community Planning Committee

Mayor's Request for Legislation #24-17 – EMS Billing Contract

Referred to the Law & Community Planning Committee

Finance Director's Request for Legislation #F24-15 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the State Highway Improvement Fund Budget. (\$5,550.00)

On file in Clerk of Council's office; prepared under Ord. 2024-24.

Finance Director's Request for Legislation #F24-16 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the TIF II S. Shaffer Park Dr. Fund Budget. (\$5,000.00)

On file in Clerk of Council's office; prepared under Ord. 2024-25.

Finance Director's Request for Legislation #F24-17 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the ODNR Division of Forestry Fund Budget. (\$50,000.00)

On file in Clerk of Council's office; prepared under Ord. 2024-26.

Finance Director's Request for Legislation #F24-18 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Budget. (\$500.00)

On file in Clerk of Council's office; prepared under Ord. 2024-27.

Finance Director's Request for Legislation #F24-19 to amend the 2024 Budget Ordinance 23-94 to appropriate Funds into the Capital Improvement Budget, and reduce funds in the .25% Income Tax Public Streets funds, and to approve a transfer from Capital Improvements to the 2022 Street Improvement Bonds Fund.

(\$146,000.00)

On file in Clerk of Council's office; prepared under Ord. 2024-28.

ORAL COMMUNICATIONS:

Scott Ballenger, Area Manager - Tiffin/Marion Division for Aqua Ohio, spoke to Council about the upcoming program for the EPA-mandated replacement of lead and galvanized service lines to reduce the risk of lead exposure. In the late 1800s-1940s lead lines were used to provide water flow from the water main to houses. Around the 1940s-1950s it switched over to mainly copper, and since the 1970s it is mainly plastic on the company side. In 1988 lead was banned, and in 1991 EPA established the Lead and Copper Rule to help control lead and copper leaching into our drinking water. We do not have lead and copper in our water, but aggressive water will strip the inner pipes of lead and copper as it did in Flint, MI. Because of this, in 2016 water companies were mandated by EPA to take inventory of where their lead service materials are from the main to the curb stop. A new mandate under the Lead and Copper Rule Improvements requires them to take inventory of customers' materials from the curb stop to the house's main shut off or meter. It has nothing to do with whatever material the customer ran into the house, which is their responsibility. Aqua must submit this information by October 16, 2024, so they are using a third party company to assist. He provided a sample of the questionnaire that will be sent to

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every customer that they do not know what their material is, and there are various ways for the customers to respond. The call center number on the letter is that of the third-party. Aqua is getting a \$5 million grant from Ohio EPA for Year One to replace service lines in Tiffin. The plan is to start in the next couple of months to replace a little over 2,000 known Aqua lead service lines and one known customer with a lead line. There are 6,400 lines that need to be identified. If a customer has lead or galvanized downstream of Aqua’s lead pipes, it will be replaced at no cost to the customer. The EPA wants it all out in 10 years; AEP hopes to have it out in 5-7 years. Ballenger added that in 2024 they are doing water main replacements on Melmore, Madison, Miami and McCullough Streets at a cost of about \$2.5 million. Since they became Aqua they have invested about \$25 million on Tiffin’s infrastructure, and \$9.5 million has been on water main replacements. He acknowledged that rates have been raised, but Aqua is investing back in the community.

MOTIONS: None.

RESOLUTIONS: None.

ORDINANCES:

Ordinance 2024-22, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$18,750.00 into the OPWC Loan Street Paving Budget.

Ordinance 2024-24, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$5,550.00 into the State Highway Improvement Fund Budget.

Ordinance 2024-25, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$5,000.00 into the TIF II S. Shaffer Park Dr. Fund Budget.

Ordinance 2024-26, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$50,000.00 into the ODNR Division of Forestry Fund Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Discussion: Councilmember Roessner said he appreciated the Streets Department for getting this grant.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-27, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$500.00 into the Police Budget.

Ordinance 2024-28, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$146,000.00 into the Capital Improvement Budget and reduce funds by \$146,000.00 in the .25% Income Tax Public Streets Fund.

OTHER BUSINESS: None.

ADJOURNMENT: 7:38 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

APRIL 1, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), and John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak, Fire Chief Rob Chappell and City Engineer Matt Watson.

MINUTES: The minutes of the March 18, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

Councilmember Kahler reported that the Law & Community Planning Committee met in City Chambers on March 25, 2024 starting at 5:15 p.m. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-15 (for Council to approve the Community Housing Impact & Preservation (CHIP) Partnership Agreement for Program Year 2024); Mayor's Request for Legislation #24-16 (for Council to accept the recommendation of the Tax Incentive Review Council to continue certain tax incentive agreements with local businesses and property owners); and Mayor's Request for Legislation #24-17 (for Council to authorize the City Administrator to sign a contract with Medicourt Management, Inc. to provide billing services for emergency medical services (EMS)) and any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, City Administrator Nick Dutro, and councilmembers Cheyane Thacker and Scott Hoernemann. Councilmember Kahler started the meeting by opening discussions regarding Mayor's Request for Legislation #24-17. City Administrator Nick Dutro introduced Tiffin Fire Chief Robert Chappell, who spoke on the matter. Chief Chappell explained that the billing agent previously used by Tiffin EMS, Change Healthcare, will no longer be servicing Tiffin. Therefore, Tiffin must find a new billing agent. Chief Chappell researched several billing agents and recommends that Tiffin EMS enter into a contract with Medicourt Management, Inc. Chief Chappell also requested that City Council suspend the three-reading rule and declare an emergency so that Medicourt may begin their onboarding process prior to Change Healthcare's contract terminating. City Administrator Dutro added that it is cost effective for the City of Tiffin to use a billing agent rather than hire full time staff to do in-house billing. Councilmember John Hays moved to recommend that the Law Director draft legislation authorizing the City Administrator to sign a contract with Medicourt Management, Inc. for the administration of the emergency medical services billing for the City's ambulance service and declaring an emergency. Councilmember Dennis Snay seconded the motion. The motion carried with a vote of 3-0. Councilmember Kahler then addressed Mayor's Request for Legislation #24-16. City Administrator Nick Dutro explained that the Tax Incentive Review Council (TIRC) annually discusses incentives for Tiffin businesses and then makes a recommendation to City Council. These businesses are economic movers in the City. Mr. Dutro then introduced TSEP President and CEO Aaron Montz. Mr. Montz explained that TIRC must review certain tax incentives one time every year. TIRC recommends continuing all of the current tax incentives. Mr. Montz pointed out that Webster Industries is not currently in compliance with their incentive conditions, however, Tiffin still receives more in income tax revenue from Webster's employment than it loses with the tax incentive, that Webster only has one more year left on it's tax incentive, and Webster is trying to hire more people but it is difficult for them to find help. Therefore, TIRC recommended continuing Webster's tax incentive anyway. City Administrator Nick Dutro added that Tiffin receives far more in income tax revenue than it does in property tax revenue. Councilmember John Hays moved to recommend that the Law Director draft legislation accepting the recommendation of the Tax Incentive Review Council to continue certain tax incentive agreements with local businesses and property owners and declaring an emergency. Councilmember Dennis Snay seconded the motion. The motion carried with a vote of 3-0. Councilmember Kahler then addressed Mayor's Request for Legislation #24-15. City Administrator Nick Dutro explained that the Community Housing Impact Program (CHIP) provides financial assistance to local governments for the purpose of addressing local housing needs. Seneca County, the City of Tiffin, and the City of Fostoria are combined for purposes of receiving the local CHIP grant with the City of Tiffin receiving approximately \$350,000. The proceeds assist Tiffin residence in fixing their homes and other property issues. The program is administered by the Great Lakes Community Partnership and the Fostoria Economic Development Corporation. Councilmember Dennis Hays moved to recommend that the Law Director

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draft legislation approving a CHIP Partnership Agreement with the City of Fostoria and Seneca County, authorizing the Mayor to sign the agreement and declaring an emergency. Councilmember John Hays seconded the motion. The motion carried with a vote of 3-0. With no other business to discuss, the meeting adjourned at 5:55 p.m. Report respectfully submitted by John Kahler, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported that the March 31 community cleanup was canceled due to rain. We will still have the downtown cleanup on April 13, meeting at Cherry Alley.

Next week's Total Eclipse will begin with the partial eclipse around 2 p.m. and the total eclipse at 3:11 p.m. It will last about 4 minutes, with the partial ending about 4:30 p.m. There are many unknowns: the weather, the number of people that will come to town and when they will arrive and depart. He added that they won't be familiar with our streets, and asked that we be kind, watch out for each other and be safe. The City building will be closed, but extra police officers and firefighters will be on duty to ensure public safety and to maintain the traffic flow. Bicycle patrols will be out, and foot patrols will be in the downtown area. There will be police foot and bike patrols in the downtown area. The Tiffin Police Department will have their drone team working with the team from Tiffin University's Drone Academy, as well as City Engineer and Public Works, to coordinate with emergency services and identify any traffic problems. Emergency calls should go to 911 and non-emergency calls to 419-447-2323. The police will set up traffic control at US 224 and Shaffer Park by the hospital and Sixes Corners. He explained that there would be limited parking on West Market and Perry Streets, with signs going up this week. Hedges-Boyer Park is not open to camping but will be a great place for viewing because the downtown lights will go on during totality. Special protective glasses are available at the Chamber or local businesses for viewing. He encouraged everyone to enjoy and be safe!

The Mayor introduced Bryce Riggs and Marisa Stephens from the Seneca Regional Chamber of Commerce their update on the Total Eclipse. Riggs said that the new community guides had just been received and will be out. The Eclipse weekend will be kicked off with the county Solar Eclipse Bingo, the Out of the Dark Glow 5K Run on Saturday, and Wally and the Beavs on Sunday at the East Green. Hotels are sold out in Tiffin, with a few rooms left in Fostoria. There are 150 couples signed up for Elope at the Eclipse at the East Green on Monday during totality. He thanked the City of Tiffin for its \$10,000 donation that helped kick-start our events. A representative of the Governor's office told him that of all the Ohio counties she covers, Tiffin and Seneca County had the most going on. Stephens explained that she wanted to make sure businesses and residents were taken care of, and she sent out a business best practices and tool kit to help welcome visitors. Riggs noted that The Blade ran a full article on us, and other major networks have covered us as well. He added that their office phone would be forwarded to their cell phones so they will always be available to assist visitors.

The Mayor then introduced City Engineer Matt Watson for his annual update to Council. He noted that that this was his 11th year in Tiffin's Engineering Department and his 6th as City Engineer. His staff includes Assistant City Engineer Jason Morter, Engineer Tech I Ryan Steinmetz, and Zoning Inspector Dan Brickner. He said that they are a great team that works well together, and they accomplish a lot with a small staff. Watson highlighted the program implementation and management they have been doing: Long Term Control Plan, Transportation Planning including Traffic Signal Warrant Studies and Safety Studies, ADA Transition Plan, Active Transportation Plan, Street Paving Program, Survey Monument Preservation Program, Culvert Inspection Program, Bridge Inspection Program, and the Storm Water Management Program. He noted that under the Storm Water Management Program they do annual inspections for 11 public and 32 private facilities, and in 2023 they did 289 monthly, weekly and rain event construction site inspections, up from 135 in 2022. Also, flood plain, sewer tap and storm water permits require on-site inspections. Their office serves as Secretary for the Zoning Board of Appeals, the Architectural Board of Review and the Planning Commission. All Façade Enhancement "Certificates of Appropriateness" from the Architectural Board of Review require on-site inspections from the Zoning Inspector. Watson outlined the various 2023 grant and loan applications that they had done for the various projects, for a total of \$11,676,686 dollars, and he mentioned the 14 potential projects that grants are being applied for. He pointed out that since 2018 the City Engineer's Office has brought in nearly \$14.2 million in local, state and federal grant funds for infrastructure projects. Major projects completed in 2023 were the Ella St. River Bridge Project, East Perry St. Reconstruction, 2023 Urban Paving Project on S. Washington and W. Market Sts.,

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2023 OPWC Pavement Repair Program, and the South River Rd. Trail Overlook, all of which received major Ohio funding and local grant support. Construction projects for 2024 are Tiffin's annual street paving project, the CSO 24 & 30 Inflow Reduction Project, HSTS Elimination Project and the R 18 Resurfacing Project. The department provides additional support to private utilities Columbia Gas, Aqua and Omni Fiber, as well as to the sewer relocation and Walker St. extension for the new Heidelberg University Fieldhouse. They are also responsible for the internal inspection of 16 culverts; the one on S. Sandusky St. at Ella and Cottage Ave. cross streets will be the next for repair. We are responsible for 13 bridge decks or full replacements; they are inspected annually by ODOT free of charge; with the Ella St. bridge replacement we are now in a good position with our bridges. Watson said his five-year office goals in 2023 were to develop staff to promote sustainability while also providing a high level of service; successfully implement Phase 1 of the City's Ohio EPA-mandated LTCP; continue to effectively manage the City's Road & Bridge Levy, and focus on the long-term planning of various design and construction projects over the next five years. He added that he wants to start looking at more than five years out at more transformational projects and infrastructures to support them, especially the West Market Street traffic safety/flow issues which would allow us to continue to grow and bring in economic development. Conceptually he is also looking at other pieces such as S. Monroe and Jefferson Streets, as there is an opportunity to do road "diets" and fit the one-way roads to their use. City Engineer Watson closed by saying that he appreciated the opportunity and support received from City Council. The department has continued to raise the bar and has been quite successful, but there is a lot more that can be done. Councilmember Snay stated that we are very blessed to have him as city engineer. President Boyle thanked him for the information and for all they do. Mayor Wilkinson also thanked him and the entire Engineering Department and said we are very fortunate to have them.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Regarding Ord. 2024-22 for the OPWC Loan that was up for its third reading, Finance Director Kaufman explained that we had had another ordinance where we were appropriating funds and transferring them over. Now that everything is in the correct fund from where the payment will be made, we are now appropriating it into the appropriate account line so that she can make the payment.

DIRECTOR OF LAW ZACHARY FOWLER: No report.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-18 – CDBG 2024 Application

Referred to the Law & Community Planning Committee

Finance Director's Request for Legislation #F24-20 to amend the 2024 Budget Ordinance 23-94 to appropriate Funds into the Park Budget. (\$650.00)

On file in Clerk of Council's office; prepared under Ord. 2024-31.

Finance Director's Request for Legislation #F24-21 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Fund Budget. (\$100,000.00)

On file in Clerk of Council's office; prepared under Ord. 2024-32.

Tiffin-Fostoria Municipal Court 2023 Annual Report

On file in Clerk of Council's office.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-28, introduced by John Kahler and read for the first time.

A RESOLUTION accepting the recommendation of the Tax Incentive Review Council to continue certain tax incentive agreements with local businesses and property owners and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the suspension emergency and passage, and each was approved 7-0.

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ORDINANCES:

Ordinance 2024-22, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$18,750.00 into the OPWC Loan Street Paving Budget.

Councilmember Roessner moved for passage; Councilmember Snay seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-24, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$5,550.00 into the State Highway Improvement Fund Budget.

Ordinance 2024-25, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$5,000.00 into the TIF II S. Shaffer Park Dr. Fund Budget.

Ordinance 2024-27, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$500.00 into the Police Budget.

Ordinance 2024-28, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$146,000.00 into the Capital Improvement Budget and reduce funds by \$146,000.00 in the .25% Income Tax Public Streets Fund.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-29, introduced by John Kahler and read for the first time.

AN ORDINANCE approving a CHIP Partnership Agreement with the City of Fostoria and Seneca County, authorizing the Mayor to sign the Agreement, and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Hays seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-30, introduced by John Kahler and read for the first time.

AN ORDINANCE authorizing the City Administrator to sign a contract with a private firm for the administration of the emergency medical services billing for the City's ambulance service and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-31, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$650.00 into the Park Budget.

Ordinance 2024-32, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$100,000.00 into the Sewer Fund Budget.

OTHER BUSINESS:

Further to a question received from the media, City Administrator Dutro explained that the City has two Level 3 DC fast-charging units in City Lot 7 that are owned and maintained by the City of Tiffin. We purchased and installed them through a \$150,000 grant from AEP in 2020 and an \$8,000 White Family grant through the Tiffin Community Foundation that paid for some other amenities. The City did not charge for the first year, but we now charge 12 cents per minute for the first 15 minutes and then 20 cents after that. This first quarter of 2024 we made \$737.75, and \$3,838.53 in 2023. He said we don't make a lot of money on it, but it is great to offer this service. The private sector has started to offer the service as well.

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Councilmember Kahler announced a Law & Community Planning Committee meeting on Tuesday, April 9, 2024 in Council Chambers 5:30 p.m. to discuss Mayor's Request for Legislation #24-18 regarding the CDBG 2024 Application, and any other business that may come before them.

ADJOURNMENT: 8:13 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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APRIL 15, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Pro Tem Cheyane Thacker opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), and John Hays (At Large); John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak and Public Works Superintendent Brandon Burner.

PETITION: Petition No. 2024-01 by Urban Schalk, 73 Frost Parkway, to vacate an alley in the Second Ward of the City of Tiffin, Ohio, being a 16.5 foot wide alley running east/west between Lots #517-519 on the north and Lots #533-534 on the south, all in Heming's Resurvey. *Referred to Streets, Sidewalks and Sewers Committee.*

MINUTES: The minutes of the April 1, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

In the absence of Councilmember Kahler, Councilmember Hays reported that the Law & Community Planning Committee met in City Chambers on April 9, 2024 starting at 5:15 p.m. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-18 (CDBG 2024 Application) and any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Law Director Zachary Fowler, City Administrator Nick Dutro, Council Member Scott Hoernemann and Adam Gillmor, Development Manager at Tiffin-Seneca Economic Partnership. Council Member Kahler started the meeting by opening discussions regarding Mayor's Request for Legislation #24-18. City Administrator Nick Dutro advised the committee that the Community Development Block Grant, provided through the U.S. Department of Housing and Urban Development and funneled through the Ohio Department of Development, has awarded money to the City of Tiffin for many years on a biennial basis. The grant is to be used for some sort of community project. The project must meet certain community guidelines and must serve a public good. In the past the grant has been used for a variety of projects including park improvements and the Community Kitchen program. The intent of the 2024 CDBG is for improvements to Apple-Jack Park. Other parks in Tiffin have been improved through the grant in the past. Improving Apple-Jack Park has ranked very high on local public interest polls. The grant is expected to net about \$120,000.00 after administrative costs for improvements to the park. The grant could also pay for a consultant that the City has targeted to help with the park design. City Administrator Dutro introduced Parks Director Bryce Kuhn from Tiffin Parks & Recreation. Mr. Kuhn explained that the project at Apple-Jack Park may involve installing an asphalt trail around the park and updating the playground equipment. City Administrator Dutro introduced Adam Gillmor from TSEP. Mr. Gillmor explained that TSEP handles the application of the CDBG. The deadline to apply for the grant is June 12. TSEP polls have shown that the Apple-Jack Park improvement project is one of highest ranked local projects. Council Member John Hays moved to recommend that the Law Director draft legislation authorizing the city to apply for the 2024 CDBG. Council Member Dennis Snay seconded the motion. The motion carried with a vote of 3-0. With no other business to discuss, the meeting adjourned at 5:50 p.m. Report respectfully submitted by John Kahler, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported the following:

- Last Monday was the Total Solar Eclipse, and everything went as planned. We had just the right number of people in town, the mass wedding took place, businesses and the downtown area were busy, and a good time was had by all.
- Sunday, April 14th was the scavenger hunt hosted by Calvert senior Trenton Staub. His senior project was to bring awareness to gun violence and to enhance the safety of Calvert Schools, for which he raised \$1,200.
- The Tiffin Columbian Academic Breakfast is Wednesday at Carmie's.

- Members of the Shade Tree Commission will travel Wednesday to Defiance to accept the Tree City USA Award for Tiffin.
- The Third Thursday Artist Stroll this week will include the participation of over 20 businesses and artists.
- Thursday is also the Tiffin Honor Baseball Game which starts with a parade at Lot 6 at 4 p.m. and down to the baseball diamonds on Charlotte St. Proceeds to the Salvation Army, Fish Food Pantry and the Tiffin Community Non-Food Pantry.
- Saturday, April 20th is the Oakley Park Cleanup.

Mayor Wilkinson introduced Megan Hunyor from Columbia Gas of Ohio, who gave reported on the Fourth and Washington Projects to be completed in two different phases. Phase I got started a few weeks ago and will finish in a few months. They will replace old steel and cast iron pipe with new plastic pipe, which is cost effective, has a longer life span and has enhanced safety benefits because it expands and contracts with the earth. Phase I covers 115 customers with 9,000 ft. of pipe. This phase is going smoothly; the 5th section has been gassed up already and the 6th and 7th should be done next week. Service lines will then be done by appointment only with a brief service interruption of a couple hours. Crews will knock on doors, place door tags and make phone calls to make residents aware. Phase II (Washington St.) will start this year in two-three months. Conditions will be temporary to maintain safety and accessibility, but as the project nears completion they will come back to do the restoration.

The Mayor introduced TSEP Downtown Manager Donna Gross and Bryan Perrine for their update on last Saturday's downtown cleanup. Gross explained that one of the four points of our Main Street Program is the Design Committee, which is responsible for making our downtown look beautiful. One component of that is downtown cleanups that we have been doing since 2018. Last year one of their members, Dustin Richie, came up with a competitive portion to the cleanup. Perrine explained that downtown business owner Mark "Bunky" Roehrig always picked up trash when he walked to work. In 2018 Rock for Life decided to do as a fundraiser to help him with his cancer. One of the events for this was a cleanup with about 100 volunteers, and Mark served as the inspiration for future cleanups. In 2023 Richie came up with the idea of having a "Litter League", a competition based off of a sporting event with teams picking up trash and weighing trash for a prize. This year they have three sponsors and a lot of people coming to help. Last year they were 164 volunteers with almost 1,000 lbs. of trash picked up. For the first cleanup last Saturday, 75 people came and collected 267 lbs. of trash. Perrine said that the support has been overwhelming. Gross added that this year the Community Kitchen volunteered to provide lunch for them, and a group of Girl Scouts and Tiffin University's ladies lacrosse team assisted. President Pro Tem Thacker thanked them for putting this wonderful program together because our downtown looks so beautiful.

Mayor Wilkinson introduced Public Works Superintendent Brandon Burner for his annual department report. He first honored Brenda Young for her retirement after 32 years of exemplary service to the City and expressed his heartfelt gratitude for her support. Mayor Wilkinson read a proclamation honoring and celebrating her over three decades of dedicated service. Burner followed with the 2023 Community Forest Report, noting that the Shade Tree Commission and the Mayor were going Wednesday to receive our 43rd Year Award plus our 6th Growth Award. This also marks the first year for Heidelberg University; member Dr. Ken Baker worked diligently with Heidelberg to establish them as a Tree Campus USA. The late Dr. Percy Lilly, one of the founders of our tree program, was able to be there for the 2023 Arbor Day celebration at the university, and Heidelberg posthumously dedicated their campus forest in his honor. He attended the Tree Academy along with Shade Tree Commission members and the arborists. They are in the process of completing the scientifically-based Master Planting Design Plan where they choose the right tree for the right place and plant it at the right time. One of the ways to do this is through an Urban Site Index Inventory, taking a number of environmental factors and then choosing the proper species for diversification and management. They now send letters to neighbors of our public trees asking if they would actively oppose a tree because they don't want to put it where it won't be cherished and nurtured. Public Works does their own site preparation and tree planting since last year. A number of grants have been received, in large part due to the efforts of Shade Tree Commission Chairman, Michael Pinkston. Pinkston said trees are City assets, and it is our responsibility to manage and care for them appropriately. With nine people having graduated from the Tree Commission Academy, the plan they are working now is a result of all the best practices they learned to make sure the trees like the environment they are in and that the community understands their value for modern living. He thanked the Tree Commission volunteers for all their work managing the flower pots, hanging baskets and flower beds and watering them for 26 weeks, seven days a week, 3 hours every night under the organization of Christy Wisser. It was also Wisser's idea to improve the Christmas lights downtown this past winter. Burner added that they would be planting a tree from ODNR at Stalter Park on Arbor Day, with another Arbor

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Day planting during Heritage Festival School Days. On the Public Works Department side, Burner stated that their mission is to proactively maintain the City’s infrastructure to improve living conditions for residents and visitors. A staff of 15 plus one part-time employee covers the City’s streets, sewers, trees and electrical work. He presented statistics on job orders and types of work done and said they had taken on sink hole and asphalt repairs during better weather; any asphalt repairs they can do in house saves money, which he estimated at \$32,000 last year. They are also seeing benefits of crack sealing with the Road & Bridge Levy long-term maintenance program. 2023 highlights were: three new pieces of equipment; facility improvements; street sweeping, the alley drag/grade program; S. Sandusky St. drainage improvements. W. Market St. Bridge deck repairs and 41 tree plantings by Public Works arborists. In 1Q2024 they did a curb/gutter debris sweep and this summer will repair /replace dozens of basins flagged during cleaning. 2023 sewer highlights included force Main downstream MH lining, brick sewer lining, Omni Fiber repairs, sewer easement vegetation clearing, Hayes-Albion sewer abandonment, sewer CCTV truck rebuild (over \$200,000 savings), 4th Ave. sewer repairs and Riverview sewer investment. The LTCP Backflow Prevention Project and CSO 17 Final Separation was done with over \$1.5 million in savings. He closed by thanking the many departments, organizations and people, including his family, who have provided valuable support. Councilmember Thacker and Mayor Wilkinson thanked Burner and his crew for all their hard work and for finding funding and ways to save money that in the end goes back into our citizens’ pockets. City Administrator Dutro echoed Thacker’s comment about their being unsung heroes doing so much for the community and stated that Burner’s and Watson’s crews constantly try to bring more processes in-house to save taxpayer dollars. He added that they were able to leverage a NOPEC grant for about half of the cost of the Public Works facility project.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Finance Director Kaufman gave further details on ordinances up for their third reading: Ord. 2024-24 is for a little extra money for the Market St. Safety Study; Ord. 2024-25 is for increased TIF II revenue sharing due to increased income; and Ord. 2024-27 is to put money in the Police Budget from a scrap metal sale. Suspension is requested for Ord. 2024-33 for the bond payment discussed in the Committee of the Whole. We have to determine which fund is actually going to pay for it and transfer the money there because it is not self-funded. We passed that in a previous meeting but left out Council’s approving the transfer. Suspension is also requested for Ord. 2024-35 to add funds to the Council Clerk Budget because the county’s bill was received for election expenses for the first half of the year, and it was higher than expected.

Director of Finance Report for the month ending:	MARCH 31, 2024
Total Receipts for the month:	\$5,117,925.48
Total Expenses for the month:	\$5,101,005.00
The General Fund unencumbered balance:	\$4,510,135.70

The income tax receipts for March 2024 were \$988,167.79. The total annual increase in income tax receipts in March 2024 compared to March 2023 is \$33,281.64. Year to date income tax receipts are up 3.94%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for March 2024 is \$120,516.92.

The unexpended balance for all funds is **\$38,131,668.97** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the March 31, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Snay seconded. On a voice vote motion was approved 6-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Law Director Fowler reminded Council that their financial disclosures are due May 15. He also said he has not yet picked a public records training date that he will attend and asked members to let him know if anyone wanted him to be their designee since legislation may be needed. Last Friday he attended civil law training, and one presentation was on clean energy tax incentives on solar panels, city structures, energy efficient vehicles, etc. that he has shared with City officials. Another presentation was about the extent of home rule; through the Ohio

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Constitution we pass ordinances albeit with some limitations. Columbus had passed a law banning flavored tobacco, and Ohio passed a state law placing some limitations. Columbus is challenging it, so the Ohio Supreme Court will clarify what city councils can do, but it will be a couple of years until the issue is resolved.

WRITTEN COMMUNICATIONS:

Finance Director's Request for Legislation #F24-22 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into Council Clerk Budget. (\$10,000.00).

On file in Clerk of Council's Office; legislation prepared under Ord. 2024-35.

Finance Director's Request for Legislation #F24-23 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police and Parks Budgets. (\$8,646.00 + \$663.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-36.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

ORDINANCES:

Ordinance 2024-24, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$5,550.00 into the State Highway Improvement Fund Budget.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Hoernemann that this ordinance is for the West Market St Safety Study.

Roll call votes were taken on the passage, and it was approved 6-0.

Ordinance 2024-25, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$5,000.00 into the TIF II S. Shaffer Park Dr. Fund Budget.

Councilmember Roessner moved for passage; Councilmember Hayes seconded.

Roll call votes were taken, and it was approved 6-0.

Ordinance 2024-27, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$500.00 into the Police Budget.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Discussion: Councilmember Hoernemann explained that the funds are from a scrap metal reimbursement and will be used for police vehicle maintenance.

Roll call votes were taken, and it was approved 6-0.

Ordinance 2024-31, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$650.00 into the Park Budget.

Ordinance 2024-32, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$100,000.00 into the Sewer Fund Budget.

Ordinance 2024-33, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE authorizing the transfer of \$146,000.00 from the Capital Improvements Fund to the 2022 Street Improvement Bonds Fund, payment of the bond, and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

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Ordinance 2024-34, introduced by John Hays and read for the first time.

AN ORDINANCE authorizing the Mayor and/or Tiffin-Seneca Economic Partnership to apply to and receive from the Ohio Department of Development, Office of Community Development for a Small Cities Community Development Block Grant for qualifying projects and allowable administrative expenses, authorizing bidding and executing of contracts as needed, and declaring an emergency.

Ordinance 2024-35, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$10,000.00 into the Council Clerk Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-36, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$8,648.00 into the Police Budget and \$663.00 into the Park Budget.

OTHER BUSINESS:

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting Monday, April 22, 2024 at 5:30 p.m. at 73 Frost Parkway to discuss Alley Vacation Petition 2024-01, and any other business that may come before them.

ADJOURNMENT: 8:28 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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MAY 6, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Aaron Jones (1st Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Scott Hoernemann (2nd Ward) was absent, Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak and Fire Chief Rob Chappell.

PETITION: Petition No. 2024-02 by Don Pritt/John Hill, 2 Main St., to vacate an alley in the First Ward of the City of Tiffin, Ohio, being a 16.5 foot wide alley running north/south and east/west between Lots #597 east/#598 west and Lots #596-597 north and #15 south, all in Heming's Resurvey. *Referred to Streets, Sidewalks and Sewers Committee.*

MINUTES: The minutes of the April 15, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on April 22, 2024 at 5:30 P.M. on site at 73 Frost Parkway. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, and Kevin Roessner, along with Council Member John Hay, Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson, and resident, Urban Schalk. Thacker called the meeting to order. The purpose of the meeting is to discuss Alley Vacation Petition No. 2024-01 by Urban Schalk to vacate an alley in the Second Ward and any other business that may come before them. Thacker asked Mr. Schalk to inform the committee why he wanted the alley vacated. Mr. Schalk plans to put up a fence around his adjacent parcels. Also, he was concerned for the safety of children that ride their bikes down the alley. He gave the attendees the history of his home and a picture of the fence likely to be installed. Thacker read the responses of department heads regarding the potential alley vacation. Watson informed the committee of an existing sewer located in this alley. This alley's location in proximity to the river could potentially provide future benefit to our sewer collection system. Watson's only request was that the city maintain an easement for the operation and maintenance of our existing sewer and ensure the easement also for the construction of future sewers, if needed. Roessner motioned to have the Law Director prepare legislation to vacate the alley. Jones seconded the motion. The motion passed 4-0. With no further business the committee adjourned at 5:40 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson presented a proclamation declaring May 2024 as Motorcycle Awareness Month in Tiffin to Ed Schetter, executive director of American Bikers Aimed Toward Education (ABATE) of Ohio, which focuses on local and state issues regarding motorcycle rides and safety. Schetter said that each year members of his organization gather proclamations from as many counties as they can and ride to the statehouse to receive the governor's proclamation, with ABATE Ohio members also presenting the proclamations they have collected from around the state.

Mayor Wilkinson also presented a proclamation declaring May as National Historic Preservation Month in Tiffin. Members of the Tiffin Historic Trust President Tim McKee, Mary Lewis and Nancy Rubenstein were present to accept the proclamation. McKee explained that their purpose was to advance historic preservation as well as to evolve into more of an educational and collaborative resource while preserving as much history as they can.

The Mayor offered his comments regarding the recent officer-involved shooting, noting that the outcome of any event like this is heartbreaking for all individuals involved and families affected. He asked that we come together as a community to support those who need help and advocated for mental health resources and community programs to prevent such a crisis in the future. Please get to know what resources are available such as

Ohiospf.org and 988 as a call, text or chat lifeline. He said we need to let the professionals at Ohio BCI sort out the details of the situation. He asked for all of us to support our police officers, firemen and first responders who protect our city everyday as it is not an easy job. President Boyle thanked him for his comments on the horrific event and fully agreed with everything he said.

Fire Chief Rob Chappell presented his annual update on the Tiffin Fire/Rescue Division. Chappell reported that the Division had 3,610 calls for service in 2023, which was actually flat when compared to 2022. However, there has been a 17% increase in emergency responses since 2018. He noted that the Third Ward, although slightly down last year, led the number of emergency responses with 1,057 calls; Second Ward also had a slight decrease; the First Ward has seen steady increases over the past three years; and the Fourth Ward has had a 19% increase in calls each year. Of the 3,610 calls for services, 2,988 required EMS and 2,309 of those calls resulted in EMS transports. Many were to Mercy Hospital-Tiffin, but thanks to their equipment, protocols and training they were able to diagnose in the field when a patient was having a heart attack and would either contact Life Flight or transport directly to Blanchard Valley Hospital's Cath Lab. There was no doubt that this ability saved the lives of numerous patients over the last several years. Through the use of their billing company, EMS transports resulted in over \$700,000 in revenue. The Division also contracted for EMS services in Clinton Township and the northern portion of Eden Township, which brought in an additional \$52,000 to the general fund. Heidelberg University and Tiffin University contract the department for standby services during sporting events, resulting in nearly \$5,000 of revenue. The 622 remaining calls for service required the response of a fire truck, and they respond to a myriad of calls beyond a fire. They responded to many gas lines that were struck, carbon monoxide investigations, car accidents, fire alarm system activations and animal rescues. Of the 622 calls, 36 were actual fires and 18 were considered building fires. With 23 of the 32 largest employers being within their response area, they have the responsibility to protect the buildings and equipment that provide the livelihoods of so many residents. Recent fires at Tiffin University's Heminger Center and Tiffin Pointe Apartments were two examples of significant properties they assisted within city limits. Their average response time within city limits is four minutes and four seconds from the time of dispatch to arriving at the scene for all response types. He recognized 13 department members who had achieved 10, 15, 20 and 30 years of service and noted the promotion of Keith Johnson to Lieutenant, who has been instrumental in helping develop their tactical EMS program to assist law enforcement. He recognized FF/Medics McNeal, Higgins and Albright for completing their National Registry Exam, which requires up to two years of training and hundreds of hours of clinical time to learn the skills needed as a paramedic. With two vacancies from a resignation and a retirement, they welcomed FF/EMTs John Grieve and Sarah Elliott. Due to attrition they have transitioned to a very young department with new approaches that have helped move them forward. Retention has improved, and they continue working to return the department to its pre-pandemic levels and working to recruit the second of three positions lost during COVID. The Division has 25 of the 30 authorized number of FF/EMTs or medics, six lieutenants, three captains, Deputy Chief Mike Homan, and administrative assistant Amanda Hannam. They are currently working with two fewer people than when he was hired in 2004, even though they now respond to twice as many calls. They have pursued local, state and federal funds to minimize its impact on City funding, receiving funds to purchase a new \$1.1 million ladder truck, a new ambulance for \$250,000 and numerous smaller awards for equipment. In 2023 they applied for nine grants to fund anything from equipment to personnel and were awarded nearly \$200,000 in funds. As more and more fire departments are competing for the same grant dollars, many are turning to professional grant writers which raises the bar to receive an award. The two largest grant programs for fire departments are managed through FEMA: the AFG equipment and SAFER for staffing. Each receives \$325-\$350 million per year from the federal budget through a partnership between Lexipol, their policy management system, and 3M Scott, the manufacturer of their SCBAs (air packs). Professional grant writers were provided at no expense to evaluate this year's AFG application to increase the likelihood of funding; if awarded they would receive over \$250,000 towards the purchase of SCBA equipment. They recently applied for a SAFER grant; if awarded it would fund positions for three years and the City would be reimbursed over \$979,000. Chappell stated that the tempered implementation of measures and the change in culture of their department has been perhaps the greatest source of satisfaction in his 3.5 years as Fire Chief. They incorporated an electronic scheduling platform to streamline the payroll process, and the Division was also the City's pilot program for the city and moving to FirstNet cellular service has provided a cost savings to the department. In collaboration with the union they have updated 81 departmental policies, which in part has led to the Division being recognized with Lexipol Gold status. 24 SOGs or Standard Operating Guidelines were created to guide daily operations. The cumbersome employee evaluation process was eliminated to create a more specific goal-oriented format for much better ownership and overall better work performance. His goal has been to build a program to assist with the betterment of the firefighters' mental health and overall well-being. A

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department chaplain has been re-introduced with retired Tiffin firefighter George Morgan, who understands the toll the profession can have on a person and their family. They recently completed their second year of employee physicals with LifeScan Wellness, which assesses the staff's general health and through the process are able to look for many forms of cancer and heart issues which are two of the largest killers of firefighters. A \$50,000 investment in workout facilities at the two stations provides top tier equipment for them and any city employee wishing to use it. Mental health wellness visits will be completed this week with practitioners skilled in working with first responders. All personnel will have the opportunity to sit down with a counselor. The mental health needs of first responders are unique so the counselors we talk with must be also. In Ohio there are only eight fully credentialed counselors trained to work with fire, EMS and police, and this company has two of them. If one of our people needs help they can get it immediately with a phone call. A final part of their wellness program is that of financial health the employment. They need to plan early for a decreased number of years to save for retirement and covering healthcare gaps until Medicare is available. A local financial planner will visit the fire station this summer to meet with each of their three crews about what a good financial plan should look like. Their EMS training program is overseen by Deputy Chief Homan, who performed the majority of instruction for their paramedic refresher program that is done every other year. The class ensures that every member of the department has more than adequate training hours to recertify with the state for each three-year cycle. The Division also manages the annual fire inspection program for nearly 800 commercial properties within the city to minimize the likelihood of a fire developing. They explain possible violations to the business representatives and hope they will also apply the information in their homes. Completing the initial inspections and any needed re-inspections is a time consuming process. On February 1, 2024 they held a ribbon-cutting to celebrate the 130th anniversary of being a full-time department and to showcase some of the history amassed over the years. The station has served the department and community well for the past 85 years; however, it has reached the point where we must consider replacing it. Careful evaluation of alternate locations, the impact on response times, and determining what will meet the needs of our community far into the future will all factor into any decisions being made. As this process takes shape and moves forward much more information will be shared with City Council and our citizens. He added that while the massive population influx that was possible did not happen during the April 8th solar eclipse, it was still a very memorable event for those living in or visiting Tiffin and Seneca County. In conjunction with the EMA and numerous agencies from around the county, a year's worth of planning and preparation was exercised on that single day. Tiffin Fire/Rescue was adequately prepared to meet the needs of citizens and visitors, and he thanked The Willows for allowing them to stage an ambulance and personnel at their Tiffin campus. With the Third Ward making up so much of their call volume, having resources already within that area was an important part of their action plan that day.

Mayor Wilkinson congratulated the Division for their Lexipol Gold rating and thanked them for everything they do to keep us safe.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Finance Director Kaufman gave further details on two ordinances up for their third reading: Ord. 2024-31 is for donations received for the Park Department, and Ord. 2024-32 was requested by Engineer Watson for the household sewer systems treatment project to make sure we have enough money in the Budget for any possible change orders or the construction portion of that project.

DIRECTOR OF LAW ZACHARY FOWLER: No report.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-19 – SIEDC Contract Renewal

Referred to Law & Community Planning Committee

Mayor's Request for Legislation #24-20 – Removal of Stoplight

Referred to Streets, Sidewalks & Sewers Committee

Finance Director's Request for Legislation #F24-24 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Prosecutor's Budget. (\$22,000.00 + \$3,883.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-37.

ORAL COMMUNICATIONS: None.

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MOTIONS: None.

RESOLUTIONS: None.

ORDINANCES:

Ordinance 2024-31, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$650.00 into the Park Budget. Councilmember Roessner moved for passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner thanked the Lee Martin and Parkins families for their donations.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-32, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$100,000.00 into the Sewer Fund Budget.

Councilmember Roessner moved for passage; Councilmember Snay seconded

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-34, introduced by John Hays and read for the second time.

AN ORDINANCE authorizing the Mayor and/or Tiffin-Seneca Economic Partnership to apply to and receive from the Ohio Department of Development, Office of Community Development for a Small Cities Community Development Block Grant for qualifying projects and allowable administrative expenses, authorizing bidding and executing of contracts as needed, and declaring an emergency.

Ordinance 2024-36, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$8,648.00 into the Police Budget and \$663.00 into the Park Budget.

Ordinance 2024-37, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,883.00 into the Prosecutor's Budget.

Ordinance 2024-38, introduced by Cheyene Thacker and read for the first time.

AN ORDINANCE responding to Petition No. 2024-01 vacating the alley off of Frost Parkway running East/West between Lot Nos. 517, 518, and 519 of Heming's Resurvey and Lot Nos. 533 and 534 of New Fort Ball Addition in the Third Ward of the City of Tiffin, Ohio.

OTHER BUSINESS:

President Boyle announce a public hearing to be held at the next regular meeting on Monday, May 20, 2024 at 7:00 p.m. for Alley Vacation Petition #2024-01 under proposed Ordinance 2024-38.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting for Thursday, May 9, 2024 at 5:30 p.m. on-site at the parking lot on the corner of W. Market and St. Clair Streets. The purpose of the meeting is to discuss Alley Vacation Petition No. 2024-02 to vacate an alley in the First Ward between West Market and St. Clair Sts., Mayor's Request for Legislation #24-20 for removal of the stoplight at Hall and S. Sandusky Sts., and any other business that may come before them.

Councilmember Kahler announced a Law & Community Planning Committee meeting to be held Monday, May 13, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Request for Legislation #24-19 (SIEDC contract renewal) and any other business that may come before them.

City Administrator Dutro announced that Rumpke would be doing their annual bulk pick up the week of June 10th. Five bulk items can be put out on your regular trash day but no earlier than 18 hours prior. He noted that there are some restrictions that can be found on their website. All upholstered furniture and mattresses must be wrapped in plastic and CFCs must be removed from appliances. He also noted that Rumpke will pick up bulk items at any time but with the associated fee. As a quarterly update for Rumpke, Dutro reported that thus far in 2024 Rumpke has collected 1,831.41 tons of municipal solid waste and 312 tons of recyclables.

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ADJOURNMENT: 7:48 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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MAY 20, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large) and John Kahler (At Large); John Hays (At Large) was absent, Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak, Police Chief David Pauly and WPCC Superintendent Kevin Hughes.

PUBLIC HEARING: A Public Hearing with Tiffin City Council was opened at 7:01 p.m. for the consideration of Ordinance 2024-38, AN ORDINANCE responding to Petition No. 2024-01 vacating the alley off of Frost Parkway running East/West between Lots Nos. 517, 518, and 519 of Heming's Resurvey and Lot Nos. 33 and 534 of New Fort Ball Addition in the Third Ward of the City of Tiffin, Ohio. Mark Morgan, 165 Lincoln Road, who owns property in the Frost Parkway area at 41 Adams St., addressed Council about his concern that the city is giving property away and not maintaining the alleys. The mayor explained that the petitioner owns the properties on both sides of the alley in question, and he already maintains that alley. By vacating that alley, it takes the responsibility of maintaining that alley off of the city, and he will continue to maintain it. Mr. Morgan added that the alley next to his Adam St. property is full of potholes from the garbage trucks, and he has called the City this year regarding repairs to no avail. Mayor Wilkinson promised to review the issue with him directly. There being no further input, the public hearing closed at 7:10 p.m.

MINUTES: None.

COMMITTEE REPORTS:

Councilmember Kahler reported that the Law & Community Planning Committee met in City Chambers on May 13, 2024 starting at 5:15 p.m. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-19 regarding the SIEDC contract renewal as well as any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, City Administrator Nick Dutro, Council Member Scott Hoernemann and Council Member Aaron Jones. Attending from the public were Aaron Montz, Adam Gillmor and Donna Gross representing TSEP. Council Member Kahler started the meeting by opening discussions regarding Mayor's Request for Legislation #24-19. In the past the City of Tiffin has contracted with the Seneca Industrial and Economic Development Corporation, dba TSEP, to handle certain aspects of commercial and industrial development for the City of Tiffin. That contract is coming up for renewal and the Committee was tasked with whether or not to recommend that the City renew the contract. The fees and payments from the City to SIEDC/TSEP would remain the same as in the past, \$130,000 annually. SIEDC/TSEP is a private 501(c)(3) and as such possesses advantages when it comes to handling commercial and industrial development. For example, SIEDC/TSEP would not be subject to the same open records laws as staff performing the same duties for the City of Tiffin would be. Therefore, SIEDC/TSEP is able to better hold private business information in confidence. Also, the cost to the City to handle the tasks that SIEDC/TSEP currently handles would most likely equal the fees the City pays to SIEDC/TSEP and could even exceed those fees. Council Member John Hays moved to recommend that the Law Director draft legislation approving the Mayor to renew the City's contract with SIEDC/TSEP. Council Member Dennis Snay seconded the motion. The motion carried with a vote of 3-0. Report respectfully submitted by John Kahler, Chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on May 9, 2024 at 5:30 p.m. on site at the parking lot on the corner of W. Market and St. Clair Streets. Attending were committee members Cheyane Thacker, Aaron Scott, Scott Hoernemann, and Dennis Snay, along with Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson, Public Works Superintendent Brandon Burner, John Hill, Brian Marker, and Dan Pritt. Thacker called the meeting to order. The purpose of the meeting is to discuss Alley Vacation Petition #2024-02 by Dan Pritt and John Hill in the First Ward between West Market and St. Clair Streets, Mayor's Request for Legislation #24-20 for removal of the stoplight at Hall and S. Sandusky Sts., and any other business that may come before them. Thacker asked the petitioners to inform the committee why they wanted the alley vacated. Mr. Hill is the owner of Heavenly Pizza

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and is building the new headquarters for Heavenly Pizza at the lot of the old West Junior High. He would like to include an outdoor space to provide entertainment for customers and the public. Thacker read the responses of department heads regarding the potential alley vacation. Watson had no issues with the proposed alley vacation so long as the city maintains an easement to maintain a sewer line located within the east/west portion of said alley. Snay motioned to have the Law Director prepare legislation to vacate the alley. Jones seconded the motion. The motion passed 4-0. The committee decided to hold the discussion on Mayor's Request for Legislation #24-20 to be scheduled at the next regular council meeting. With no further business the committee adjourned at 5:44 p.m. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson presented a proclamation to the Tiffin Fire/Rescue Division declaring the week of May 19-25, 2024 as Emergency Medical Services Week. The 50th anniversary theme of EMS Week is "Honoring our past and forging our future". An open house will be held at Station #1 on Saturday at 1:00 p.m.

The Mayor also presented a proclamation to Chief David Pauly and the Tiffin Police Department recognizing May 12-18, 2024 as National Police Week and declaring May 15th as Peace Officer Memorial Day.

Police Chief Pauly then presented lifesaving awards to Ofc. Becca Timm (her 1st) and Sgt. Eric Aller (his 4th) for their handling of a critical incident with a suicidal female on the West Street Bridge in February. He also presented a lifesaving to Ofc. Steven Beutler (his 1st) for his intervention with a man contemplating suicide at the East Perry Street Bridge in March. Chief Pauly congratulated them for their exemplary action that directly saved lives.

Mayor Wilkinson reported that the first Farmers Market on May 18th was well attended and reminded the public that they will be held every Saturday through October at their new location on Madison St. Operation Hallmark has a Nutcracker event sale going on; see Christy Wisner to order your Nutcracker for the Christmas in July event. Please also contact her if you have not yet picked up your flowers to be planted in your downtown planters. The City pool will open on Memorial Day, June 1st will be the Fishing Derby at Izaak Walton, the youth camps are beginning, and the East Green Concert Series is starting up.

Superintendent Kevin Hughes give his update on the Water Pollution Control Center (WPCC). He reported that his staff consists of seven people including himself. Carey Correll and Nick Borer obtained their Class 3 operator licenses in 2023, and a couple of others are on their way to getting theirs. He explained that wastewater was discharged directly into the river when planning for a first wastewater plant with only primary water treatment began in 1936. Construction started in 1955 and was completed in December 1956. The first upgrade in 1968 added secondary settling tanks, aeration tanks, two digesters and chlorine for disinfection. A smaller upgrade in 1988 added a third digester and a storm tank for up to 15 million gallons of primary treatment. In 2015 the Long Term Control Plan with the EPA was revised to lower our CSO events to no more than four per year and separate the city's combined sewers. Upgrades to the wastewater treatment plant were to be done in three phases: update the screening and aeration systems; go from 4 million gallons to 13 million gallons per day; and the yet to be done installation of a high rate treatment plant capable of 24 million gallons per day. The first upgrade in 2016 of that three-part plan was to upgrade the bar screens to stainless steel to better protect the equipment. The second part was to upgrade the aeration system for better oxygen transfer into the water without using as much air or energy. New buildings were put in during 2021, and the SKAT system was updated to respond after hours to any alarms or resets from a phone or computer. All four raw pumps were replaced with Gorman-Rupp pumps out of Mansfield, allowing for easier service and maintenance. Another part of the 2021 upgrade was a new primary splitter box and primary tank that allowed them to eliminate the secondary lift pumps in the aeration tank. The anaerobic tank reduces chemical usage. The new 80 ft. diameter secondary tank has allowed them to go from 4 million gallons a day to 13 million gallons a day. There are new electrical buildings and a new generator that allows them to run the whole plant without having to do a manual transfer in the event of an outage. Some of the additional post upgrade benefits are the electric bill savings of over \$100,000 since the 2016 project. Switching from chlorine to UV disinfection saves about \$20,000 annually in chemical costs. With the new SKAT system and generator there are a lot fewer call-ins than previously. They have a lot of solids coming into the plant, and since the cost of having other people come in and haul it all for us, but at \$100,000 and up per year. They already have the equipment, so in 2023 they hauled and applied over 1.7 million gallons of sludge or bio solids to four different

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farm fields in the area. In 2023 they retrofitted a utility trade trailer purchased in 2022 to haul all of their hoses and fittings out to job sites where they are pumping, such as with the Street Department. They replaced a 1979 Ford backhoe with a new one. Great Lakes Concrete Restoration did masonry work on the deteriorating areas of the digester buildings. There is a brush and leaf composting facility, which in 2023 took in over 12,500 cubic yards of brush with about 20% of the grindings given away to the residents; about 175 cubic yards of leaf mulch is given away to the public on October 1st of every year. We had more rain in 2023 than in 2022 but the average plant flow went down, indicating that the sewer system is effective. They treated 1.274 billion gallons in 2023 without any EPA violations or violations of our MPDS permit. They successfully completed their 2023 DMR QA's that have to be submitted to the EPA, which is a testament to lab tech Chris Borer, who has never had any issues with the DMR QA's in his ten years. City Administrator Nick Dutro noted that Tiffin operated a landfill on CR 90 from 1956 to 1972, when it was sealed and closed. We are still working with the EPA to make sure no pollutants go into the Sandusky River or Lake Erie to keep our waterways clean. He and Kevin were out there a couple weeks ago, and it's a beautiful piece of property now. He thanked Hughes and his department for all they do to make sure everything is running smoothly and safely.

Chief David Pauley gave his 2023 report on the Tiffin Police Department, beginning with an overview of numbers for last year. They had 11,959 calls for service, or about 33 per day which was similar to 2022. The city had a decrease in major crimes, such as theft, murder, robbery, sexual assault and child abuse. Last year the department had over 3,300 hours of training, which Pauley said is the most hours the department has done with a return on investment in a highly trained officer, dispatcher, or civilian staff. The department's average response time for a 911 call is 5.6 seconds, meaning the department achieves its goal of a 10 second response time 94% of the time. As for staff changes, three dispatchers left the department, one officer and three dispatchers were hired. TPD's authorized strength is 31, while there were only 28 officers in 2023, and now one more in 2024 for a total of 29. Pauley said that 2023's achievements were eight primary goals with 56 objectives, of which they met 86%; the remaining 14% of those goals were re-evaluated to consider viability and the unattained goals for 2023 were added to the 2024 goals. The top three goals for 2024 are recruiting and retention; wellness, resiliency and staff morale; and community engagement and collaboration. Other highlights of the year were: K-9 program fundraised, reinstated and operational; bike patrol reinstated and operational; early warning system and wellness tracking improvements; a communications supervisor position and training program was created; lateral positions legislated, advertised and hired; three officers became licensed drone pilots who collaborate with Seneca County Sheriff's Office, Fostoria Police Department and Tiffin University; case management and CAD CFS system collaboration; upgraded equipment through grants; the golf cart program was researched, debated and implemented; and morale is on an upward swing. Pauley also provided statistics for divisions within the department, inter-jurisdictional units, internal affairs, and responses to aggression. Criminal investigations: 160 cases were opened in 2023 and 144 closed. 25% of the cases were closed by arrest. Seneca County Drug Task Force: 32 overdose investigations in Tiffin, which is a small decrease from 2022, and four overdose fatalities in Tiffin were investigated compared to six in 2022. Black Swamp Emergency Services Unit: The special operations team was called out for 25 missions, and an additional three missions had the special operations team on standby. The full team was called out for 4 missions. Internal Affairs: 11 complaints from the public about dissatisfaction in an officer's conduct; one resulted in a coaching session about policy, four were determined to be unfounded, four employees were exonerated, one complaint was not sustained because the violation could not be proven or disproven and one was sustained. Response to aggression: 38 responses to aggression out of 828 arrests; 36 responses were against men, two were against women, in two incidents a Taser was utilized, 33 subjects assaulted or attempted to assault an officer, 28 had a history of being armed/dangerous, 33 were impaired by drugs and/or alcohol and/or suffered from a mental illness. In five of the incidents, an officer was injured, and in eight a subject was minorly injured/treated by EMS. He thanked the men and women of his department and said they would remain a highly respected, professional police department that serves as a model for the region, This would be achieved by maintaining a presence in their crime control efforts, high ethical standards, state accreditations, strong relationships with community stakeholders and innovative approaches to keep the residents of Tiffin safe.

Mayor Wilkinson noted that when he attended the recent Mayor's Conference with 75-80 other mayors, he was told he was lucky that our fire and police departments collaborate so well. President Boyle echoed the increased morale in the departments due to his leadership

CLERK OF COUNCIL ANN FORREST: No report.

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DIRECTOR OF FINANCE KATHY KAUFMANN:

Finance Director Kaufman explained that Ord. 2024-36, up for its third reading, was to add donations to the Parks budget. Also, suspension of Ord. 2024-42 is requested to transfer \$350,000 into the Early Action 24 & 30 Fund to get out in front of any possible change orders.

Director of Finance Report for the month ending:	APRIL 30, 2024
Total Receipts for the month:	\$6,752,271.21
Total Expenses for the month:	\$3,922,000.18
The General Fund unencumbered balance:	\$5,762,041.61

The income tax receipts for April 2024 were \$1,928,493.00. The total annual increase in income tax receipts in April 2024 compared to April 2023 is \$226,988.21. Year to date income tax receipts are up 7.38%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for April 2024 is \$234,622.38.

The unexpended balance for all funds is **\$40,961,940.00** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the April 30, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Hoernemann seconded. On a voice vote motion was approved 6-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that he had passed out the credit card report to council members for review. He said they will get the reports quarterly from the department heads. 15 cards have been issued with an annual cap of \$25,000. He also reported that there was a change in personnel in the prosecutor's office. With the city prosecutor having to handle over 250 cases at any one time, Aaron Bates terminated his employment due to the overload. Andrew (Andy) Boucher has now been hired, but a part-time prosecutor is needed so he does not burn out with the workload. The office is also getting new software for more efficiency. Fowler asked for suspension of Ord. 24-37 as contractual discussions have taken place with the county to bring someone in by July 1st.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-21 – Appointment to the Civil Service Commission (Sarah Lazzari)

Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-25 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police, Fire, Park and WPCC Budgets.

On file in Clerk of Council's Office; legislation prepared under Ord 2024-40.

Finance Director's Request for Legislation #F24-26 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Fund and Early Action 24 & Project Fund Budgets, and to approve a transfer from the Sewer Fund to the Early Action 24 & 30 Project Fund. (\$350,000.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-42.

Ohio Division of Liquor Control – New permit for Turntable LLC dba The Turntable, 116 S. Washington St.

Referred to Streets, Sidewalks and Sewers Committee.

ORAL COMMUNICATIONS: None.

MOTIONS:

- A. Councilmember Roessner moved to accept the Law Director's credit card report. Councilmember Snay seconded. Voice vote was taken and motion was approved 6-0.
- B. Councilmember Thacker moved to amend Ord. 2024-38 to correct the listing of Section 2 which appears twice and should read Section 2 and Section 3. Councilmember Jones seconded. Voice vote was taken and motion was approved 6-0.

RESOLUTIONS: None.

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ORDINANCES:

Ordinance 2024-34, introduced by John Hays and read for the third time.

AN ORDINANCE authorizing the Mayor and/or Tiffin-Seneca Economic Partnership to apply to and receive from the Ohio Department of Development, Office of Community Development for a Small Cities Community Development Block Grant for qualifying projects and allowable administrative expenses, authorizing bidding and executing of contracts as needed, and declaring an emergency.

Councilmember Thacker moved for passage; Councilmember Roessner seconded.

Roll call votes were taken on the emergency and passage, and both were approved 6-0.

Ordinance 2024-36, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$8,648.00 into the Police Budget and \$663.00 into the Park Budget.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-37, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,883.00 into the Prosecutor's Budget.

Amended Ordinance 2024-38, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE responding to Petition No. 2024-01 vacating the alley off of Frost Parkway running East/West between Lot Nos. 517, 518, and 519 of Heming's Resurvey and Lot Nos. 533 and 534 of New Fort Ball Addition in the Third Ward of the City of Tiffin, Ohio.

Ordinance 2024-39, introduced by John Kahler and read for the first time.

AN ORDINANCE approving a contract with the Seneca Industrial & Economic Development Corporation for administrative services of a comprehensive economic development program and declaring an emergency.

Ordinance 2024-40, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the annual budget.

Ordinance 2024-41, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE responding to Petition No. 2024-02 vacating the alley off of West Market Street running North/South between Lot No. 598 of Heming's Resurvey and the alley off of St. Clair Street running East/West between Lot Nos. 596 and 597 and Lot No. 15 all of Heming's Resurvey in the Third Ward of the City of Tiffin, Ohio.

Ordinance 2024-42, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Fund and Early Action 24 & 30 Project Fund, to approve a transfer from the Sewer Fund to the Early Action 24 & 30 Project Fund, and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker.

Discussion: Finance Director Kaufman said that the \$350,000 was time-sensitive in order to pay invoices and not stall the project. She said the money was being appropriated into the Sewer Fund and then moved into the Project Fund. Roessner added that this was for Schonhardt and Benner Streets.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

OTHER BUSINESS:

President Boyle announce a public hearing to be held at the next regular meeting on Monday, June 3, 2024 at 7:00 p.m. in Council Chambers for consideration of Alley Vacation Petition #2024-02 under proposed Ordinance 2024-41.

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Councilmember Thacker asked her fellow Streets, Sidewalks & Sewers Committee members if they saw any reason to request a hearing for the new liquor permit for Turntable LLC dba The Turntable, a new restaurant downtown in the First Ward. The committee concurred that no hearing was required. Thacker asked the Clerk of Council to sign and return the document as “no hearing required”.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting for Wednesday, May 29, 2024 at 5:15 p.m. on-site at Hall and S. Sandusky Sts. to discuss Mayor’s Request for Legislation #24-20 for removal of the stoplight at that intersection and any other business that may come before them.

In the absence of Personnel & Labor Relations Committee chair John Hays, it was noted that the corresponding committee meeting to discuss Mayor’s Request for Legislation #24-21 regarding the appointment of Sarah Lazzari to the Civil Service Commission would be announced shortly.

ADJOURNMENT: 8:45 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

JUNE 3, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak.

PUBLIC HEARING: A Public Hearing with Tiffin City Council was opened at 7:01 p.m. for the consideration of Ordinance 2024-41, AN ORDINANCE responding to Petition No. 2024-02 vacating the alley off of West Market Street running North/South between Lot No. 598 of Heming's Resurvey and the alley off of St. Clair Street running East/West between Lot Nos. 596 and 597 and Lot No. 15 all of Heming's Resurvey in the Third Ward of the City of Tiffin, Ohio. There being no public comment, the public hearing closed at 7:02 p.m.

MINUTES: The May 6, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Hays reported that a Personnel & Labor Relations Committee meeting was held on the corner of North Sandusky St. and Hall St. on May 29th, 2024, starting at 6:13 p.m. The purpose of this meeting was to discuss Mayor's Request for Legislation #24-21 - An appointment to the Civil Service Commission, and any other business to come before the committee. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, City Administrator Nick Dutro, and councilmembers Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay. Councilman Hays asked Mayor Wilkinson the basis for the appointment. The Mayor stated he met with the appointee and discussed her experience and interest in the committee. Councilman Kahler asked about the role of the Civil Service Commission. Administrator Dutro explained the committee's function including working with the hiring lists and policies for Tiffin Police and Fire. Councilman Snay asked about experience of the appointee. Mayor Wilkinson referred to the appointee's resume and her relevant current professional role. Councilwoman Thacker motioned to have legislation drafted approving the Mayor's appointment. The motion carried on a vote of 3-0. With no other business to discuss, our meeting adjourned at 6:19 p.m. Report respectfully submitted by John Hays, Chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on May 29, 2024 at 5:15 P.M. on site on the corner of Hall and N. Sandusky Streets. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Council members, John Kahler and John Hays, Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson, Public Works Superintendent Brandon Burner. Members of the public that attended are as follows: Dale Graham, Tess Walker, Jill Pozniak, Reverend Amy Vittorio, Pete Myers, Colleen Myers, Barbara Trapp, Tom Masterson, Victor Perez, Charity Ames, Judy Munn, Theresa Provino, Steve Roessner, Mary Roessner, and Steve Lepard. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Request for Legislation #24-20 for removal of the stoplight at Hall and N. Sandusky Streets, and any other business that may come before them. Thacker asked the administration to inform Council why they wanted the traffic signal removed. Burner gave the history of the light. The traffic signal box is old and a lot of the parts are obsolete. There was a study on the light done in October of 2020. At the time, it was determined that the signal was unwarranted, so if Council decides to keep the light, then it would not qualify for grants through ODOT. Watson gave information for crash data at that intersection, with 62.5% of crashes being the result of a rear-end collision. At the request of Thacker, Watson explained the process for removing a traffic signal. Hoernemann was against the removal of the light. He told the committee that he helped lead a petition of 153 residents in 2021 to keep the light. His main concern is safety. He thinks this intersection is the connection point for many neighborhood spots including Apple Jack Park, Noble School, and Shake Shak. Fowler reminded the committee that the City Administrator has the power to make decisions for Traffic Signals. He also recommended the committee look at the Ohio Traffic Control Manual, which states that if we must keep all traffic signals in good repair. He advised the committee to make no decision at that meeting and to gather more information.

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Kahler agreed with Hoernemann. He lives nearby and was concerned about residents being able to back out of their driveways and pedestrians. The light he thought slowed down speeders too. Roessner said he would give weight to Hoernemann and Kahler's concerns because they lived in the area. Fowler offered the option that Council could order a new study. Members of the Public, Dale Graham, Tess Walker, Jill Ponziak, Reverend Amy Vittorio, Pete Myers, Colleen Myers, Barbara Trapp, Tom Masterson, and Victor Perez offered comments of concern with removing the light. Concerns were related to the following topics: they believe the light slows down speedy drivers on Sandusky Street between Sixes Corner and Miami Street, safety for pedestrians and drivers, semi-truck traffic, the time of the previous study, getting out of their driveways. Some hoped a new study would account for new bus patterns and school traffic. No action was taken at the meeting. The committee plans to gather more information to make a better informed decision. With no further business the committee adjourned at 6:08 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported that the past Saturday Parks and Recreation Department's Bryce Kuhn and Mason Correll teamed up with Izaak Walton League to hold the Fishing Derby with a record turnout. The Mayor served along with Chief Pauly as judge for the Shark Tank event at Tiffin Middle School on May 21. The Tiffin Police Department concluded the 2024 Citizens' Police Academy with graduation on May 26. He thanked those who attended and graduated as well as lead instructor Sgt. Jared Watson and he pointed out that Liz Croak was one of the graduates. He traveled last week to Oak Harbor to watch Calvert High School's baseball team in their 4th district championship in a row. He also traveled to Louisville for their regional tournament and congratulated the team on a great season. Monday, May 27 was the Memorial Day Parade followed by the celebration at Rotary Park. On May 30 they observed the police and fire training with Life Flight, and he got to take a ride in the helicopter. On May 31 he joined the Tiffin Bike Club, thanks to Cassandra Gooding, and joined the group riding around Tiffin.

The Mayor introduced Blake Austin, Municipal and Public Specialist for Rumpke, who gave an update about the following week's bulk pick up. Austin explained that residents can put out up to five bulk items on their pickup, with the exception of Freon refrigeration, car parts, tires and liquid paint. He noted that now have a new state-of-the-art recycling facility in Columbus, and it is the largest in the US. They have been processing 55 tons per hour, and this will bring them to 250 tons per hour. He added that they are hoping to add clamshell recycling by the end of the year.

CLERK OF COUNCIL ANN FORREST: Clerk of Council Forrest reported that the fees were received for the alley vacation petition under Ord. 2024-38, and Council could proceed with the third reading. She also reported that she had received a petition for annexation of 79.5 acres on the north side of Tyber Road from the Seneca County Commissioners. It must be held in her office for 60 days before presenting it to Council.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Finance Director Kaufman explained that Ord. 2024-37, up for its third reading, was to appropriate funds for a part-time prosecutor. Ord. 2024-44 is similar to other ordinances in that it covers items sold, repairs, an insurance check for property damages, donations, etc., and the money needs to be put into the budget. Ord. 2024-40 is up for its second reading and is for a donation to the Fire Department. It could be suspended if Council so wishes.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that Andrew (Andy) Boucher has been hired as the new city prosecutor. He stated that Ord. 2024-37 was up for its third reading for a part-time city prosecutor. The agreement with Seneca County is that they will bring on a full time prosecutor starting July 1, and we will contract for 20 hours. He also explained that Ord. 2024-44 combines several Finance Director's Requests for Legislation into one piece of legislation; this is a test run so if council members prefer to stay with the previous multiple ordinances he would have no objection. Fowler stated he had sent a long explanation to council members regarding the annexation and zoning process. When the annexation legislation comes before Council, a joint public hearing would be held with the Planning Commission. Fowler added that he had also sent an explanation regarding the Tax Budget process.

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WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-22 – Water Street Purchase Agreement for Offsite Treatment Facility

Referred to Law & Community Planning Committee

Mayor's Request for Legislation #24-23 – Appointment to the Architectural Board of Review (Amber Clason)

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-24 - Additional position to the Tiffin Fire/Rescue Division.

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-25 – Contract for Assistant Prosecutor

Referred to Economic Development & Downtown Planning Committee

Mayor's Request for Legislation #24-26 – Establishment of Capital Projects Fund

Referred to Finance Committee

Mayor's Request for Legislation #24-27 – Proposed Zoning Code Amendments

Referred to Law & Community Planning Committee

Mayor's Request for Legislation #24-28 – OSS Grant

Referred to Finance Committee

Finance Director's Request for Legislation #F24-27 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police, Park and WPCC Budgets. (\$2,250.00+\$1,000.00+\$9,469.01)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-44.

Finance Director's Request for Legislation #F24-28 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Law Director's Budget, and to reduce funds in the Prosecutor's Budget. (\$21,000.00)

Referred to Economic Development & Downtown Planning Committee

Finance Director's Request for Legislation #F24-29 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Civil Service Budget. (\$2,600.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-44.

Finance Director's Request for Legislation #F24-30 to consider the approval of the City's proposed annual Tax Budget as required by ORC Section 5705.28.

On file in Clerk of Council's Office; legislation prepared under Ord 2024-43.

Finance Director's Request for Legislation #F24-31 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire, Street and Park Budgets . (\$2,500.00+\$1,000.00+\$717.00).

On file in Clerk of Council's Office; legislation prepared under Ord 2024-44.

Finance Director's Request for Legislation #F24-32 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the General Administration Budget. (\$15,000.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-44.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-29, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's for the appointment of Sarah Lazzari to serve an unexpired term on the Civil Service Commission from the date of this resolution through December 31, 2027.

Councilmember Hays move for passage; Councilmember Thacker seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

ORDINANCES:

Ordinance 2024-37, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,883.00 into the Prosecutor's Budget.

Councilmember Roessner moved for passage; Councilmember Thacker seconded.

Roll call vote was taken on the passage, and it was approved 6-0, with the abstention of Councilmember Kahler due to regular criminal defense cases and opposing the city prosecutor.

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Amended Ordinance 2024-38, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE responding to Petition No. 2024-01 vacating the alley off of Frost Parkway running East/West between Lot Nos. 517, 518, and 519 of Heming's Resurvey and Lot Nos. 533 and 534 of New Fort Ball Addition in the Third Ward of the City of Tiffin, Ohio.

Councilmember Thacker moved for passage; Councilmember Jones seconded.

Roll call vote was taken on the passage, it was approved 7-0.

Ordinance 2024-39, introduced by John Kahler and read for the second time.

AN ORDINANCE approving a contract with the Seneca Industrial & Economic Development Corporation for administrative services of a comprehensive economic development program and declaring an emergency.

Ordinance 2024-40, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the annual budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion; Councilmember Roessner thanked Amvets for their donation to the Parks Department as well as the Fire and Streets Departments for their work in obtaining the grants.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-41, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE responding to Petition No. 2024-02 vacating the alley off of West Market Street running North/South between Lot No. 598 of Heming's Resurvey and the alley off of St. Clair Street running East/West between Lot Nos. 596 and 597 and Lot No. 15 all of Heming's Resurvey in the Third Ward of the City of Tiffin, Ohio.

Ordinance 2024-43, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE adopting a Tax Budget for Fiscal Year 2025, directing the Director of Finance to deliver the budget to the Seneca County Auditor, and declaring an emergency.

Ordinance 2024-44 introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the annual budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

OTHER BUSINESS:

Councilmember Roessner announced a Finance Committee meeting to be held Wednesday, June 12, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Request for Legislation #24-26 - Establishment of Capital Projects Fund, Mayor's Request for Legislation #24-28 - OSS Grant, and any other business that may come before them.

Councilmember Kahler announced a Law & Community Planning Committee meeting to be held Monday, June 10, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #24-22 and #22-27, and any other business that may come before them.

Councilmember Hoernemann announced an Economic Development & Downtown Planning Committee meeting on Monday, June 10, 2024 immediately following the Law & Community Planning Committee meeting in Council Chambers to discuss Mayor's Request for Legislation #24-25, Finance Director's Request for Legislation #F24-28, and any other business that may come before them.

Councilmember Hays announced a Personnel & Labor Relations Committee meeting to be held Thursday, June 6, 2024 at 5:30 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #24-23 and #24-24, as well as any other business that may come before them.

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ADJOURNMENT: 7:33 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

JUNE 17, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak.

MINUTES: The May 20, 2024 and June 3, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Roessner reported that a Finance Committee meeting was held Wednesday, June 12, 2024 in Council Chambers. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-26 (establishment of a Capital Projects Fund), Mayor's Request for Legislation #24-28 (OSS Grant), Finance Director's Request for Legislation #F24-34 (appropriation of additional funds for the HSTS elimination project), and any other business that may come before them. Attending were committee Members Kevin Roessner, Aaron Jones, and John Kahler. Also attending were Mayor Wilkinson, Council Members Cheyane Thacker and Scott Hoernemann, Law Director Zach Fowler, and Finance Director Kathy Kaufman. Roessner called the meeting to order at 5:17pm. Roessner and shared City Administrator Dutro's message - *Mayor's Request for Legislation#24-26 - Establishment of a Capital Projects Fund: The creation of Fund 332 would better allow the city to plan for future projects and ensuring that we are adequately investing for capital funding. The City Administration has many projects that we feel are important to move forward for our community, and this will be a positive step in the direction of achieving that.* The Mayor presented the rationale and objectives behind the proposed measure, emphasizing its significance in equipping our city to address future capital improvement requirements. The endorsement of this proposal is anticipated to bolster the long-term development and resilience of our municipality, while maintaining flexibility for unforeseen future exigencies, with the river wall and traffic signal malfunctions serving as illustrative contingencies. The Law Director elaborated on the prospective establishment of the fund, referencing compliance with Section 5705.13 of the Ohio Revised Code, and noted the adoption of similar financial mechanisms by comparable municipalities. A comprehensive dialogue ensued among council members, deliberating on the appropriate allocation of assets, the duration of investment, and the envisaged infrastructure projects. Discussions also revolved around the mechanisms for supervisory oversight and the integration of this initiative with the strategic forecasts of departmental leaders, including their five- and ten-year projections. It was agreed that additional information would be sought, and further deliberations will be planned for a subsequent session. Kahler moved to table Mayor's Request for Legislation#24-26 pending further information, and was seconded by Jones, the motion carried unanimously. Roessner and shared City Administrator Dutro's message - *Mayor's Request for Legislation #24-28 - OSS Grant: For years, the City of Tiffin was able to utilize funds from OSS to support brush grinding at the Water Pollution Control Center. Unfortunately, with COVID those dollars dried up, so we have had to take on more expenses in offering this program for our residents. We are asking for Council to give us the authority to again apply for up to \$10,000 in OSS funds to help offset this very popular program for our community.* Jones moved to have the Law Director prepare legislation authorize the City Administrator to take action, apply for, proceed and sign agreements pertaining to these grant funds, and was seconded by Kahler, the motion carried unanimously. Finance Director Kaufman articulated the necessity for additional funding through the Request for Legislation 24-34, aimed at supporting the Home Sewage Treatment Systems (HSTS) elimination project. The request by City Engineer Watson for increased financial resources is attributed to the discovery of unforeseen elements during the project's execution, necessitating change orders. A notable instance of this expanded scope is the unexpected need to remove an additional septic system. This allocation of funds is critical to ensure the project adheres to environmental regulations and continues to advance the public health infrastructure. Jones moved to have the Law Director prepare legislation for this appropriation, and was seconded by Kahler, the motion carried unanimously. With no further business, the meeting adjourned at 5:51pm. Respectfully submitted, Kevin Roessner, Chairperson.

Councilmember Kahler reported that a Law & Community Planning Committee met in City Chambers on June 10, 2024 starting at 5:15 p.m. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-22, Mayor's Request for Legislation #24-27, as well as any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, City Engineer Matt Watson, council member Scott Hoernemann, council member Aaron Jones, and council member Cheyane Thacker. Attending from the public was Clair Forrest. Council member Kahler started the meeting by opening discussions regarding Mayor's Request for Legislation #24-22. Mayor's Request for Legislation #24- 22 asks the committee to recommend that the Law Director draft legislation approving the purchase of approximately 3 acres of land on Water St. to be used for the construction of an offsite treatment facility. The purchase would be a step in the direction towards completing the City of Tiffin's Long Term Control Plan with the EPA to build a high rate treatment (HRT) facility. The HRT facility would be built in place of an EQ basin. The cost of building an HRT facility is estimated to be about \$19.5 million while the cost of building an EQ basin is about \$50 million. Therefore, the cost savings to the City is estimated to be about \$30 million. The purchase price of the land in question would be \$400,000.00. The property was appraised by Bill Jones of Re/Max Property for \$375,000. City Administration feels that the cost is justified because the property is in the right location, is not in a floodplain, and does not have any residences or other buildings that would need to be demolished, thus saving the City the additional cost of demolition. Council member John Hays moved to recommend that the Law Director draft legislation approving the purchase of approximately three acres of land on Water St. to be used for the construction of an offsite treatment facility. Council member Dennis Snay seconded the motion. The motion carried with a vote of 3-0. Kahler next addressed Mayor's Request for Legislation #24-27. Mayor's Request for Legislation #24-27 proposes some changes to the City of Tiffin's Zoning Code. The main change to the Zoning Code would adopt certain residential infill development standards. The purpose of those standards would be to ensure the single family and two family residential structures reflect, complement, and preserve the nature and the character of existing adjacent residential development. Such a change to the Zoning Code would preserve the look, feel, and value of existing neighborhoods by making sure that new builds match the look and feel of the existing neighborhood. There is currently no provision in the Zoning Code that addresses aesthetics or matching the existing neighborhood. Other proposed changes to the Zoning Code include certain size restrictions on accessory buildings such as garages and making nursing or convalescent homes permitted uses in certain zoning districts rather than conditionally permitted uses. Council member Dennis Snay moved to recommend that the Law Director draft legislation changing the Zoning Code as suggested by City Engineer Matt Watson. Council member John Hays seconded the motion. The motion carried with the vote of 3-0. In other business, Law Director Zachary Fowler indicated that in the near future he will be asking for legislation regarding the annexation of some new property into the City of Tiffin. With no other business to discuss, the meeting adjourned at 6:28 p.m. Report respectfully submitted by John Kahler, Chair.

Councilmember Hays reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on June 6th, 2024. The purpose of this meeting was to discuss Mayor's Request for Legislation #24-24 - additional position to the Tiffin Fire/Rescue Division and Mayor's Request for Legislation #24-23 - an appointment to the Architectural Board of Review and any other business to come before the committee. Attending were committee members John Hays, Cheyenne Thacker, and John Kahler. Also attending were council member Scott Hoernemann, Dennis Snay, and Aaron Jones; Mayor Lee Wilkinson, City Administrator Nick Dutro, Law Director Zachary Fowler, and Fire Chief Rob Chappell. Councilman Hays called the meeting to order at 5:31 p.m. and opened with Mayor's request for an additional position to the Tiffin Fire/Rescue Division. City Administrator Dutro explained how the 2024 budget initially did not include this position; however, due to the financial position of the City right now, the opportunity to add this position is available. Fire Chief Chappell reported the current staffing numbers for Tiffin Fire's three crews and explained this additional staffing position will increase staff above the minimum on crew 3. Chappell said staffing was reduced during Covid and the city is now on the path to what is considered normal staffing numbers. Mayor Wilkinson and Chappell explained the cost of additional staffing could at times save the city money by not having to pay overtime wages to keep the required number of staff on hand. Dutro stated the city is in a position financially to maintain this position into the new year. Councilwoman Thacker motioned to have the Law Director draft legislation to accept the additional position. Councilman Kahler seconded. The motion carried on a vote of 3-0. Hays introduced Mayor's Request for Legislation #24-23, an appointment to the Architectural Board of Review. Wilkinson stated the candidate has previously worked on architecture projects in town including the East Green Amphitheater and Seneca County Museum. Wilkinson also explained the opening is due to a Board of Review member resigning. Law Director Fowler stated the member qualifications for being appointed to the Architectural Board of Review. Hays motioned to have the Law Director draft legislation for an appointment to the Architectural Board of Review. Thacker

seconded. The motion carried on a vote of 3-0. With no other business, the meeting was adjourned at 5:50 p.m. Report respectfully submitted by John Hayes, Chair.

Councilmember Hoernemann reported that an Economic Development & Downtown Planning Committee meeting was called to order at 6:32pm on June 10, 2024. The purpose of the meeting was to discuss Mayor's Request for Legislation 24-25 and Finance Director's Request for Legislation F24-28. Both requests pertain to the Asst. Prosecutor position. In attendance were committee members Scott Hoernemann, Cheyane Thacker, and Aaron Jones. Also in attendance were Mayor Lee Wilkinson and Law Director Zachary Fowler. Hoernemann read both written requests aloud. He then asked the Law Director if he would like to draft legislation as 2 separate ordinances or as 1 piece of legislation pertaining to the position of Asst. Prosecutor. The Law Director confirmed he would draft 1 piece of legislation because they cover the same topic. Hoernemann then read aloud a letter/email from City Administrator Nick Dutro supporting this legislation and indicating that no new funding would be required in the current city budget. He also indicated that this position would significantly help with the workload required for the city prosecutor and keep that office functioning in a positive manner. Thacker then asked how "this position would break down their time between county & city responsibilities." Law Director Zachary Fowler answered that the candidate will be a full time employee of the county at 32 hours, but the bulk of their time will be spent with the city. Thacker then commented that she thought it was a good solution due to the amount of work that prosecutors take on with their caseloads. Fowler then offered to explain how the partnership between the city and county prosecutors' offices works. He explained that this partnership mimics the 2017 agreement between the city and county. He also explained that the candidate currently works in Erie County and is in the process of joining the Sisters of St. Francis. She needs another year of public service to satisfy her requirement on student loan debt. The total annual contract is for \$41,074.61. The city would cover \$21,000 for the remaining months of this year. If the candidate leaves prior to the end of this year, or any time through the contract, a portion of that money will be returned to the city. Jones then asked if this was a "temporary fix." Fowler agreed it was a temporary fix, but sets up someone in case the city or county has a prosecutor move on. This position would most likely have the ability and knowledge to step into a full time role. He added that the Asst. Prosecutor would give the current City Prosecutor needed time when he is not in court to review cases and handle appeals. Currently the prosecutor is putting in 8-10 hours a week of overtime. Thacker said she hoped this solution between the city and county works out because finding an attorney for any part time position is difficult due to student loan repayment. Hoernemann then commented that having the Law Director focus on the city's concerns and protecting our interests is best for his role. Having the Law Director pulled away to prosecute a traffic ticket was not the best use of his time. Fowler commented that the Law Director role is more involved and needed at a city level more than in the past. Thacker commented that the roles of Prosecutor and Law Director are two very different skill sets and the city would be best served having our attorneys focus on their specialties. Hoernemann then advised the committee that the reason these requests were sent to the Economic Development & Downtown Planning Committee rather than Labor Relations is because Council Member Kahler is on that committee and has a conflict of interest due to his job as a defense attorney. Thacker made a motion for the Law Director to draft legislation to correspond with Mayor's Request #24-25 and Finance Director's Request F25-28. Jones seconded the motion. Motion carried 3-0. With no other business coming before the committee adjournment was at 6:49pm. Scott Hoernemann, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson announced that this week would be busy with many activities around the city. Wednesday is the Juneteenth holiday; City Hall offices will be open. Thursday evening is Thursday Night Tunes at 7:00 p.m. at the East Green Amphitheater, as well as Third Thursday's Fête de la Musique event from 5:00-8:00 p.m. Friday Heidelberg University will break ground on their new Fieldhouse center. Saturday will be the Steve Smith Memorial Car Show at The Willows, and Bel-Mar Boat Landing will hold an open house for their 50th Anniversary celebration. Hedges-Boyer Park will host their annual Family Fest, along with the Walk for Recovery sponsored by HOPE of Fostoria.

Mayor Wilkinson read a proclamation recognizing Kathee and Steve Bruno for 30 years of the Tiffin Crawl and raising over \$100,000 towards local children's charities. This year the proceeds will go to the Seneca County 4-H Youth Development Program.

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CLERK OF COUNCIL ANN FORREST: Clerk of Council Forrest reported that the fees were received for the alley vacation 2024-02 under Ord. 2024-41, and Council could proceed with the third reading.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Report for the month ending:	MAY 31, 2024
Total Receipts for the month:	\$5,160,433.81
Total Expenses for the month:	\$6,330,145.34
The General Fund unencumbered balance:	\$5,246,964.73

The income tax receipts for May 2024 were \$911,131.01. The total increase in income tax receipts in May 2024 compared to May 2023 is \$7,488.07. The annual increase in income tax receipts are up 6.32%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for May 2024 is \$108,211.58.

The unexpended balance for all funds is **\$39,792,228.47** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the May 31, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Snay seconded. On a voice vote motion was approved 7-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler stated that Ord. 2024-47 was up for its first reading and asked for suspension as the assistant prosecutor was to start July 1 per the contract with the county. He noted that the transfer was budget neutral.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-29 – Pay increase for non-union staff.
Referred to Personnel & Labor Relations Committee.

Finance Director's Request for Legislation #F24-33 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Capital Improvement and OneOhio Opioid Budgets. (\$2,000.00+\$14,000.00)
On file in Clerk of Council's Office; legislation prepared under Ord 2024-51 and Ord. 2024-52.

Finance Director's Request for Legislation #F24-34 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Fund Budget. (\$100,000.00)
On file in Clerk of Council's Office; legislation prepared under Ord 2024-51.

Finance Director's Request for Legislation #F24-35 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget. (\$25,000.00+\$32,250.00)
On file in Clerk of Council's Office; legislation prepared under Ord 2024-46.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-30, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's appointment of Amber Clason to serve an unexpired term on the Architectural Board of Review from the date of this resolution through December 31, 2024.

Councilmember Hays move for passage; Councilmember Thacker seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

ORDINANCES:

Ordinance 2024-39, introduced by John Kahler and read for the second time.

AN ORDINANCE approving a contract with the Seneca Industrial & Economic Development Corporation for administrative services of a comprehensive economic development program and declaring an emergency. Councilmember Kahler moved for passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Hoernemann explained that this was for the renewal of the SIECD/TSEP contract. He said that TSEP is a professional group and an absolute asset to us.

Roll call votes were taken on the emergency and passage, and both were approved 7-0.

Ordinance 2024-41, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE responding to Petition No. 2024-02 vacating the alley off of West Market Street running North/South between Lot No. 598 of Heming's Resurvey and the alley off of St. Clair Street running East/West between Lot Nos. 596 and 597 and Lot No. 15 all of Heming's Resurvey in the Third Ward of the City of Tiffin, Ohio.

Councilmember Thacker moved for passage; Councilmember Roessner seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-43, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE adopting a Tax Budget for Fiscal Year 2025, directing the Director of Finance to deliver the budget to the Seneca County Auditor, and declaring an emergency.

Ordinance 2024-45, introduced by John Hays and read for the first time.

AN ORDINANCE authorizing the purchase of real property on Water Street.

Ordinance 2024-46, introduced by John Hays and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget.

Ordinance 2024-47, introduced by Scott Hoernemann and read for the first time.

AN ORDINANCE authorizing the Mayor to sign an agreement with Seneca County and the Seneca County Prosecutor's Office, authorizing the transfer of \$21,000 from the Prosecutor's Budget to the Director of Law's Budget, and declaring an emergency.

Councilmember Hoernemann moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

Councilmember Kahler abstained due to possible conflict of interest.

Ordinance 2024-48, introduced by Scott Hoernemann and read for the first time.

AN ORDINANCE zoning 79.506 acres of land, more or less, owned by David J. Wagner and Alan T. Wagner, Trustees and Ann E. Forrest and Clair M. Forrest, Jr., co-executors of the estate of Martha Ann Forrest in the Second Ward of the City, as Zone M-2 Heavy Industrial District, compatible with adjacent land use, and meeting requirements of the Tiffin City Charter and the Codified Ordinances.

Ordinance 2024-49, introduced by John Kahler and read for the first time.

AN ORDINANCE to enact residential infill development standards in the Zoning Code and amend sections 1167.03, 1169.03, 1181.01, and 1181.05 the Zoning Code.

Ordinance 2024-50, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE authorizing all actions necessary to apply to and receive from the Ottawa-Sandusky-Seneca Joint Solid Waste District's Competitive Funding Grant and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

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Ordinance 2024-51, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Capital Improvement Budget and Sewer Fund Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-52, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the annual budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the suspension and passage, and each was approved 7-0.

OTHER BUSINESS:

President Boyle announced a public hearing on Monday, July 1, 2024 at 7:00 PM regarding the 2025 Tax Budget under proposed Ord. 2024-43.

President Boyle also announced a Joint Public Hearing with the Planning Commission on Monday, July 15, 2024 at 7:00 p.m. for Zoning Ordinances 2024-48 and 2024-49.

Councilmember Hays announced a Personnel & Labor Relations Committee meeting to be held Monday, June 24, 2024 at 5:30 p.m. in Council Chambers to discuss Mayor's Request for Legislation #24-29 (pay increase for non-union staff) and any other business that may come before them.

City Administrator Dutro reported that Rumpke had held their annual bulk pick up the previous week, which they not do for every community. He said they picked up 141.47 tons versus 108.838 tons last year, and 2021 had been the record year with 187.16 tons. He thanked Rumpke for offering this free service to us.

Director of Law Fowler explain that Clerk of Council Forrest had expressed her concern about a possible conflict of interest with her handling of the new zoning and annexation legislation pertaining to her family's property. Fowler explained that her duties were administrative and not voting or campaigning for this legislation under Ohio Ethics law. He said that Council could move to appoint a different person to be acting Clerk of Council for the actual vote on this legislation.

Mayor Wilkinson stated that during the 6:45 p.m. Committee of the Whole meetings there is discussion about some of the legislation and said it would be nice to have some of that discussion again for the general public's benefit during the regular meeting when voting on that legislation.

ADJOURNMENT: 7:48 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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JULY 1, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), John Hays (At Large) and John Kahler (At Large); Cheyane Thacker (At Large) was absent. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro and Director of Finance Kathy Kaufman.

MINUTES: The June 17, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Hays reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on June 24th, 2024. The purpose of this meeting was to discuss Mayor's request for legislation #24-29 – Pay increase for non-union staff and any other business to come before the committee. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were council members Kevin Roessner and Aaron Jones; Mayor Lee Wilkinson, City Administrator Nick Dutro, and Law Director Zachary Fowler. Councilman Hays called the meeting to order at 5:30 p.m. Law Director Fowler explained that the proposed legislation will be amending a pay ordinance that was adopted last year, and that what needs to be decided is when this pay raise will be effective. City Administrator Dutro explained the city traditionally bases the non-union wage increases on what the union negotiates. Dutro outlined who the pay increase applies to and that when setting the 2024 budget, the city had decided to address this wage increase based on the city's 2024 collections at the middle of the year. Fowler mentioned that Finance Director Kathy Kaufmann wants the increase to start at the beginning of a pay period. Fowler also outlined Council's options for deciding the effective date of the ordinance. Thacker stated she is in favor of the increase and Kahler recommended the effective date be July 1st. Dutro reminded the committee that this increase does not include elected officials. Councilwoman Thacker motioned to have the law director prepare legislation to accept the pay increase. Councilman Kahler seconded. The motion carried on a vote of 3-0. With no other business, the meeting was adjourned at 5:44 p.m. Report respectfully submitted by John Hays, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported the following:

- The grand re-opening of the new Heavenly Pizza location at 69 W. Market St. was held last week.
- The Pet Walk of Fame stars purchased by pet owners have been placed on downtown sidewalks. Proceeds go to the Humane Society.
- The pickleball courts at Hedges-Boyer Park are now open.
- Next week sewer scoping will be done at night on S. Washington St. from St. Joseph Church to Riverside Drive.
- Christmas lights will be on for testing in preparation for the upcoming Third Thursday Christmas in July.
- The Tiffin Youth Fire Academy for ages 12 -15 will be held next week by the Fire/Rescue Division in conjunction with the Parks Department.
- Thursday we will celebrate the 4th of July with a car show from 9-11 a.m., the pool will be open from 12-7 p.m., inflatables from 3-7 p.m., and music at 4:30 p.m. until the fireworks begin at 10:00 p.m.

Mayor Wilkinson introduced Tiffin Municipal Arts Commission (TMAC) members TJ McKee and Nick Consolo, who gave an update on the Commission. In 2024 placemaking events included working with Tiffin Art Guild and Studio 605, the We Need to Chalk contest, the Court Street Market and Art Camp 2024. They are currently working on the Butterfly Wing Project in partnership with the Seneca County Suicide Prevention Coalition to shed light on mental health concerns and offer support through interactive selfie installations created by local artists. It was brought to them by Pat DeMonte, who said she is not a member of either organization but had the idea and

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brought it together. Each of the ten selfie stations, which have to be placed on public property, will host a distinctive wing theme such as angel, dragon, or butterfly. Dimensions of the final installations will be approximately 8' x 8', with a larger 8' x 10' piece on Frost Parkway. BAM Signs and MLAD will handle the fabrication, and the selected artists will receive \$500 upon developing and implementing their design. The Suicide Prevention Commission will provide plaques with a readable QR code to mental health awareness information. They gave a breakdown of the costs, with a total ask of \$32,850 from the City for the project. City Administrator Dutro explained that in the early 2000s the Chamber funded the squirrel statues as a community art project, which were auctioned off and some funds came back to the City for beautification of public property. Council would have to approve the use of these funds for the Butterfly Wing Project. *President Boyle referred the matter to the Law & Community Planning Committee.*

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN: No report.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that the new part-time prosecutor Alyssa Sidelka would begin with the Seneca County Prosecutor's office the following week. He also stated that the Department of Labor made some changes to qualifications for overtime and raised the salary threshold, so there could be some impact to the City Budget and requests for additional funding towards the end of the year. Also, the State Auditor's required fraud training for all city employees will be done for council members during the July 15th Committee of the Whole meeting. He has been communicating with the publisher of our Codified Ordinances, and they are close to having everything they need to do the update. We may need to update an ordinance or two to match current state requirements.

Fowler said he had reviewed the second quarter 2024 credit card report, found no changes from the first quarter regarding cards issued or balance increases. He noted that the Finance Director internally checks all receipts and expenses. Councilmember Roessner moved to accept the quarter second quarter report credit card report dated July 1, 2024; Councilmember Snay seconded. Report was accepted on a voice vote of 6-0.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-30 – Hedges- Boyer Park Wetland Project

Referred to Law & Community Planning Committee

Mayor's Request for Legislation #24-31 – WPCLF Agreement

Referred to Law & Community Planning Committee

Finance Director's Request for Legislation #F24-36 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Revenue and Parks Budgets. (\$8,000.00+\$1,000.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-54.

PUBLIC HEARING:

President Boyle opened the public hearing at 7:24 p.m. on the 2025 Tax Budget under proposed Ord. 2024-43, adopting a Tax Budget for Fiscal Year 2025 to be delivered to the Seneca County Auditor. There being no public input, the hearing was closed at 7:24 p.m.

ORAL COMMUNICATIONS: Greg Slosser, Trustee of the Tiffin Eagles 402 on Riverside Drive, addressed Council about their previous DORA applications having been denied, with most recent one denied due to their being disconnected from the community. He noted that there are different kinds of disconnections and asked what type they were looking at. Mayor Wilkinson explained that when originally looking at the map there is a disconnection from the Eagles property down to the DORA boundaries. He added that the City requires it to be revisited once every five years, although at any time we can go back and revisit it to change the DORA boundary if we decide it is a good idea to do so even though it is not at the end of the five year period. Slosser asked that the City reconsider looking at extending the boundary, pointing out that Tiffin Eagles is under new leadership with 631 members. They are all about using local businesses and giving locally, and he noted that in 2023 they gave over \$34,000 to 10 local charities.

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MOTIONS:

- A. Councilmember Hoernemann moved to table Ord. 2024-48 awaiting the July 15th Joint Public Hearing with the Planning Commission as required by the Codified Ordinances; Councilmember Jones seconded.
Roll call vote was taken and motion was approved 6-0.
- B. Councilmember Kahler moved to table Ord. 2024-49 awaiting the July 15th Joint Public Hearing with the Planning Commission as required by the Codified Ordinances; Councilmember Hays seconded.
Roll call vote was taken and motion was approved 6-0.

RESOLUTIONS: None.

ORDINANCES:

Ordinance 2024-43, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE adopting a Tax Budget for Fiscal Year 2025, directing the Director of Finance to deliver the budget to the Seneca County Auditor, and declaring an emergency.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-45, introduced by John Hays and read for the second time.

AN ORDINANCE authorizing the purchase of real property on Water Street.

Ordinance 2024-46, introduced by John Hays and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget.

Ordinance 2024-53, introduced by John Hays and read for the first time.

AN ORDINANCE amending Section 2 of Ordinance No. 23-95, the City pay ordinance, to increase wages for non-union and non-elected employees by 1% and declaring an emergency.

Councilmember Hays moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Councilmember Hays explained that the increase was for non-union staff, and it was necessary to suspend because it would be effective July 1 and start with the next pay period.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

Ordinance 2024-54, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Budget and Parks Department Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Roessner explained that Sewers had a change in an employee's health insurance, and there was a \$1,000 donation to the Parks Department. Councilmember Hoernemann thanked Forte Music for this donation.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

OTHER BUSINESS:

Councilmember Kahler announced a Law & Community Planning Committee meeting to be held Monday, July 8, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #24-30 (Hedges-Boyer Wetland Project) and #24-31 (WPCLF Agreement), TMAC Butterfly Wing Project request and any other business that may come before them.

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ADJOURNMENT: 7:45 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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JULY 15, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman and Fire Chief Rob Chappell.

JOINT PUBLIC HEARING: A Joint Public Hearing with Tiffin City Council and the Planning Commission was opened at 7:01 p.m. for the consideration of Ordinance 2024-48, AN ORDINANCE zoning 79.506 acres of land, more or less, owned by David J. Wagner and Alan T. Wagner, Trustees and Ann E. Forrest and Clair M. Forrest, Jr., co-executors of the estate of Martha Ann Forrest in the Second Ward of the City, as Zone M-2 Heavy Industrial District, compatible with adjacent land use, and meeting requirements of the Tiffin City Charter and the Codified Ordinances, as well as Ordinance 2024-49, AN ORDINANCE to enact residential infill development standards in the Zoning Code and amend sections 1167.03, 1169.03, 1181.01, and 1181.05 of the Zoning Code. Dan Brickner took roll call of the Planning Commission, and there was quorum. There being no public input about either ordinance, the joint public hearing closed 7:03 p.m. The Planning Commission was scheduled to meet the following day at 3:00 p.m. in Council Chambers for its recommendation.

PETITIONS: Petition No. 2024-03 vacating the alley off of Front Street running east/west between Lot #409 on the south and Lot #285 on the north and terminating at the Sandusky River, all in Heming's Resurvey in the Fourth Ward of the City of Tiffin, Ohio. *Referred to Streets, Sidewalks & Sewers Committee.*

MINUTES: The July 1, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Kahler reported that the Law & Community Planning Committee met in City Chambers on July 8, 2024 starting at 5:15 p.m. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-30, Mayor's request for Legislation #24-31, the TMAC Wing Project, as well as any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, Council Member Scott Hoernemann, Council Member Aaron Jones, and Council Member Kevin Roessner, City Engineer Matt Watson, Parks Director Bryce Kuhn. Attending from the public was Nick Consolo and Ryan Poignon. Council Member Kahler started the meeting by addressing Mayor's Request for Legislation #24-30 wherein the Mayor requested Council's approval to have legislation prepared and passed to accept bids for the wetlands project at Hedges-Boyer Park. This project is fully funded by a grant from the State of Ohio. The wetlands project would consist of a break wall and grassland being installed on the "sledding hill" at Hedges-Boyer Park. There would still be room for sledding in the winter time. The wetlands would be primarily knee-high grass. Parks Director Bryce Kuhn is hoping to start construction in September or October and therefore asks Council to declare an emergency and to suspend Council's three-reading rule. Council Member John Hays moved to recommend that the Law Director draft legislation to accept bids for the wetlands project at Hedges-Boyer Park, to declare an emergency, and to suspend Council's three-reading rule. Council Member Dennis Snay seconded the motion. The motion carried with a vote of 3-0. Mayor's Request for Legislation #24-31 asks the committee to recommend that City Council pass a resolution authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of the Benner Interceptor, CSO 9-13 & 15 Inflow Reduction, and High Rate Treatment Projects. City Engineer Matt Watson clarified that he was seeking three separate resolutions, one authorizing a loan for each of the three projects. City Engineer Matt Watson also requested that Council declare an emergency and suspend the three-reading rule due to the time constraints for these projects to be completed. The cost for the design phase of the High Rate Treatment Project is \$1,723,714.00. However, the loan for the High Rate Treatment Project through WPCLF includes a principal forgiveness policy. Therefore, the loan would be more like a grant than a loan that the city would actually have to pay back. The total cost for the construction of this project is approximately \$19.5 million. Council Member Dennis Snay moved to recommend that City Council pass a resolution authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control

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Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of the High Rate Treatment Project, to declare an emergency, and to suspend Council's three-reading rule. Council Member John Hays seconded the motion. The Motion carried with a vote of 3-0. The cost for the design phase of the Benner Interceptor Project is \$1,612,712.00. There would be no principal forgiveness for this loan, however, the loan rate is very favorable and below market interest rates. This project would see the installation of new sewer pipes that are needed to control flow and prevent the flow of sewage into the river. This is required by the EPA. The total cost for the construction of the project is approximately \$25.8 million. Council Member John Hays moved to recommend that City Council pass a resolution authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of the Benner Interceptor Project, to declare an emergency, and the suspend Council's three-reading rule. Council Member Dennis Hays seconded the motion. The Motion carried with a vote of 3-0. The cost for the design phase of the CSO 9-13 & 15 Inflow Reduction Project is \$3,192,940.80. There would be no principal forgiveness for this loan, however, the loan rate is very favorable and below market interest rates. This project would see the installation of storm sewers and maintenance on existing sewer lines such as point repair, spray application of lining, full pipe replacement, and manhole rehabilitation. The total cost for the construction of the project is approximately \$38.8 million. Council Member Dennis Snay moved to recommend that City Council pass a resolution authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of the CSO 9-13 & 15 Inflow Reduction Project, to declare an emergency, and the suspend Council's three-reading rule. Council Member John Hays seconded the motion. The Motion carried with a vote of 3-0. Next, the committee addressed the Tiffin Municipal Arts Committee (TMAC) Wing Project. The Wing Project would see the construction and placement of various wing-themed sculptures throughout the City of Tiffin. The sculptures would be designed by local artists. TMAC representatives Ryan Poignon and Nick Consolo addressed the committee. TMAC is requesting \$32,000.00 in funds for the project. They suggested that the funds be taken from the City's "Squirrel Fund." The "Squirrel Fund," as it is informally known, is an endowment that the City of Tiffin created years ago. The endowment started with \$10,000.00. There is currently a little over \$30,000.00 in the fund. Certain questions were brought up by Council members and members of City Administration. Are we in support of the project? If we are in support how to we want to fund it? Do we deplete the Squirrel Fund or use money from the general fund? How much oversight does the City want to have on the types of sculptures that will be installed? At what locations will the sculptures be installed? Etc. TMAC representatives indicated that they would get details to City Council as to concept art and sculpture locations. The committee took no further action on the issue. Mayor Lee Wilkinson expressed some concern about what TMAC was doing with excess funds. More specifically, he was concerned that TMAC had given excess funds to a non-profit organization, Tiffin Foundation for the Advancement of the Arts (TFAA). His main concern is that when a non-profit organization such as TFAA is given the funds the City of Tiffin loses control over how that money is spent. Council Member Kahler disclosed to the Committee that he currently sits on the board of directors of TFAA. No further action was taken. With no other business to discuss, the meeting adjourned at 7:45 p.m. Report respectfully submitted by John Kahler, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported the following:

- Last week the Youth Fire Academy was held at Hedges-Boyer Park, where youths ages 12-15 were able to witness the Jaws of Life cutting through a car, the Life Flight helicopter, how to intubate a patient, insert an IV, and apply a tourniquet, and all kinds of other things that they would need to know if they want to pursue a career as a firefighter and EMT.
- July 18 will be the Third Thursday Christmas in July with nutcrackers and a scavenger hunt downtown. It is a fundraiser for the Operation Hallmark which is the group of volunteers that put up the Christmas lights at no cost to the City. Our Police and Fire Departments are participating as well.
- Paving of Rebecca and Schonhardt Streets should be finishing up this week and next. Charlotte St. and First, Second, Third and Fourth Streets will follow.
- Aqua Ohio will be working on Melmore St. starting July 22 and there may be some lane closures.

Mayor Wilkinson introduced Fire Chief Rob Chappell, who provided supporting details to Mayor's Request for Legislation #24-25 for the FEMA Fire Grant. The Tiffin Fire/Recue Division received a FEMA Fire Assistance to Firefighters Grant totaling \$265,050.00, specifically allocated for the purchase of new Self-Contained Breathing

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Apparatus (SCBA) to replace current outdated units more than 10 years old. They plan to purchase up to 30 new SCBA units to ensure that all frontline personnel have the proper safety equipment. The FEMA notice was received just last Friday, and we have only 30 days to accept the award. He joined the Mayor in requesting suspension of this ordinance at the August 5th meeting in order to receive the new equipment next year.

Mayor Wilkinson spoke about Rich Focht, who served as a City Council member and President of Council, President and CEO of SIEDC (now TSEP) for over 24 years. He worked as project manager on the first Ella Street Bridge rehab project that was constructed by Focht Bros. in 1979. During his recent illness, he could be found riding his electric bike around town and checking in on the Ella Street Bridge which was recently reconstructed. Focht’s passing was a profound loss to Tiffin, but his numerous legacies will endure through the impact of his hard work, dedication and love for this city. It is fitting and proper to honor Rich Focht’s memory and his enduring contributions to the City of Tiffin by dedicating and renaming the Ella Street Bridge in his honor. The Mayor proposed that the bridge on Ella Street be hereby rededicated renamed as the Rich Focht Memorial Bridge. He then introduced former county commissioner Mike Kerschner, who presented a peoples’ petition to Council with over 125 signatures and the endorsement of Senator Bill Reineke, Representative Gary Click and the three Seneca County Commissioners, asking that the Ella Street Bridge be renamed in honor and in memory of Richard A. Focht. He described Focht as a man with a servant’s heart: he served his country, his church his family and the citizens of Tiffin and Seneca County. He noted that he got many things done with little praise or acknowledgement, and that was how he wanted it. He asked that Council approve the petition before them and rename the bridge in his honor and memory. Former City Council President Rich Cline noted that he had served on Council with Rich Focht for many years and said he echoed Kerschner’s comments. He added that they had served together on the Seneca Chaplains Corps, and part of that mission was to help addicts in recovery. He was always working in the background to better the community and its citizens. Cline said he would be forever grateful for their friendship and the mentorship that he provided to him as a young man. He encouraged Council to vote in favor of the petition. *(See Motion A)*

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman explained that Ord. 2024-46 to appropriate funds in the Budget for the firefighter position was up for its third reading. Suspension has been requested of Ord. 2024-56 for the Wetlands Project at Hedges-Boyer Park to make sure that we are able to keep everything moving forward and meet all the necessary deadlines. Ord. 2024-57 moves the Budget around from one department to another, from the Director of Communications to the Mayor’s Budget in order to start looking for an administrator’s assistant. Suspension is also being requested for Ord. 2024-58 for an Ohio FEMA Grant that has a time limit.

Director of Finance Report for the month ending:	JUNE 30, 2024
Total Receipts for the month:	\$4,288,384.03
Total Expenses for the month:	\$4,798,358.90
The General Fund unencumbered balance:	\$5,439,314.78

The income tax receipts for June 2024 were \$1,144,819.59. The total annual increase in income tax receipts in June 2024 compared to June 2023 is \$125,536.26. Annual year to date receipts are up 7.25%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for June 2024 is \$141,103.57.

The unexpended balance for all funds is **\$39,282,253.60** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the June 30, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Snay seconded. On a voice vote motion was approved 7-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that Ohio HB 47 passed requiring defibrillators at all parks where there are sports activities and swimming pools. Parks Director Bryce Kuhn is checking on where to put them. The bill goes into effect in 90 days, and additional funds will be required for their purchase.

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WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-32 – Ordinance Updates

Referred to Streets, Sidewalks & Sewers Committee.

Mayor's Request for Legislation #24-33 – Amending easement for 11 Indian Lane

Referred to Streets, Sidewalks & Sewers Committee.

Mayor's Request for Legislation #24-34 – Funding for Skating Rink

Referred to Finance Committee.

Mayor's Request for Legislation #24-35 – FEMA Fire Grant

Referred to Finance Committee.

Mayor's Request for Legislation #24-36 – Ohio EMA Grant Agreement

On file in Clerk of Council's Office; legislation prepared under Ord 2024-58.

Finance Director's Request for Legislation #F24-37 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police and Parks Budgets. (\$937.50+\$20,000.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-55.

Finance Director's Request for Legislation #F24-38 to amend the 2024 Budget Ordinance 23-94 to reduce funds in the Director of Communications budget and increase funds in the Mayor's budget.

On file in Clerk of Council's Office; legislation prepared under Ord 2024-57.

Letter from Director of Law Fowler to Members of Council and the Planning Commission - Zoning Code Amendments - *On file in Clerk of Council's Office.*

ORAL COMMUNICATIONS: None.

MOTIONS:

- A. Councilmember Hoernemann moved to rename and dedicate the Ella St. Bridge in honor of Richard Focht, Jr. for his years of dedicated service to the City of Tiffin; Councilmember Roessner seconded. Director Fowler asked that anyone who had something to share about Rich Focht to please forward it to him.

On a voice vote, motion was approved 7-0.

RESOLUTIONS:

Resolution 2024-31, introduced by John Kahler and read for the first time.

A RESOLUTION authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of wastewater facilities involving CSO Basins 9-13 & 15 Inflow Reduction Project, designating a dedicated repayment source for the loan, and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Discussion: Councilmember Kahler explained that suspension was requested due to time constraints for this loan agreement.

Roll call votes were taken on the suspension, emergency, and passage, and each was approved 7-0.

Resolution 2024-32, introduced by John Kahler and read for the first time.

A RESOLUTION authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of wastewater facilities involving the Benner Interceptor Project, designating a dedicated repayment source for the loan, and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

Discussion: Councilmember Kahler explained that suspension was requested due to time constraints for this project.

Roll call votes were taken on the suspension, emergency, and passage, and each was approved 7-0.

Resolution 2024-33, introduced by John Kahler and read for the first time.

A RESOLUTION authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of wastewater facilities involving the High Rate Treatment Project, designating a dedicated repayment source for the loan, and declaring an emergency.

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Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

ORDINANCES:

Ordinance 2024-45, introduced by John Hays and read for the third time.

AN ORDINANCE authorizing the purchase of real property on Water Street.

Councilmember Kahler moved for passage; Councilmember Roessner seconded.

Discussion: Councilmember Hoernemann explained that the plan for the acquisition of this property is to put a high-rate waste treatment facility there. and it will reduce the cost of the entire sewer project very significantly by not having to lay as much pipe, Director of Law Howard added that the contract will still have some contingencies typical of a real estate purchase, such as giving us clean title and removing any liens, but we also including ones for an environmental study that is to begin soon as well as Ohio EPA approval. Next Monday the EPA will hold a public hearing on the project at 6:00 p.m. at the library. If any of those contingencies aren't met, it would stop the contract unless it was brought back to Council.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-46, introduced by John Hays and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget.

Councilmember Hays moved for passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Hays explained that these funds were the Fire Department to hire an additional firefighter into 2025.

Roll call votes were taken on the passage, and it was approved 7-0.

Ordinance 2024-55, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Budget and Parks Department Budget.

Ordinance 2024-56, introduced by John Kahler and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, recommend and execute a contract for the development of a wetlands at Hedges-Boyer Park, and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

Discussion: Director of Law Fowler explained that the project needs to be approved quickly in order for it to be finished by the end of the year.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-57, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to reduce funds from the Director of Communications Budget, appropriate funds into the Mayor's Budget, and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Discussion: Councilmember Roessner explained that this ordinance was moving money from the former Director of Communications position to a Mayor's administrative assistant position.

Roll call vote was taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-58, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE authorizing all actions necessary to accept the Ohio Emergency Management Agency State Disaster Relief Program – State Public Assistance Grant and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Roessner explained that suspension was needed to meet the July 31 deadline for this grant and get the work started.

Roll call vote was taken on the suspension, emergency and passage, and each was approved 7-0.

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OTHER BUSINESS:

Councilmember Roessner announced a Finance Committee meeting to be held Friday, July 19, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #24-34 (funding for skating rink) and #24-35 (FEMA Fire Grant), and any other business that may come before them.

Councilmember Thacker announced a to be held Monday, July 29, 2024 at 5:15 p.m. on site at 34 Front St. regarding Alley Vacation Petition #2024-03 and any other business that may come before them.

Councilmember Thacker announced a second Streets, Sidewalks and Sewers Committee meeting on Monday, July 29, 2024 at 5:45 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #24-32 (Ordinance Updates) and #24-33 (Amending easement for 11 Indian Lane), and any other business that may come before them.

Director of Law Fowler explained that the Planning Commission would be meeting the next day to discuss the tabled zoning ordinances, and upon their recommendation would be taken off the table for consideration at the next meeting in August.

ADJOURNMENT: 7:49 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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AUGUST 5, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Pro Tem Cheyane Thacker opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large); Aaron Jones (1st Ward) was absent, Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

MINUTES: The July 15, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Roessner reported that a Finance Committee meeting was held Friday, July 19, 2024 in Council Chambers. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-34 (funding for Skating Rink), Mayor's Request for Legislation #24-35 (FEMA Fire Grant), and any other business that may come before Council. Attending were committee members Kevin Roessner, Aaron Jones, and John Kahler. Also attending were Mayor Lee Wilkinson, Finance Director Kathy Kaufman, City Administrator Nick Dutro, and Law Director Zach Fowler. Roessner called the meeting to order at 5:17pm. There are tentative plans to install an iceless skating rink at Oakley Park, which will be operational annually from fall through late winter. The rink will consist of interlocking vinyl/PVC plastic pieces and will include skates and a storage rack. Additional details, including volunteer staffing, will be provided in due course. City liability will be covered by insurance. The goal is to offer free admission, and the Parks Director is actively seeking sponsors to offset any skate rental fees. The Mayor and City Administrator noted that a private individual proposed this idea a few years ago and subsequently approached Parks Director Bryce Kuhn. Operation Hallmark, the group that also raised funds for the holiday lights in Downtown Tiffin, is helping to fundraise and organize the purchase of the skating rink. This request aims to cover the remaining funding not yet secured. It will take some time to order, ship, and assemble the rink to ensure it is ready by early fall. Approximately \$70,000 has been donated so far, but additional funding is required to meet the total project cost of approximately \$110,000. The current request for approval is \$40,000, with ongoing efforts to secure further donations to reduce this amount. Kahler moved to have the Law Director draft legislation to authorize the city to appropriate funding for Mayor's Request for Legislation#24-34 and was seconded by Jones; the motion carried unanimously. Tiffin Fire/Rescue Division Chief Rob Chappell recently informed the council the department was awarded a \$265,050 FEMA grant to purchase 30 air tanks, 30 self-contained breathing apparatuses and six face pieces. "Our current equipment purchased in 2013, is now considered obsolete," he explained during a City Council meeting on July 15. "We are very excited to have been selected for this grant and at the prospect of having the new equipment sometime next year." Dutro noted the city would need to purchase this anyhow and the Fire Chief did a nice job in seeking out the grant. Jones moved to have the Law Director prepare legislation to proceed with the FEMA grant for the Fire Department as well as the remaining funding for equipment purchases, and was seconded by Kahler; the motion carried unanimously. There was also brief discussion with the Law Director and City Administrator about 2025 budget ordinance items. With no further business, the meeting adjourned at 5:32pm. Respectfully submitted, Kevin Roessner, Chairperson.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on July 29, 2024 at 5:15 P.M. on site at 34 Front Street, Tiffin, Ohio 44883. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, and City Engineer Matt Watson. Thacker called the meeting to order. The purpose of the meeting is to discuss Alley Vacation Petition No. 2024-03 and any other business that may come before them. Thacker read the responses of department heads regarding the potential alley vacation. Watson would request a future sewer easement to be maintained over the limits of this alley. Currently, the City of Tiffin is in the planning phase of our CSO 18, 19, 23, 33 & 37 Inflow Reduction Project as required by the city's Ohio EPA mandated Long Term Control Plan. The alley being proposed for vacation is within the limits of this project. There is also a fence on the alleyway that council members would request be moved if the alley vacation goes forward. Snay motioned to have the Law Director prepare legislation to vacate the alley. Roessner seconded the motion. The motion passed 5-0. With no further business the committee adjourned the first part of the meeting at 5:44 P.M.

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The committee reconvened on the same date with the same individuals aforesaid in Council Chambers at 5:45 P.M. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Requests for Legislation #24-32 (Ordinance Updates) and #24-33 (Amending easement for 11 Indian Lane), as well as any other business that may come before them. Dutro gave the committee information regarding Mayor's Requests for Legislation #24-33. Currently the city sewer is located on the private property of the property owner. The owner is agreeable to amending the easement. Roessner motioned to have the Law Director prepare legislation. Hoernemann seconded the motion. The motion passed 5-0. Watson gave the committee information regarding Mayor's Requests for Legislation #24-32. The main ordinance updates are regarding Chapters 902 - Excavations, 905 - Sewer Design, Construction and Connections, and 936 - Small Cell Facilities in the Right of Way. Jones motioned to have the Law Director prepare legislation. Hoernemann seconded the motion. The motion passed 5-0. With no further business the committee adjourned at 6:20 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported the following:

- The Educators Breakfast would be Thursday, August 8.
- The Pet Walk of Fame Stars will be coming off the sidewalks this week, so owners should pick them up prior.
- Saturday he participated in the motorcycle ride "Cogs for Dogs".
- Political signs must be kept out of the city boulevards.
- Street paving is done for the year.
- Sewer work continues.
- Notice has been issued about the new S. Sandusky Street striping.

Mayor Wilkinson introduced Michelle Hess, the tri-county assistant and communications coordinator of CASA of Seneca, Sandusky and Wyandot Counties. She explained that the organization's mission is to support children involved in abuse, neglect or dependency cases in Juvenile Court and advocate for those children to have a safe, permanent and supportive environment through volunteer advocates. By law, a child involved in one of these types of cases through the Juvenile Court needs to have a Guardian ad Litem (GAL) who advocates for the child specifically and represents their best interest. The court can appoint either an attorney GAL or a CASA volunteer GAL. When a CASA volunteer is appointed, it saves the county thousands of taxpayer dollars. Their volunteers get to know the children and their situation to allow them to find and advocate for their best interests and the best outcome. CASA serves 217 children with 51 volunteers, which is insufficient. The next volunteer training course will take place September 3rd at 5 p.m. at CASA's Tiffin office, 21 Court St.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN: No report.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that the last week of July he attended a two-day seminar at the Ohio Municipal Attorneys Association meeting. One recommendation made was that there be an annual training for Council similar to the mock training we did at the end of last year but with more training on updates on public records law, etc. The recommendation was that it be treated as a special open meeting. Other specific topics such as Roberts Rules and other procedural things could be covered as well. Another recommendation was that Council look over our own rules for Council that are in the Codified Ordinances, and perhaps this could be done in January to see if there is anything you want to change. Other basics could be discussed such as executive session, abstaining, noise ordinances, finance, etc.

He also stated that Ord. 2024-48 and Ord. 2024-49 needed to be removed from the table for their second readings now that the Planning Commission issued their recommendation with changes requested.

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WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-37 – OPWC Funding Request

Referred to Streets, Sidewalks & Sewers Committee

Finance Director's Request for Legislation #F24-39 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget. (\$12,332.00)

On file in Clerk of Council's Office; legislation prepared under Ord. 2024-63.

Finance Director's Request for Legislation #24-40 to amend the Budget Ordinance 23-94 to appropriate funds into the Street and Park Budgets (\$2,500.00 and \$50,000.00)

On file in Clerk of Council's Office; legislation prepared under Ord. 2024-64.

Letter from the Planning Commission dtd July 16, 2024 recommending Council's approval of Ord. 2024-48 and Ord. 2024-49.

On file in Clerk of Council's Office.

Ohio Division of Liquor Control – Transfer of Liquor Permit from Gay Lanes Inc., 747 W. Market St. to Kebolt LLC, 172 E. Market St.

Referred to Streets, Sidewalks & Sewers Committee

ORAL COMMUNICATIONS: None.

MOTIONS:

- A. Councilmember Hoernemann moved to remove Ord. 2024-48 from the table; Councilmember Roessner seconded.

Discussion: Councilmember Hoernemann explained that this ordinance rezones the 79.276 acres of land to be annexed in the Second Ward with the Planning Commission's approval.

Voice vote was taken, and motion was approved 6-0.

- B. Councilmember Kahler moved to remove Ord. 2024-49 from the table; Councilmember Snay seconded.

Discussion: Councilmember Kahler said it had been tabled to remove some of the vagueness in it.

Director of Law Fowler clarified that the ordinance was tabled as per Charter pending review by the Planning Commission, who requested an amendment clarifying certain vagueness regarding the residential and development standards that were originally proposed.

Voice vote was taken, and motion was approved 6-0.

- C. After discussion during the second reading below, Councilman Roessner moved to adopt the amendments to Ord. 2024-49 proposed by the Director of Law; Councilmember Kahler seconded.

Roll call vote was taken and motion was approved 6-0.

RESOLUTIONS: None.

ORDINANCES:

Ordinance 2024-48, introduced by Scott Hoernemann and read for the second time.

AN ORDINANCE zoning 79.506 acres of land, more or less, owned by David J. Wagner and Alan T. Wagner, Trustees and Ann E. Forrest and Clair M. Forrest, Jr., Scott Hoernemann co-executors of the estate of Martha Ann Forrest in the Second Ward of the City, as Zone M-2 Heavy Industrial District, compatible with adjacent land use, and meeting requirements of the Tiffin City Charter and the Codified Ordinances.

Ordinance 2024-49, introduced by John Kahler and read for the second time.

AN ORDINANCE to enact residential infill development standards in the Zoning Code and amend sections 1167.03, 1169.03, 1181.01, and 1181.05 the Zoning Code.

Discussion: For sake of clarification, Director of Law Fowler asked for a motion to adopt the proposed amendments that he had emailed to Council members. SEE MOTION C.

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Ordinance 2024-55, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Budget and Parks Department Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Roessner explained that the Police Department received \$937.50 for a training presentation, and the Parks Dept. received a \$20,000 grant from the Tiffin Community Foundation for the ice skating rink.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-59, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Capital Improvements Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hays seconded.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-60, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE authorizing the City Administrator to accept a Federal Emergency Management Agency Grant for the purchase of protective equipment and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

Ordinance 2024-61, introduced by Scott Hoernemann and read for the first time.

AN ORDINANCE naming the Ella Street Bridge for Rich Focht.

Ordinance 2024-62, introduced by Scott Hoernemann and read for the first time.

AN ORDINANCE accepting annexation to the City of Tiffin of a parcel of land being 79.276 acres, more or less, in Section 7, Township-2-North, Range-15-East of Clinton Township on the petition of the owners of said real estate.

Ordinance 2024-63, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget.

Ordinance 2024-64, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Street Budget and Park Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-65, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing the Mayor to accept an amended sewer easement and take all actions necessary to acquire easement rights for real property located at 11 Indian Lane.

Ordinance 2024-66, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE responding to Petition No. 2024-03 vacating the alley off of Front Street running East/West between Lot No. 285 of Heming's Resurvey and Lot No. 409 of the Western Addition to the City of Tiffin in the Fourth Ward of the City of Tiffin, Ohio.

Ordinance 2024-67, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE to amend Chapter 902 of the Codified Ordinances.

Ordinance 2024-68, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE to amend Section 905.09 of the Codified Ordinances.

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Ordinance 2024-69, introduced by Cheyane Thacker and read for the first time.
AN ORDINANCE to amend Chapter 936 of the Codified Ordinances.

OTHER BUSINESS:

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on Monday, August 12, 2024 at 5:40 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #24-37 regarding OPWC funding and any other business that may come before them.

Chair Cheyane Thacker polled the Streets, Sidewalks and Sewers Committee regarding the need for a hearing for the Ohio Division of Liquor notice regarding the transfer of a license from Gay Lanes to Kebolt LLC. They concurred that none was required and the Clerk was asked to sign and return the notice accordingly.

President Pro Tem Thacker announced a public hearing at the regular City Council meeting on Monday, August 19, 2024 immediately following the Invocation and Pledge of Allegiance, for the consideration of Ordinance 2024-66 responding to Alley Vacation Petition #2024-03 vacating the alley off of Front Street running East/West between Lot No. 285 of Heming’s Resurvey and Lot No. 409 of the Western Addition to the City of Tiffin in the Fourth Ward of the City of Tiffin, Ohio.

Mayor Wilkinson said he has received a lot of calls questioning the City’s contract with Rumpke. He passed out some information about the service, including the contract and the corresponding ordinance, to Council members in case they received any questions from constituents.

Councilmember Roessner expressed his concern about Ord. 24-67 amending Chapter 902 of the Codified Ordinances. He wondered if it would stifle expansion with some constituents needing to have choices with internet carriers. It said it would penalize smaller companies that don’t have the money to do the bonding, etc., and he said he would like to have further discussion on it before passage. He agreed to bring back some specific items of concern to Council.

ADJOURNMENT: 8:03 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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AUGUST 19, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

PUBLIC HEARING: A Public Hearing with Tiffin City Council was opened at 7:01 p.m. for the consideration of Ordinance 2024-66, AN ORDINANCE responding to Petition No. 2024-03 vacating the alley off of Front Street running East/West between Lot No. 285 of Heming's Resurvey and Lot No. 409 of the Western Addition to the City of Tiffin in the Fourth Ward of the City of Tiffin, Ohio. Petitioner Terry Webb questioned Council as to why it would need to be vacated if he had to give an easement through it and would not be able to use the property. He said that the hill has eroded so badly that he did not know how the City would plan on using it because you cannot get to the river from there. Webb said he was willing to through with the vacation, but he would not give an easement for it. Councilmember Thacker said at one point they had discussed being on the fence about the easement, but her understanding was that City Engineer Watson wanted an easement in case we had to work on the sewer project there but without knowing the full scope of it yet. However, Council would be willing to discuss adjusting around before passing the legislation if Webb was willing to go forward with the vacation and the City was willing to go forward without the easement. Webb said he was in agreement since the City owns the two adjacent properties, and he questioned why we would need an 8 ft. easement when there is 200-300 feet past there. Director of Law Fowler explained that if the City passed the ordinance, there is a standard reservation in it for an easement for any existing facilities such as a utility pole. This is required by statute and is separate and different from any other easements since privately owned utilities have the right to use public right-of-ways. If we vacate that public right-of-way, we have to keep an easement for any already existing facility. There being no further discussion, the Public Hearing was closed at 7:07 p.m.

MINUTES: The August 5, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on August 12, 2024 at 5:30 p.m. in Council Chambers. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, and City Engineer Matt Watson. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Request for Legislation #24-37 regarding an OPWC Funding Request and any other business that may come before them. Watson gave the committee information regarding Mayor's Requests for Legislation #24-37. The city needs to submit an application to participate in the Ohio Public Works Commission (OPWC) State Capital Improvement Program for CSO 9-13 & 15 Inflow Reduction Project and Point Repairs. This is part of the Ohio EPA mandated Long Term Control Plan. Roessner motioned to have the Law Director prepare legislation. Jones seconded the motion. The motion passed 5-0. Hoernemann brought up concerns about parking by the East Green Amphitheater. With no further business the committee adjourned at 5:47 p.m. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported that there were several events on Thursday, August 22:

- The American Red Cross Blood Drive will be held at Job and Family Services. Appointments required.
- Celebration of the 100th anniversary of the Zenobia Shrine Club of Tiffin will be held with a BBQ at AMVETS.
- The annual Taste of Tiffin will be held at the library parking lot, followed by the Battle of the Bands at the East Green Amphitheater with Tiffin University, Heidelberg University, Tiffin Columbian and Calvert.

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He also advised that Aqua Ohio has announced that residents with lead or galvanized steel service lines will get a notice in the mail, and they will work with the affected property owners to replace them at no cost. Where the service line is already known not to be lead, it will not be replaced.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman explained that suspension was being requested for Ord. 2024-71 for the Park Dept. to cover the shortage for the water bill as well as for temporary staff wages through the month of October including the 1% increase and other expenses that were not budgeted for. We are also paying the more experienced staff a little more.

Director of Finance Report for the month ending:	JULY 31, 2024
Total Receipts for the month:	\$3,788,420.35
Total Expenses for the month:	\$3,431,509.67
The General Fund unencumbered balance:	\$5,514,144.21

The income tax receipts for July 2024 were \$925,915.42. The total annual decrease in income tax receipts for July 2024 compared to July 2023 is \$75,630.53. Year to date receipts are up 5.29%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for July 2024 is \$113,963.27.

The unexpended balance for all funds is **\$39,639,164.28** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the July 31, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Snay seconded. On a voice vote motion was approved 7-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that there were over 400 changes to the Codified Ordinances update. The website has been updated, and the ordinance will be presented at the next meeting to pass the changes, including those passed by the state regarding criminal offenses.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-38 – Revisions to 143.05 – Rates for Ambulance Service

Referred to Finance Committee.

Mayor's Request for Legislation #24-39 – Appointment to the Tiffin Municipal Arts Commission (Karla Kash)

Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-41 to approve a credit limit change for the police department within the City's Credit Card Policy.

Referred to Finance Committee.

Finance Director's Request for Legislation #F24-42 to amend the 2024 Budget Ordinance 23-94 to appropriate Funds into the Park Budget. (\$15,000.00 + \$2,700.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-71.

Finance Director's Request for Legislation #F24-43 to amend the Budget Ordinance 23-94 to appropriate funds into the Police, Dispatch and Fire Budgets. (\$13,707.50)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-70.

Finance Director's Request for Legislation #F24-44 to amend the Budget Ordinance 23-94 to appropriate funds into the Park Budget. (\$6,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-71.

Letter from Director of Law Fowler dtd August 13, 2024 re Proposed Amendment to Ordinance 2024-48.

On file in Clerk of Council's office.

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ORAL COMMUNICATIONS:

Tiffin Municipal Arts Commission Chair Ryan Poignon updated Council on changes made to their Wing Project in cooperation with the Suicide Prevention Coalition. They had previously requested Council to use money from the City's "Squirrel Fund" for the original project for ten selfie wings. Poignon said that after listening to Council's concerns, they have reduced it to doing two for this year and make them part of a larger project to be developed over a few years. Poignon presented the two designs, both entirely metal. The first was designed by Suicide Prevention Coalition and depicts two hearts and hands in the shape of wings; it will be located at Hedges-Boyer Park. The second design was created by Bam Signs and Fabrication and is an elaborate set of eagle wings that will be at Frost Parkway. A plaque with inspiration quotes and links to mental health resources will be paired with each sculpture. The updated project would cost \$11,000 with \$9,500 going to the sculptures and plaques and \$1,500 towards the installation. Poignon will attend next Monday's Law and Community Planning Committee meeting for further discussion.

Jay Castler expressed his concern about City water contamination and asked Council how to get his water tested. Mayor Wilkinson said Heidelberg University's Water Lab might do independent testing, and Director of Law Fowler suggested Hempy or Culligan. He noted that water is a private utility provided by Aqua, not the City.

Brent Busdecker introduced himself to Council as candidate for Seneca County Commissioner.

MOTIONS:

- A. Councilmember Hoernemann moved to amend Ord. 2024-48 correcting the acreage to 79.276 acres; Councilmember Roessner seconded.

Discussion: Director of Law Fowler explained that this was a typo as it was originally thought to be more.

Voice vote was taken, and motion was approved 7-0.

RESOLUTIONS:

Resolution 2024-34, introduced by Kevin Roessner and read for the first time.

A RESOLUTION accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the suspension emergency and passage, and each was approved 7-0.

Resolution 2024-35, introduced by Cheyane Thacker and read for the first time.

A RESOLUTION authorizing the Mayor to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Programs and to execute contracts as required and declaring an emergency.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Hays seconded.

Discussion: Councilmember Thacker explained that they are in the process of applying for a grant and 0% loan, and there is a tight deadline.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Resolution 2024-36, introduced by Cheyane Thacker and read for the first time.

A RESOLUTION authorizing the City Administrator to prepare and submit an application to participate in the Urban Waters Federal Partnership tree planting grant and to execute contracts as required and declaring an emergency.

Councilmember Thacker moved for suspension for the three-reading rule and passage; Councilmember Roessner seconded.

Discussion: Councilmember Thacker explained that Brandon Burner approached with the possibility of a \$3,600 additional grant for the project. Law Director Fowler said ODNR required submission this week.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

ORDINANCES:

Amended Ordinance 2024-48, introduced by Scott Hoernemann and read for the third time.

AN ORDINANCE zoning 79.506 acres of land, more or less, owned by David J. Wagner and Alan T. Wagner, Trustees and Ann E. Forrest and Clair M. Forrest, Jr., co-executors of the estate of Martha Ann Forrest in the Second Ward of the City, as Zone M-2 Heavy Industrial District, compatible with adjacent land use, and meeting requirements of the Tiffin City Charter and the Codified Ordinances.

Councilmember Hoernemann moved for passage; Councilmember Roessner seconded.

Roll call vote was taken on the passage, and each was approved 7-0.

Amended 2024-49, introduced by John Kahler and read for the third time.

AN ORDINANCE to enact residential infill development standards in the Zoning Code and amend sections 1167.03, 1169.03, 1181.01, and 1181.05 the Zoning Code.

Discussion: Councilmember Hoernemann stated that the biggest changes he found were changes to the criteria for outbuildings such as their taking up a maximum of 30% of the lot and cannot be higher than 18 ft. or the height of the primary building. Also, the size of the outbuilding cannot be larger than the square footage of the square footage of the primary dwelling. Director of Law Fowler added that the enactment of this residential infill development standard was done with the goal of new housing development in existing neighborhoods to look similar to what is already there for some cohesiveness to that neighborhood.

Councilmember Kahler moved for passage; Councilmember Snay seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-61, introduced by Scott Hoernemann and read for the second time.

AN ORDINANCE naming the Ella Street Bridge for Rich Focht.

Ordinance 2024-62, introduced by Scott Hoernemann and read for the second time.

AN ORDINANCE accepting annexation to the City of Tiffin of a parcel of land being 79.276 acres, more or less, in Section 7, Township-2-North, Range-15-East of Clinton Township on the petition of the owners of said real estate.

Councilmember Hoernemann moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

Discussion: Councilmember Hoernemann explained that this ordinance piggybacked on Amended Ord. 2024-48 to finish up the annexation.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-63, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget.

Ordinance 2024-65, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE authorizing the Mayor to accept an amended sewer easement and take all actions necessary to acquire easement rights for real property located at 11 Indian Lane.

Ordinance 2024-66, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE responding to Petition No. 2024-03 vacating the alley off of Front Street running East/West between Lot No, 285 of Heming's Resurvey and Lot No. 409 of the Western Addition to the City of Tiffin in the Fourth Ward of the City of Tiffin, Ohio.

Discussion: Director of Law Fowler asked for opinions regarding the petitioner's request during the public hearing to remove the sewer easement. Councilmember Thacker said she was fine with removing it because they had been on the fence in committee about reserving it, but if it is such a sticking point with the petitioner she felt it would be beneficial to both parties to remove it. Fowler said no further action was needed because it was not an actual part of the ordinance but a general consensus at the time. Thacker stated she would not require it for her vote. Councilmember Snay asked about any future plans for development that would require sewer lines. City Administrator Dutro said they don't know what might be needed in the future, but as far as actual underground physical structure, there is probably another path that they can take if needed. He did not foresee that they would be looking to sell the adjacent land since it would be in the City's benefit to have use of the riverbank and river access. Fowler added that from the meeting with Watson his impression was that it was not critical to have it.

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Ordinance 2024-67, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE to amend Chapter 902 of the Codified Ordinances.

Discussion: Director of Law Fowler said City Administration had received some outreach about this, and he anticipated having proposed amendments for the final reading. This would correct some things such as the bond, which is currently \$1,000 with a request to increase it to \$10,000. The City Engineer was comfortable with this and said if the contractor had 4-5 projects that year they would only need one bond which would be on file in his office for the duration of the year.

Ordinance 2024-68, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE to amend Section 905.09 of the Codified Ordinances.

Ordinance 2024-69, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE to amend Chapter 936 of the Codified Ordinances.

Ordinance 2024-70, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate Ohio EMA grant funds into the Police, Dispatch and Fire Budgets.

Ordinance 2024-71, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Discussion: Councilmember Roessner explained that there were three line items under consideration: \$15,000 additional funds to pay the Parks Dept. staff; \$6,000 to be appropriated to meet increased water usage; and \$2,700 for benefits for park maintenance worker through the end of the year.

Roll votes were taken on the suspension and passage, and both were approved 7-0.

OTHER BUSINESS:

City Administrator Dutro stated that Ord. 2024-61, regarding the naming of the Rich Focht Bridge, may have to be amended at the next meeting. They are getting quotes for the plaques from local companies, but the expense is not in the current budget.

Councilmember Roessner announced a Finance Committee meeting on Monday, August 26, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Requests for Legislation #24-38 (rates for ambulance service) and #24-41 (credit limit change for the Police Department), and any other business that may come before them.

Councilmember Hays announced a Personnel & Labor Relations Committee meeting on Monday, August 26, 2024 immediately following the Finance Committee meeting in Council Chambers to discuss Mayor’s Request for Legislation #24-39 regarding an appointment to the Tiffin Municipal Arts Commission, and any other business that may come before them.

Councilmember Kahler announced a Law & Community Planning Committee meeting on Monday, August 26, 2024 immediately following the Personnel & Labor Relations Committee meeting in Council Chambers to discuss the Tiffin Municipal Arts Commission’s Wing Project and any other business that may come before them.

ADJOURNMENT: 8:00 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

SEPTEMBER 3, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

MINUTES: The August 19, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Roessner reported that a Finance Committee meeting was held Monday, August 26, 2024 in Council Chambers. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-38 (rates for ambulance service), and #24-41 (credit limit change for Police Department), and any other business that may come before them. Attending were committee Members Kevin Roessner and John Kahler. Also attending were Mayor Lee Wilkinson, Finance Director Kathy Kaufman, Fire Department Chief Robert Chappell, Law Director Zach Fowler, Council Members Cheyane Thacker, Dennis Snay, John Hays and Scott Hoernemann. Roessner called the meeting to order at 5:15pm. Chief Chappell presented proposals for updates to 143.05, Rates for Ambulance Service. Following discussion, Kahler motioned to have the Law Director to prepare legislation for 24-38, and was seconded by Roessner, the motion carried unanimously. Finance Director Kaufman proposed credit card limit changes as they are frequently maxed out. Following discussion, it was proposed the company, or "aggregate" credit card limit be increased to \$100,000, Mayor and Department Heads be increased to \$5,000, and the Police and Fire/Rescue divisions will each have a credit card limit of \$10,000. Kahler motioned to have the Law Director to prepare legislation for 24-41, and was seconded by Roessner, the motion carried unanimously. With no further business, the meeting adjourned at 5:52pm. Respectfully submitted, Kevin Roessner, Chairperson.

Councilmember Kahler reported that the Law & Community Planning Committee meeting met in City Chambers on August 26, 2024 starting at 5:59 p.m. The purpose of the meeting was to discuss the TMAC Wing Project, as well as any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, Council Member Scott Hoernemann, Council Member Cheyane Thacker, Council Member Kevin Roessner, Ryan Poignon, and, from the public, Brian Young. Council Member Kahler started the meeting by addressing the Tiffin Municipal Arts Committee (TMAC) Wing Project. The Wing Project would see the construction and placement of various wing-themed sculptures throughout the City of Tiffin. The sculptures would be designed by local artists. TMAC had previously addressed both this Committee and City Council regarding the project. Recently, TMAC addressed City Council again with changes having been made to the project. After the proposed changes, the project would now consist of just two wing-themed sculptures. One would be placed at Hedges-Boyer Park and the other on Frost Parkway Avenue. Each of the sculptures would be accompanied by a plaque with an uplifting inscription and a QR code that would direct the reader to the Suicide Prevention Coalition of Seneca County. The sculptures were designed by local artists and would be constructed by a local fabricator, BAM Signs. The cost for the fabrication would be \$11,000.00. The signage would be prepared by MLAD Signage at an additional cost that would be covered by the Suicide Prevention Coalition of Seneca County. TMAC, through representative Ryan Poignon, has asked the committee to recommend that the project be authorized and that City Council authorize the disbursement of \$11,000.00 from the Tiffin Community Foundation's Tiffin Recreation & Beautification Endowment Fund (commonly called "the Squirrel Fund"). After a discussion Council Member Dennis Snay moved to recommend that the City Law Director draft legislation to request that the Tiffin Community Foundation disburse \$11,000.00 for the proposed Wing Project. Council Member John Hays seconded the motion. The motion passed 3-0. Council Member John Hays then moved to amend the motion to declare an emergency. Council Member Dennis Snay seconded the motion. The motion to amend the motion to declare an emergency passed 3-0. Council Member Kahler then moved to recommend that the City Law Director draft legislation to have City Council authorize the TMAC Wing Project; authorize the installation of wing sculptures at the Hedges-Boyer Park and Frost Parkway locations; and authorize the City Administrator to take any and all action necessary to facilitate the project. Council Member John Hays seconded the motion. The motion passed 3-0. Council Member Kahler

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then moved to amend the motion to declare an emergency. Council Member Dennis Snay seconded the motion. The motion to amend the motion to declare an emergency passed 3-0. In other business, Mayor Lee Wilkinson brought up the DORA issue. Mayor Wilkinson pointed out the DORA issue must be reviewed at least every five years. The Mayor suggested that perhaps City Council may want to review the DORA issue sooner or more frequently than that. It was the general consensus that City Council would review the DORA issue sometime between January and March, 2025. With no other business to discuss, the meeting adjourned at 6:54 p.m. Report respectfully submitted by John Kahler, Chair.

Councilmember Hays reported that the Personnel & Labor Relations Committee meeting was held in City Chambers on August 26th, 2024. The purpose of this meeting was to discuss Mayor's request for legislation #24-39 – Appointment to the Tiffin Municipal Arts Commission. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were council members Scott Hoernemann, Kevin Roessner, and Dennis Snay; Mayor Lee Wilkinson, Law Director Zachary Fowler and from the public, Brian Young. Councilman Hays called the meeting to order at 5:38 p.m. Hays asked for details about appointments to the Tiffin Municipal Arts Commission. Fowler explained qualifications necessary for an appointment. Mayor Wilkinson went over the appointee's relevant experience and interest in TMAC. Hays motioned to have the law director prepare legislation to accept the Mayor's appointment. Councilman Kahler seconded. The motion carried on a vote of 3-0. With no other business, the meeting was adjourned at 5:47 p.m. Report respectfully submitted by John Hays, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson said he was approached by a concerned citizen who asked that he make an announcement about pest and rodent control. He reminded residents of things that can be done to keep them out of their yards and neighborhood: secure trash bins, make sure there are no food sources out and bring in all outdoor pet food at night, install motion activated lights, seal entry points to block access to getting inside especially in the garage, and maintain property cleanliness and remove hiding spots by keeping the grass mowed, weeds trimmed and the areas debris free.

He thanked all the voters who made the Road and Bridge Levy possible and the City Engineer and Engineers Department who planned and designed and the projects to keep our infrastructure in top shape. The 2024 street paving list is complete, and the 2025 paving list is ready with nearly 30 streets to begin next spring. For those streets, combined with a section of US 224 and a Federal Urban Paving Grant of \$330,000, we will be investing approximately \$1.5 million to repave those roads, which is about four times what we would have been able to invest without the Road and Bridge Levy. In 2025 the City also plans to begin a pavement maintenance program utilizing the reclamite asphalt rejuvenator, which is a relatively low-cost way of protecting our recently paved streets. Those streets repaved in 2023 will be getting this new surface.

The Mayor then read a proclamation declaring September as Childhood Cancer Awareness Month, noting that childhood cancer is the leading cause of death by disease in children. He presented the proclamation to the family of Shelbi Schroth.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMAN: No report.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler clarified Res. 2024-39 for the Joint Justice Center expenses. He explained that the City has an agreement with the County to provide funds for the improvements/repairs at a 25/75 split. Currently there is \$294,000 in the fund, and there have not yet been any expenditures. These funds will be used for an ADA-compliant curb ramp near the East Market St. entrance, as well as a repair to the HVAC system. He also stated that Amended Ord. 2024-61 was proposed to clarify that it is a performance not a cash bond and to allow it to be held on deposit with the City Engineer on an annual basis for multiple projects rather than on a per project basis.

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WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-40 – 2025 Pavement Repair Program

Referred to Streets, Sidewalks & Sewers Committee

Mayor's Request for Legislation #24-41 – Changes to Chapters 149 and 143

Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-45 to amend the Budget Ordinance 23-94 to appropriate funds into the Street Budget. (\$4,293.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-76.

Finance Director's Request for Legislation #F24-46 to amend the Budget Ordinance 23-94 to appropriate funds into the City Administrator Budget (\$3,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-61.

Letter from Director of Law Fowler dtd 8/30/24 – Amendment to Ordinance 2024-67

On file in Clerk of Council's office.

ORAL COMMUNICATIONS:

On behalf of the Tiffin Municipal Arts Commission, Rob Ledwedge thanked Council and the City for agreeing to support this year's two Wing Projects and others on the horizon. President Boyle thanked their group for the time and efforts they put into these projects.

MOTIONS:

- A. Councilmember Thacker moved to table Ord. 2024-66; Councilmember Jones seconded.

Discussion: Councilmember Thacker explained that they had agreed as a committee to have the fence removed first, and the petitioner wants more time and will advise when done.

Voice vote was taken, and motion was approved 7-0.

- B. Councilmember Thacker moved to amend Ord. 2024-67 regarding the performance bond, which will be held on file in the Engineer's Office for one year; Councilmember Hoernemann seconded.

Voice vote was taken, and motion was approved 7-0.

RESOLUTIONS:

Resolution 2024-37, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's for the appointment of Karla Kash to serve an unexpired term on the Tiffin Municipal Arts Commission from the date of this resolution through December 31, 2025.

Councilmember Hays moved for passage; Councilmember Hays seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

Resolution 2024-38, introduced by John Kahler and read for the first time.

A RESOLUTION requesting distribution of funds from the Tiffin Recreation and Beautification Endowment Fund at the Tiffin Community Foundation, and declaring an emergency.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Hays seconded.

Discussion: Director of Law Fowler explained that these were endowment funds that Council had put into the Tiffin Community Foundation for parks and other public property. Once approved, \$11,000 will come to the City to be used for the Wing Project.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Resolution 2024-39, introduced by Kevin Roessner and read for the first time.

A RESOLUTION approving the expenditure of funds from the JJC Capital Improvement and Replacement Fund held by the Board of County Commissioners of Seneca County, Ohio, and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

Discussion: Councilmember Thacker noted that as the Director of Law had explained, we have an agreement with the Joint Justice Center regarding maintenance expenses.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

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ORDINANCES:

Ordinance 2024-61, introduced by Scott Hoernemann and read for the third time.
AN ORDINANCE naming the Ella Street Bridge for Rich Focht.

Councilmember Hoernemann moved to amend Ord 2024-61 adding \$3,000 for the cost of the plaques for the bridge, as per the request of the Director of Finance; Councilmember Thacker seconded.

Voice vote was taken on the motion, and it was approved 7-0.

Councilmember Hoernemann then moved for passage of Amended Ord. 2024-61; Councilmember Roessner seconded.

Roll call vote was taken on the passage, and Amended Ord. 2024-61 was approved 7-0.

Ordinance 2024-63, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-65, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE authorizing the Mayor to accept an amended sewer easement and take all actions necessary to acquire easement rights for real property located at 11 Indian Lane.

Councilmember Thacker moved for passage; Councilmember Hays seconded.

Discussion: Councilmember Thacker stated that this ordinance amends the sewer easement on this property to align the existing sewer with the location of the sewer in the recorded easement.

Roll call vote was taken on the passage, and it was approved 7-0.

Amended Ordinance 2024-67, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE to amend Chapter 902 of the Codified Ordinances.

Councilmember Thacker moved for passage; Councilmember Jones seconded.

Discussion: Director of Law Fowler explained that it was amended at the City Engineer's suggestion to put a cap on the utilities to go in after streets are paved.

Roll call vote was taken on the passage, and it was approved 6-0, with the abstention of Councilmember Roessner due to his employment by a utility company.

Ordinance 2024-68, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE to amend Section 905.09 of the Codified Ordinances.

Councilmember Thacker moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-69, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE to amend Chapter 936 of the Codified Ordinances.

Councilmember Thacker moved for passage; Councilmember Kahler seconded.

Discussion: Director of Law Fowler explained that this pertains to the placement of small cell towers in the public right-of-way and setting telecommunication guidelines by the City Engineer to keep some harmony and potentially saying no if needed.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-70, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate Ohio EMA grant funds into the Police, Dispatch and Fire Budgets.

Ordinance 2024-72, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE to amend Section 143.05 of the Codified Ordinances.

Ordinance 2024-73, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE to amend Section 135.14 of the Codified Ordinances.

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Ordinance 2024-74, introduced by John Kahler and read for the first time.

AN ORDINANCE to revise the Codified Ordinances by adopting replacement pages thereto, and declaring an emergency.

Councilmember Kahler moved for passage of the three-reading rule and passage; Councilmember Snay seconded. Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-75, introduced by John Kahler and read for the first time.

AN ORDINANCE approving the Tiffin Municipal Arts Commission's Wing Project, authorizing the City Administrator to execute contracts and take all actions necessary for the Wing Project, and declaring an emergency.

Discussion: Councilmember Kahler noted that this ordinance was related to Res. 2024-38. Director of Law Fowler explained that there were two separate documents, one to send the documents to the Tiffin Community Foundation for the funds and the other because they will be on public property and it authorizes the City Administrator to do what is necessary. The legislation for appropriation will follow.

Councilmember Kahler moved for passage of the three-reading rule and passage; Councilmember Jones seconded. Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-76, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Street Budget.

OTHER BUSINESS:

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting to be held Monday, September 9, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Request for Legislation #24-40 regarding the 2025 Street Paving Program, and any other business that may come before them.

Councilmember Hays announced a Personnel & Labor Relations Committee meeting on Monday, September 9, 2024 immediately following the Streets, Sidewalks & Sewers Committee meeting in Council Chambers to discuss Mayor's Request for Legislation #24-41 regarding changes to Chapters 149 and 143, and any other business that may come before them.

ADJOURNMENT: 7:41 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

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SEPTEMBER 16, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

MINUTES: The September 3, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Hayes reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on September 9th, 2024. The purpose of this meeting was to discuss Mayor's request for legislation #24-41 – Changes to Chapters 149 and 143. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were council members Scott Hoernemann, Aaron Jones, Kevin Roessner, and Dennis Snay; Mayor Lee Wilkinson, City Administrator Nick Dutro, and Fire Chief Rob Chappell. Councilman Hays called the meeting to order at 5:50 p.m. Chief Chappell explained the request for legislation is for updating hiring and promotional practices of the Fire Department. Chappell stated that these changes have been reviewed and are supported by City Administration, the Law Director, Firefighter Union, Police Chief, and the Civil Service Commission. The two main changes involve the entrance eligibility list and the entrance examination. One change will be to reduce the minimum job advertising from 30 days to 14 days, while also accepting applications year-round. Chappell also highlighted the changes to the initial certification level requirements with the goal of attracting new staff. Thacker motioned to have the law director prepare legislation to accept the changes outlined in the request. Kahler seconded. The motion carried on a vote of 3-0. Chappell requested the legislation be passed with an emergency for the hiring process changes to be in effect immediately. Thacker motioned to add an emergency clause to the legislation. Hays seconded and the motion carried on a vote of 3-0. With no other business, the meeting was adjourned at 6:16 p.m. Report respectfully submitted by John Hays, Chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on September 9, 2024 at 5:15 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson, Council Members John Kahler and John Hays, and Fire Chief Chappell. Attending from the public was Jami Fadley, resident and local business owner. Thacker called the meeting to order. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-40 regarding the 2025 Street Paving Program and any other business that may come before them. Watson updated the committee on the 2025 Pavement Repair Program Project. The annual review of the condition of streets within the City has produced a priority list of streets to be repaved. Those streets are attached hereto as EXHIBIT A. The 2025 Street Paving Program budget is \$975,000.00. Roessner motioned to have the law director prepare the legislation. Snay seconded the motion. The motion passed 5-0. Watson informed the committee of other road projects happening in the city, including a Section of 224 in the city near SR 18 being repaved, and using Reclamite on the streets from the 2023 Pavement Repair Program Project for \$60,000.00. Reclamite is a product that reactivates the binding process of roads and rejuvenates the asphalt. Roessner and Snay had questions about the product regarding how it works and if it makes the roads slick. Jones had questions about potholes. Watson answered the committee members' questions. Hays had a question about paving of private property behind Westgate for the Hobby Lobby project. Dutro said he would bring up some of the parking lot issues with the group working on the project. Jami Fadley submitted a letter and map to the committee regarding the area around her business and Calvert High School and asked questions about the sidewalk area where her food truck is parked. The letter is attached as EXHIBIT B, and the map is attached as EXHIBIT C. Fadley has questions about where she parks her food truck and wanted to know if there was a way to work together to come up with a solution for her to be able to park on the sidewalk. Fadley also suggested changing the direction of the one way on Tiffin Street to the opposite direction. She thinks it will help the flow of traffic around her business and Calvert. Watson suggested that if a change were to happen on Tiffin Street that it be done quickly because it is likely to be paved

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next year. Dutro suggested that the Traffic Safety Committee would be a better fit for her questions instead of this committee. With no further business the committee adjourned at 5:49 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported that the annual Heritage Festival would be the end of the week with the proclamation and official opening of the School Days at Hedges-Boyer Park would be Friday, September 20th at 9:00 a.m. with the parade held downtown on Saturday at 10:00 a.m.

The Wall Street railroad crossing should be reopened later this week. He noted that this is a CSX railroad project, not a City of Tiffin project.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman explained that suspension had been requested for Ord. 2024-79 and Ord. 2024-80. Ord. 2024-79 appropriates more money for income tax transfers. We are ahead right now on revenue, but if the trend continues we may end up being short. This ordinance also adds \$15,000 for testing required at the old city landfill. Ord. 2024-80 reallocates funds from part-time wages in the Streets Department to contractual services. There was previously no part-time employee, but we now want to continue the services of a contracted part-time employee.

Director of Finance Report for the month ending:	AUGUST 31, 2024
Total Receipts for the month:	\$5,345,058.94
Total Expenses for the month:	\$4,824,315.75
The General Fund unencumbered balance:	\$5,988,642.99

The income tax receipts for August 2024 were \$869,937.14. The total annual decrease in income tax collections for August 2024 compared to August 2023 is \$19,069.45. Year to date income tax receipts are up 4.51%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for August 2024 is \$108,288.84.

In August, the City received the second half real estate tax revenue check from the County. The amount deposited into General Fund was \$484,545.69.

On Monday, September 9, 2024 Sewer Revenue will be certifying invoices more than 90 days past due to the County Auditor. The last day for customers to pay on these past due invoices was August 30, 2024. The assessments total \$461,531.66. In addition, sidewalk and mowing assessments will be sent to the County on or before September 9, 2024.

The unexpended balance for all funds is **\$401,159,907.47** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the August 31, 2024 financial report as presented, as well as the bank reconciliation emailed to Council ending August 31, 2024; Councilmember Thacker seconded. On a voice vote motion was approved 7-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler stated that per Councilmember Hays' committee report, an emergency clause had been requested for Ord. 2024-78 amending the firefighter's civil service entrance and promotion requirements but had not been included. This would be corrected for the next meeting.

4207

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-42 – Appointment to the Thomas Conner Memorial Commission (Kade Rowe)

Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-47 to amend the Budget Ordinance 23-94 to appropriate additional funds into the General Fund Budget. (\$209,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-79.

Finance Director's Request for Legislation #F24-48 to amend the Budget Ordinance 23-94 to appropriate funds into the General Administration and Streets Budgets (\$15,000.00 + \$19,200.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-79 and Ord. 2024-80.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS: None.

ORDINANCES:

Ordinance 2024-70, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate Ohio EMA grant funds into the Police, Dispatch and Fire Budgets.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken, and it was approved 7-0.

Ordinance 2024-72, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE to amend Section 143.05 of the Codified Ordinances.

Ordinance 2024-73, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE to amend Section 135.14 of the Codified Ordinances.

Ordinance 2024-76, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Street Budget.

Ordinance 2024-77, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, recommend and execute a contract for the 2025 Street Paving Program, and declaring an emergency.

Ordinance 2024-78, introduced by John Hays and read for the first time.

AN ORDINANCE to amend the firefighter's civil service entrance and promotion requirements by amending Sections 143.02 and 143.03 and Chapter 149 of the Codified Ordinances.

Ordinance 2024-79, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the General Fund Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

Discussion: Councilmember Roessner noted that the Finance Director had explained that this ordinance covered two items: 1) an appropriation of \$209,000 for income tax transfers for money needed for the end of the year, and 2) \$15,000 for required testing at the old landfill.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

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Ordinance 2024-80, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to transfer \$19,200.00 within the Street Maintenance Fund, and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Roessner explained that per the Finance Director this was for a transfer of funds from part-time to contractual services.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

OTHER BUSINESS:

As Chair of the Personnel & Labor Relations Committee, Councilmember Hays proposed having legislation prepared accepting Mayor's Request for Legislation #24-42 for the reappointment of Kade Rowe to the Thomas Connor Memorial Commission. The other members of the committee unanimously concurred.

ADJOURNMENT: 7:20 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4210

OCTOBER 7, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Pro Tempore Cheyane Thacker opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was led by Tiffin Boy Scout Troop #444.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

PETITION: Petition No. 2024-04 vacating an alley running north/south between Lot #62- George Fiege's Addition on the west, and Lot #1 of the Appraiser's Replat of Lots 63-67 of George Fiege's Addition (formerly Lot #63 of George Fiege's Addition) on the east in the First Ward of the City of Tiffin, Ohio.

Referred to Streets, Sidewalks & Sewers Committee

MINUTES: The September 16, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS: No reports.
No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson congratulated the Tiffin Police Department and volunteers for the successful Safety Week program held a few weeks ago. Also, after two decades of absence, the D.A.R.E. Program will be back in the Tiffin City Schools.

Wednesday, October 23 at 4:00 p.m. the Ella Street Bridge will be rededicated as the Rich Focht Bridge.

The Mayor introduced Boy Scout Troop 444 and Brook Edwards, district chairman for Hancock and Seneca Counties. Edwards explained that they were attending the Council meeting as part of their Citizenship Merit badge. He said there are four units in the Tiffin area engaged in community service such as doing cleanup at every flea market, Stuff the Bus for United Way, Eagle projects, etc. He said they have been recently engaged with the local park district at the county level and are looking for other opportunities to be of service. Edwards also explained that some ways citizens can help support the Scouts locally is through volunteering, popcorn sales and the Friends of Scouting campaign. The two Cub Scout packs that are currently co-ed; they are in the process of putting together a girls' troop to be launched hopefully early next year.

Mayor Wilkinson introduced Jim and Kathy Oliver, whose son Max passed away by suicide in 2016 and left them a note and money urging them to support suicide prevention. October 5th marked the seventh year they have held Max's Miles, an annual suicide awareness and prevention 5K walk held in his memory. This year there were over 400 participants at Hedges-Boyer Park. They thanked the Tiffin Fire and Police Departments and the Parks Department for their support

The Mayor then introduced Bryant McAfee of Omni Fiber, Mason, Ohio, for an update on this service in our area. He noted that installation in Tiffin has been challenging due to their difficulty in gaining access to telephone poles, since the utility provider in our market is not easy to deal with. They are investing \$10 million into the city to expand world-class broadband capabilities here, and almost everything on the west side of the river is complete. Nearly all of the east side of the river is staged with one section pending. Completion is anticipated by the end of March 2025. Councilmember Roessner noted that some neighbors had complained about their doors being knocked on about five times in a short period; McAfee said it should be not more than once per quarter. City Administrator Dutro said that if there are any concerns, people could route them through his office.

Halloween will be held Sunday, October 27, 2024 from 5:00-7:00 p.m.

4211

CLERK OF COUNCIL ANN FORREST: Clerk of Council Forrest reported that the fees had been received from the petitioner for the alley vacation under Ord. 2024-66, and Council could proceed with the third reading.

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman noted that Ords. 2024-72, 2024-73 and 2024-76 were up for their third reading. She also explained the reasons suspensions were being requested for other ordinances being introduced for their first readings. Ord. 2024-81 amends the annual budget because an employee had been budgeted in the wrong department and funds are now being appropriated into the proper one. Ord. 2024-82 appropriates funds into the Police Budget because two employees changed insurance coverage into a more expensive plan. Ord. 2024-83 appropriates funds into the TMAC Wing Project from the Tiffin Community Foundations Tiffin Recreation and Beautification Fund. Ord. 2024-84 is for the Parks Department to purchase security cameras and sound equipment for Oakley Park. Ord. 2024-85 is for an insurance reimbursement for a lightning strike at WPCC and roof repairs.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler followed up on the requirement that AEDs be placed in certain places such as barks, ball fields, courts and swimming pools becomes effective October 24, 2024. However, the Department of Health has not yet developed a final plan so it is still unknown at how many locations we will have to place them. The Parks & Recreation Board should then convene to come up with a plan.

The Thrive marijuana dispensary now has a dual license for both medical and recreational use cannabis sales. Council has 120 days to pass legislation if it wants to block the recreational use license. Sales will incur a 10% excise tax, 36% of which returns to the City for approved purposes. We are waiting for the State to determine if it is the City or the State that decides what these purposes would be.

The final steps of the northern annexation to the City are in process. The Revised Code states that the City's boundary needs to match up with the township's boundary. In order to do that, there is a petition that the City would need to send to the County Commissioners asking them to match their Clinton and Hopewell township boundaries. It has only been done once, back in 2005, when they did it for every annexation up until then from the late 1800s/early 1900s. Therefore, we need to go from 2005 up to current. He is working out the details with the County as to what they want included in the petition so that we have it for an ordinance similar to that of 2005 for all annexations since 2006. He explained that anyone in Hopewell Township that got annexed into the City still gets a vote in both the township and city elections until that happens. Most of these are industrial and commercial development projects and not really affecting voters.

WRITTEN COMMUNICATIONS:

Finance Director's Request for Legislation #F24-49 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Street Budget (\$41,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-81.

Finance Director's Request for Legislation #F24-50 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Budget (\$27,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-82.

Finance Director's Request for Legislation #F24-51 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the General Administration Budget (\$11,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-83.

Finance Director's Request for Legislation #F24-52 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Capital Budget (\$17,500.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-84.

Finance Director's Request for Legislation #F24-53 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the WPCC Budget (\$9,638.17)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-85.

Ohio Division of Liquor Control – New Permit for Danop Ltd., 1804 W. Market St. (west side building only)

Referred to Streets, Sidewalks & Sewers Committee

ORAL COMMUNICATIONS: None.

4212

MOTIONS:

- A. Councilmember Hays moved to amend Ord. 2024-78 adding “and declaring an emergency” in the title; Councilmember Jones seconded.
Discussion: Councilmember Hays explained that the emergency had originally been requested by the Fire Chief in order to get the h changes in place as soon as possible.
Motion was approved on a voice vote of 7-0.
- B. Councilmember Jones moved to remove Ord. 2024-66 from the table; Councilmember Hoernemann seconded.
Motion was approved on a voice vote of 7-0.

RESOLUTIONS:

Resolution 2024-40, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor’s re-appointment of Kade Rowe to serve a term on the Thomas Connor Memorial Commission from January 1, 2023 through December 31, 2027.

Councilmember Hayes moved for passage; Councilmember Roessner seconded.

Discussion: Councilmember Hays explained that this commission has a partisanship requirement and that an independent moniker is legitimate especially in local politics. He said he knows Jose Arias is independent and his claim is legitimate. Councilmember Hoernemann said he understood having both sides represented, but these are local issues and political affiliation is not so divided.

Roll call votes were taken on the passage, and it was approved 5-2 with Councilmembers Thacker and Jones dissenting.

ORDINANCES:

Ordinance 2024-66, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE responding to Petition No. 2024-03 vacating the alley off of Front Street running East/West between Lot No. 285 of Heming’s Resurvey and Lot No. 409 of the Western Addition to the City of Tiffin in the Fourth Ward of the City of Tiffin, Ohio.

Councilmember Hayes moved for passage; Councilmember Roessner seconded.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-72, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE to amend Section 143.05 of the Codified Ordinances.

Councilmember Roessner moved for passage; Councilmember Snay seconded.

Discussion: Councilmember Roessner said ambulance rate revisions were made. Councilmember Hoernemann noted the \$1,000 specialty care transport rate, private care facilities \$150, and a financial hardship policy put in place.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-73, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE to amend Section 135.14 of the Codified Ordinances.

Councilmember Roessner moved for passage; Councilmember Hays seconded.

Discussion: Councilmember Roessner stated that this pertains to the City’s credit policy and increases department limits to accommodate higher spending needs. Law Director Fowler said this directly assists the Fire Department so that it can have a credit card. \$15,000 is allocated to the Fire Department and \$10,000 to the Police Department to cover rising costs, with a total City limit of \$100,000. Councilmember Hoernemann noted the concern raised by the Police Chief about the multiple training and travel expenses, which this helps resolve.

Roll call vote was taken on the passage, and it was approved 7-0.

Ordinance 2024-76, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Street Budget.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner explained that these funds were from an insurance reimbursement for a struck pole.

Roll call vote was taken on the passage, and it was approved 7-0.

4213

Ordinance 2024-77, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, recommend and execute a contract for the 2025 Street Paving Program, and declaring an emergency.

Amended Ordinance 2024-78, introduced by John Hays and read for the second time.

AN ORDINANCE to amend the firefighter's civil service entrance and promotion requirements by amending Sections 143.02 and 143.03 and Chapter 149 of the Codified Ordinances, and declaring an emergency.

Councilmember Hays moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

Discussion: Councilmember Hays explained that changes were made to the entrance eligibility list and entrance exam for hiring into the Fire Department, reducing the minimum job advertising from 30 days to 14 days, and accepting applications year-round in order to have a list to contact if there is an opening. He thanked Chief Chappell for his work on this. The changes were approved by the Fire Department, City Administrator, Law Director, the firefighters' union, Police Chief Pauley and the Civil Service Commission.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-81, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Street Maintenance Budget.

Councilmember Roessner moved for passage; Councilmember Hays seconded.

Discussion: Councilmember Roessner stated that this would fix the Budget shortage in the Street Department regarding wages.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-82, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Budget.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner explained that changes in Police Department health insurances were made, and this covers the increases.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-83, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the General Administration Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner noted that this was for the TMAC Wing Project. Councilmember Hoernemann asked how this was being paid. City Administrator Dutro explained that the Tiffin Community Foundation, where the Squirrel Fund is located under the Tiffin Beautification Fund, approved the funding based on Council's request and provided us with a check. This ordinance accepts the funding and moves the money to the right line item so the work can be paid for.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-84, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Capital Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hays seconded.

Discussion: Councilmember Roessner stated that these funds were for security cameras and sound equipment at Oakley Park.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-85, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the WPCB Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Kahler seconded.

4214

Discussion: Councilmember Roessner explained that this was for an insurance reimbursement for a lightning strike at WPCC and roof repair on the maintenance building.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

OTHER BUSINESS:

As Chair of the Streets, Sidewalks & Sewers Committee, Councilmember Thacker polled members as to the need for a hearing on the new additional liquor permit requested by Danop Ltd. for 1804 W. Market St. City Administrator Dutro said he had not been made aware of any problems at their locations. With no hearing deemed necessary by the committee, Thacker asked the Clerk of Council to return the notice marked “no hearing required”.

Councilmember Thacker announced a Streets, Sidewalks & Sewers meeting on Tuesday, October 15, 2024 at 5:30 p.m. to be held on-site at 254 E. Market St for consideration of Alley Vacation Petition #2024-04 and any other business that may come before them.

ADJOURNMENT: 8:12 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4217

OCTOBER 21, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

MINUTES: The October 7, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Thacker reported that a Streets, Sidewalks & Sewers Committee was held on October 15, 2024 at 5:30 P.M. on site at 254 East Market St. (corner Circular St.), Tiffin, Ohio 44883. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with City Administrator Nick Dutro, City Engineer Matt Watson, and Paul Rubenstein, representing one of the petitioners. Thacker called the meeting to order. The purpose of the meeting is to discuss Alley Vacation Petition No. 2024-04 and any other business that may come before them. Thacker read the responses of department heads regarding the potential alley vacation. The department heads had no issues with the vacation. Mr. Rubenstein gave the committee more information about the project on that site. He is managing the construction on the project, which will be a Drive-Thru Dunkin'. Jones motioned to have the Law Director prepare legislation to vacate the alley. Snay seconded the motion. The motion passed 5-0. Hoernemann brought up the issue of sidewalks. Hoernemann had been contacted by Randy Waire, owner of Champs Barbershop and Clover Club. His sidewalk in front of Clover Club is sinking and Waire wanted to know what the city would do about the sidewalk. Watson expressed that he had also been contacted by Mr. Waire about his sidewalk. Sidewalks are the responsibility of the property owners of commercial properties, just like they are for residential owners. Watson also gave the committee an explanation of prior sidewalk projects in his time at the City. With no further business the committee adjourned at 5:59 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

President Boyle announced that the October 21, 2024 Committee of the Whole would begin at 5:30 p.m. in order to review the proposed 2025 Budget.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Wednesday, October 23 is the rededication of the Ella St. Bridge in honor of Rich Focht.

Leaf bags are available at several local stores. City pick up will begin Monday, October 28th.

The Halloween Parade will be held downtown on Saturday, October 26th at 10:00 a.m., with Halloween Trick-or-Treat on Sunday the 27th from 5:00-7:00 p.m.

The annual Touch-A-Truck will be Sunday the 27th from 11:00 a.m. to 3:00 p.m.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman noted that Ord. 2024-77 for the 2025 Street Paving Program was up for its third reading. She also gave the reasons suspensions were being requested for ordinances being introduced for their first readings. Ord. 2024-87 covers a \$45,000 grant to the Municipal Court PIVOT program and an additional \$5,000 for postage for the remainder of the year. Ord. 2024-88 covers a \$2,500 grant from Walmart to replace ballistic protective equipment and a \$3,392.36 Ohio EMS grant for other equipment. Ord. 2024-89 appropriates funds for repair work required on the Fire Station #1 floor.

4218

Director of Finance Report for the month ending:	SEPTEMBER 30, 2024
Total Receipts for the month:	\$4,356,934.53
Total Expenses for the month:	\$3,928,274.24
The General Fund unencumbered balance:	\$6,259,512.48

The income tax receipts for September 2024 were \$1,311,141.40. The total annual decrease in income tax collections for September 2024 compared to September 2023 is \$316,942.31. Year to date income tax receipts are up 7.39%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for September 2024 is \$162,516.33.

The unexpended balance for all funds is **\$40,588,567.76** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the September 30, 2024 financial report as presented, as well as the bank reconciliation emailed to Council ending September 30, 2024; Councilmember Hoernemann seconded. On a voice vote motion was approved 7-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler presented his final report as credit card compliance officer and said there had been no changes since his last one. He requested a motion to approve the report; Councilmember Roessner asked that this be done at the next meeting to have time to review it. Fowler also reported that non-medical marijuana dispensaries pay a 10% excise tax on cannabis sales, 36% of which goes to the city. According to an October 12th posting, sales in Ohio have totaled \$109.5 million since August. He is still awaiting a response regarding approved purposes for these funds. There is one dispensary in the city. Another dispensary has inquired but possible locations are limited. It must be within a commercial area, cannot be within 500 ft. of certain places such as schools and churches, and cannot be within a mile of another dispensary.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-43 – Appointment to the Architectural Road of Review (Skylar Mettert)
Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-54 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Municipal Court Budget (\$45,000.00)
On file in Clerk of Council's office; legislation prepared under Ord. 2024-87.

Finance Director's Request for Legislation #F24-55 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget (\$2,500.00)
On file in Clerk of Council's office; legislation prepared under Ord. 2024-88.

Finance Director's Request for Legislation #F24-56 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Building Maintenance Capital Budget (\$62,000.00)
On file in Clerk of Council's office; legislation prepared under Ord. 2024-89.

Finance Director's Request for Legislation #F24-57 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget (\$3,392.36)
On file in Clerk of Council's office; legislation prepared under Ord. 2024-88.

Finance Director's Request for Legislation #F24-58 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Municipal Court Budget (\$5,000.00)
On file in Clerk of Council's office; legislation prepared under Ord. 2024-89.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

4219

RESOLUTIONS:

Resolution 2024-41, introduced by Cheyane Thacker and read for the first time.

A RESOLUTION authorizing the Mayor to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) Agreement on behalf of the City of Tiffin for the design of wastewater facilities involving the Main Interceptor Project, designating a dedicated repayment source for the loan, and declaring an emergency. Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

Discussion: Councilmember Thacker explained that suspension was requested in order to keep our funds continuing without having to start paying for the planning loan while we are working on our design loan.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

ORDINANCES:

Ordinance 2024-77, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, recommend and execute a contract for the 2025 Street Paving Program, and declaring an emergency.

Councilmember Thacker moved for passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Thacker expressed kudos to City Engineer Watson for putting together the list of streets based on priority needs criteria while keeping utility projects in mind. Councilmember Hoernemann noted that \$975,000 had been allocated for the 2025 Paving Program. Law Director Fowler pointed out that the funds came directly from the Road and Bridge Levy since our bridges are done, and we are now tackling more roads.

Roll call votes were taken on the emergency and passage, and both were approved 7-0.

Ordinance 2024-86, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE responding to Petition No. 2024-04 vacating the alley off of East Market Street running North/South between Lot No. 62 of George Fiege's Addition and Lot No. 1 of Fiege's Replat of Lots 63-67 of George Fiege's Addition in the First Ward of the City of Tiffin, Ohio.

Ordinance 2024-87, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Municipal Court Budget.

Councilmember Roessner moved for passage; Councilmember Hays seconded.

Discussion: Councilmember Roessner stated that these funds were for two Municipal Court accounts: one for a \$45,000 grant into the PIVOT program and \$5,000 into Supplies & Materials for postage for the rest of the year.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-88, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Fire Department Budget.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner said that ordinance appropriated a \$2,500 grant from Walmart to replace ballistic protective equipment and a \$3,392.36 Ohio EMS grant for other equipment.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

Ordinance 2024-89, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Building Maintenance Capital Budget.

Councilmember Roessner moved for passage; Councilmember Thacker seconded.

Discussion: Councilmember Roessner explained that \$62,000 were appropriated to make needed structural floor repairs at Fire Station #1 per the January study.

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

4220

OTHER BUSINESS:

President Boyle announced a Public Hearing on Monday, November 1, 2024 at 7:00 p.m. in Council Chambers for consideration of Alley Vacation Petition #2024-04 under Ord. 2024-86.

Councilmember Hays announced a Personnel & Labor Relations Committee meeting on Monday, October 28, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Request for Legislation #24-43, appointment to the Architectural Board of Review, and any other business that may come before them.

ADJOURNMENT: 7:25 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4222

NOVEMBER 4, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large) and John Hays (At Large); John Kahler (At Large) was absent. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

PUBLIC HEARING: A public hearing with Tiffin City Council was opened at 7:02 p.m. for the consideration of Ordinance 2024-86, AN ORDINANCE responding to Petition No. 2024-04 vacating the alley off of East Market Street running North/South between Lot No. 62 of George Fiege’s Addition and Lot No. 1 of Fiege’s Replat of Lots 63-67 of George Fiege’s Addition in the First Ward of the City of Tiffin, Ohio. There being no public input, the hearing was closed at 7:02 p.m.

MINUTES: The October 21, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

Councilmember Hays reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on October 28th, 2024. The purpose of this meeting was to discuss Mayor’s request for legislation #24-43 – Appointment to the Architectural Board of Review. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were Mayor Lee Wilkinson and Law Director Zachary Fowler. Councilman Hays called the meeting to order at 5:15 p.m. Hays discussed the letter sent to the committee by the appointee regarding interest in the position. Thacker and Wilkinson noted the appointee’s previous relevant projects downtown. Hays asked the Law Director about stipulations for members of the Architectural Board of Review and the Law Director outlined the established criteria. All committee members agreed the appointee would be a great fit on the Board of Review. Hays motioned to have the Law Director prepare legislation to accept the Mayor’s appointment. Councilman Kahler seconded. The motion carried on a vote of 3-0. With no other business, the meeting was adjourned at 5:21 p.m. Report respectfully submitted by John Hays, Chair.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Public Works has begun leaf bag pick up. Details can be found on the City’s website news link.

Monday, November 11 we honor and give our thanks to all veterans for their service and for our freedom. He noted that the Veterans’ Honor Bus has made various trips to Washington D.C.

The Mayor introduced Bryce Riggs, Executive Director of Seneca Regional Chamber of Commerce, who presented the “Love Local” campaign inspired by Small Business Saturday, which will run from November through year-end to encourage year-round support. He noted that \$67 of every \$100 spent locally stays here versus \$43 when spent at non-local businesses, boosting economic activity and benefitting more people and programs. Director of Marketing Marisa Huss added that they will promote Love Local all year round to support organizations and keep money in the community. They will host the “Love Local Lounge” in the Chamber office from 10:00 a.m. to 4:00 p.m. on November 30th, Small Business Saturday. You can watch the Big Game, and there will be refreshments and giveaways.

Mayor Wilkinson announced that Tiffin has received Midwestern Traveler Magazine’s Best in Ohio Small Town award.

CLERK OF COUNCIL ANN FORREST: No report.

4223

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman explained the reasons that suspension was requested for the following ordinances: Ord. 2024-90 for \$25,000 to process an income tax refund request; Ord. 2024-91 to appropriate a donation to the Police Department for the purchase of Safety City tricycles; Ord. 2024-92 covering reductions from several funds in the Budget that have been finished and no longer need to be used or that will not happen until next year; and Ord. 2024-93 appropriating funds in order to pay electric bills that were overcharged, some of which are in the process of receiving credits.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler explained that when property is annexed to the City, the township does not automatically update the boundaries; the City must petition the county to do so. The last time it was updated was in 2005, and it needs to be done for 2006 to present. Council should introduce an ordinance authorizing the Law Director to submit this petition to the county covering the Hopewell and Clinton Townships to match the City boundaries.

WRITTEN COMMUNICATIONS:

Finance Director's Request for Legislation #F24-59 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Finance Department Budget (\$25,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-90.

Finance Director's Request for Legislation #F24-60 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Department Budget (\$1,935.80)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-91.

Finance Director's Request for Legislation #F24-61 to amend the 2024 to reduce the Budget due to projects finishing below budget or moving to the next year.

On file in Clerk of Council's office; legislation prepared under Ord. 2024-92.

Finance Director's Request for Legislation #F24-62 to appropriate funds into the budget to pay for electric charges for the remainder of the year (\$4,000.00+\$2,000.00+\$2,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-93.

Ohio Division of Liquor Control Notice – Revised Stock - Benchwarmer's Restaurant & Delivery LLC
Referred to Streets, Sidewalks & Sewers Committee.

Ohio Division of Liquor Control Notice – Revised Stock - Xcaret Tiffin dba Xcaret Mexican Restaurant
Referred to Streets, Sidewalks & Sewers Committee.

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-42, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's appointment of Skylar Mettert to serve an unexpired term on the Architectural Board of Review from the date of this resolution through December 31, 2025.

Councilmember Hays moved for passage; Councilmember Thacker seconded.

Discussion: Councilmember Hays noted that Mettert had received high grades from the Mayor and City Administrator.

Roll call votes were taken on the passage, and it was approved 6-0.

ORDINANCES:

Ordinance 2024-86, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE responding to Petition No. 2024-04 vacating the alley off of East Market Street running North/South between Lot No. 62 of George Fiege's Addition and Lot No. 1 of Fiege's Replat of Lots 63-67 of George Fiege's Addition in the First Ward of the City of Tiffin, Ohio.

Ordinance 2024-90, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Finance Department Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

4224

Discussion: Councilmember Roessner stated that this appropriated \$25,000 to cover income tax refunds. Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-91, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Department Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Roessner explained that the Police Department received \$1,935.80 in donations for Safety City tricycles.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-92, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to reduce the expenses in the 2024 Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Roessner explained that this reduces funds not needed for projects that have been finished or moved into the next year.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-93, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the 2024 Budget for electric expenses.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Roessner explained that there was a shortage of funds to pay for the electric bills due to overcharges, and credits are pending.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

OTHER BUSINESS:

President Boyle noted that the Ohio Division of Liquor Control notices were for changes in ownership off Xcaret and Benchwarmers. She also reminded at-large councilmembers that they have until February 5th (90 days prior) to get their petitions submitted for the next primary election.

Councilmember Roessner said he had reviewed the quarterly credit card report submitted by the Law Director at the last meeting and moved to accept it. Councilmember Thacker seconded. On a voice vote, motion was approved 6-0.

Councilmember Thacker stated that the Streets, Sidewalks & Sewers committee had agreed that since the Division of Liquor Control notices were for changes in percentage of stock ownership and not changes in address, the Clerk of Council should return them with no hearing required.

ADJOURNMENT: 7:30 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4227

NOVEMBER 18, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:05 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and six councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large); Kevin Roessner (3rd Ward) was absent. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator, Nick Dutro and Director of Finance Kathy Kaufman.

MINUTES: The November 4, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS: None.
No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

City leaf bags are still available at locations listed on the News link on the City’s website, and they are still being picked up.

Last Monday he visited the Veterans Day program at Calvert Elementary, and he also presented 99 year-old veteran Walter Hoepf with his well-deserved high school diploma.

Last Wednesday he attended the ribbon cutting for the YMCA’s new swimming pool.

The downtown Christmas Window Reveals will begin in front of the Court House on November 21 at 5:30 p.m.

City Hall will be closed for Thanksgiving on Thursday and Friday, November 28 and 29.

Saturday, November 30 at 9 a.m. is the Downtown Clean Up lead by the Downtown Design Committee.

He and Councilmember Thacker attended the Heritage Ohio Preservation Workshop at The Empire.

CLERK OF COUNCIL ANN FORREST: Clerk of Council Forrest reported that the fees had been received from the petitioner for Alley Vacation 2024-04, and Council could proceed with the third reading of Ord. 2024-86.

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman stated that Ords. 2024-94 through 2024-99 were budget ordinances for payroll and transfers and are separate ordinances to appropriate funds. Suspension was requested for Ord. 2024-101 to cover flexible spending reimbursements and employee health insurance expenses for the remainder of the year.

Director of Finance Report for the month ending:	OCTOBER 31, 2024
Total Receipts for the month:	\$4,005,062.04
Total Expenses for the month:	\$3,265,137.40
The General Fund unencumbered balance:	\$6,564,343.55

The income tax receipts for October 2024 were \$1,011,775.08. The total annual decrease in income tax collections for October 2024 compared to October 2023 is \$180,462.09. Year to date income tax receipts are up 4.86%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for October 2024 is \$124,908.62.

The unexpended balance for all funds is **\$41,328,492.404** which is the same as the bank balances for the same time period.

4228

Councilmember Jones moved to accept the October 31, 2024 financial report as presented, as well as the bank reconciliation emailed to Council ending October 31, 2024; Councilmember Hoernemann seconded. On a voice vote motion was approved 6-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that we have met all contingencies for the purchase Council authorized earlier in the year for the Water St. property north of the railroad track. Ohio EPA approved that we would no longer have to use the EQ Control Basin as originally required under the Long Term Control Plan and could shift to the high rate treatment facility, which would save us a considerable amount of money. Closing will happen within the next 30 days. Also, the Seneca County Commissioners started the process to withdraw from the OSS joint Solid Waste Management District. If the county establishes its own solid waste district, he assumes we would then be under it as well. Fowler also stated that Police Chief Pauly had held a public records training for law enforcement personnel, and he would provide councilmembers with any information they may want.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-44 – Fire Equipment Bid (\$265,050.00 FEMA Grant)

Referred to Materials & Equipment Committee

Finance Director's Request for Legislation #F24-63 to amend the 2024 Budget Ordinance 23-94 to appropriate funds in the budget to pay for flexible spending reimbursements and employee share health insurance for the remainder of the year (\$20,000.00+\$20,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-101.

Ohio Division of Liquor Control's annual notice asking if the City has any objections to renewals of Class C and D retail permits and requests any hearings on same. *There were no objections from Council, and City Administrator Dutro later checked with the Police Chief and reported that he had no objections either.*

ORAL COMMUNICATIONS:

Paul Rubenstein of the Coles Group, thanked the Zoning and Engineering Departments, as well as Cheyane Thacker, chair of the Streets, Sidewalks and Sewers Committee, for their assistance with the new Dunkin' location on the corner of East Market and Circular Sts. It will be the first drive-thru only location in this area.

Councilmember Snay asked when the groundbreaking would be, and Rubenstein estimated that it would in January or February since the building permit has not been submitted yet.

MOTIONS: None.

RESOLUTIONS: None.

ORDINANCES:

Ordinance 2024-86, introduced by Cheyane Thacker and read for the third time.

AN ORDINANCE responding to Petition No. 2024-04 vacating the alley off of East Market Street running North/South between Lot No. 62 of George Fiege's Addition and Lot No. 1 of Fiege's Replat of Lots 63-67 of George Fiege's Addition in the First Ward of the City of Tiffin, Ohio.

Councilmember Thacker moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-94, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE to budget and make appropriations for the current expenses and other expenditures of the City of Tiffin for the fiscal year beginning January 1, 2025 and ending December 31, 2025.

Ordinance 2024-95, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending and restating Ordinance No. 23-95, the City pay ordinance, to establish appropriate rates of compensation for certain city employees, to comply with the State of Ohio Minimum Wage Law, and declaring an emergency.

4229

Ordinance 2024-96, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds, the payment of bond and loan principal and interest, and declaring an emergency.

Ordinance 2024-97, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 101 General Fund to the 242 Park and Recreation Fund and declaring an emergency.

Ordinance 2024-98, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 552 Sewer Revenue Fund to the 557 Combined Sewer Separation Fund and declaring an emergency.

Ordinance 2024-99, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 101 General Fund to the 331 Capital Improvements Fund and declaring an emergency.

Ordinance 2024-100, introduced by John Hays and read for the first time.

AN ORDINANCE conforming the boundaries of the City of Tiffin and Clinton and Hopewell Townships.

Ordinance 2024-101, introduced by John Kahler/Aaron Jones and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Flexible Spending Fund and Payroll Fund.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Councilmember Kahler stated that as per the Finance Director, these funds are to make insurance coverage remains intact.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

OTHER BUSINESS:

Mayor Wilkinson read a proclamation celebrating Saturday, November 30th as Small Business Saturday and encouraged support of our local businesses. He reminded shoppers to stop in at the Chamber's Love Local Lounge for refreshments and to see the Big Game.

Regarding Mayor's Request for Legislation #24-44 for the FEMA grant fire equipment bid, Councilmember Hays stated that the next step is to accept the grant, and the Materials & Equipment Committee concurred that no committee meeting was required. He requested that the Law Director prepare the corresponding legislation.

City Administrator Dutro stated that a few meetings ago Council authorized funds to work on the fire station floor. The first part has been done, and next week they will install the underneath flooring and put down the rubber tile to protect the floor from salt and water. He said the building is nearly 100 years old and these improvements are important.

ADJOURNMENT: 7:30 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4231

DECEMBER 2, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Pro Tempore Cheyane Thacker opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator, Nick Dutro and Director of Finance Kathy Kaufman.

MINUTES: The November 18, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS: None.
No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

The Mayor noted various upcoming holiday activities in the city. Thursday, December 5 is Operation Hallmark's Jingle Mingle at The Chandelier. Friday the 6th is the Downtown Tree Lighting Ceremony at 5:30 p.m. followed by the Kris Kringle Markt evening and Saturday. This year the downtown Christmas parade will be held Saturday evening at 7:30 p.m. Sunday, December 8 is the opening of the new iceless skating rink at Oakley Park.

Mayor Wilkinson introduced Lorie Brodie from the State Auditor's Office, who presented the City with a clean audit award. Brodie noted that Tiffin is in a select group because out of 6,000 audits, only 8% receive a clean audit reward showing no public meeting or records infractions. She said this represents employee procedural excellence and congratulated the Mayor and Council for their work in accounting for every taxpayer dollar. She also recognized Finance Director Kaufman, her staff and those they work with for their professionalism and commitment to fiscal integrity. Mayor Wilkinson thanked Kaufman for her hard work and always be willing to help. Kaufman thanked her hard-working staff and said that she could not do it without them.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman explained suspension of Ord. 2024-103 was requested in order to fund the Municipal Court postage meter one more time before the end of the year. It also funds gas and oil for police vehicles since the December invoice is paid in January.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler explained that the packet included an Amended Ord. 2024-95 with a revised Pay Schedule A. There was a change to a couple of positions and due to federal law change regarding an increase in salary thresholds being put on hold in a court case, one position will now not qualify. He also said that there was a letter in the packet regarding the credit card policy and needing to modify the language in Codified Ordinance 135.14 as to who shall be the compliance officer.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-45 – Adoption of Hazard Mitigation Plan

Referred to Law & Community Planning Committee.

Mayor's Request for Legislation #24-46 – Road and Bridge Levy Renewal

Referred to Streets, Sidewalks & Sewers Committee.

Mayor's Request for Legislation #24-47 – Court Street Streetscape Project

Referred to Streets, Sidewalks & Sewers Committee.

Finance Director's Request for Legislation #F24-64 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Municipal Court and Police Dept. Budgets (\$5,000.00+\$10,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-103.

4232

Letter from Director of Law Fowler dtd Nov. 27, 2024 re Amendment to Codified Ordinance 135.14
On file in Clerk of Council's office.

ORAL COMMUNICATIONS: None.

MOTIONS:

- A. Councilmember Roessner moved to amend Ordinance 2024-95 with revised Pay Schedule A;
Councilmember Jones seconded.
Roll call votes were taken and motion was approved 7-0.

RESOLUTIONS: None.

ORDINANCES:

Ordinance 2024-94, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE to budget and make appropriations for the current expenses and other expenditures of the City of Tiffin for the fiscal year beginning January 1, 2025 and ending December 31, 2025.

Amended Ordinance 2024-95, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending and restating Ordinance No. 23-95, the City pay ordinance, to establish appropriate rates of compensation for certain city employees, to comply with the State of Ohio Minimum Wage Law, and declaring an emergency.

Ordinance 2024-96, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds, the payment of bond and loan principal and interest, and declaring an emergency.

Ordinance 2024-97, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 101 General Fund to the 242 Park and Recreation Fund and declaring an emergency.

Ordinance 2024-98, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 552 Sewer Revenue Fund to the 557 Combined Sewer Separation Fund and declaring an emergency.

Ordinance 2024-99, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 101 General Fund to the 331 Capital Improvements Fund and declaring an emergency.

Ordinance 2024-100, introduced by John Hays and read for the second time.

AN ORDINANCE conforming the boundaries of the City of Tiffin and Clinton and Hopewell Townships.

Ordinance 2024-101, introduced by John Kahler/Aaron Jones and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Flexible Spending Fund and Payroll Fund.

Councilmember Kahler moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Councilmember Kahler stated that as per the Finance Director, these funds are to make insurance coverage remains intact.

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

Ordinance 2024-102, introduced by Aaron Jones and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, and recommend and execute a contract to purchase personal protective equipment for the Fire Department, and declaring an emergency.

Councilmember Jones moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

4233

Discussion: Councilmember Jones said this would allow the City Administrator to receive bids for a FEMA grant.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

Ordinance 2024-103, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Municipal Court Budget and Police Department Budgets.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner said that the Finance Director had explained during the Committee of the Whole that this appropriated \$10,000 motor oil and gas into the Police Department and \$5,000 for postage for the Municipal Court.

Roll call votes were taken on the suspension and passage, and both were approved 6-0 with Councilmember Kahler abstaining due to his sometimes serving as counsel against in court against the police department.

OTHER BUSINESS:

Councilmember Thacker announced a Streets, Sidewalks & Sewers Committee meeting for Monday, December 9, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Requests for Legislation #24-46 (Road & Bridge Levy Renewal) and #24-47 (Court Street Streetscape Project), and any other business that may come before them.

Councilmember Kahler announced a Law & Community Planning Committee meeting for Tuesday, December 10, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #24-45 (Adaptation of Hazard Mitigation Plan) and any other business that may come before them.

ADJOURNMENT: 7:22 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council

4235

DECEMBER 16, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:01 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and five councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Cheyane Thacker (At Large) and John Hays (At Large); Dennis Snay (4th Ward), and John Kahler (At Large) were absent. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator, Nick Dutro and Director of Finance Kathy Kaufman.

MINUTES: The December 2, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

COMMITTEE REPORTS:

On behalf of committee chair John Kahler, Councilmember Hays reported that the Law & Community Planning Committee met in City Chambers on December 10, 2024 starting at 5:15 p.m. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-45 – Adoption of Hazard Mitigation Plan, as well as any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, City Administrator Nick Dutro, and EMA Administrator John Spahr. City Administrator Nick Dutro explained that a Hazard Mitigation Plan must be adopted every five years. The current Hazard Mitigation Plan is set to expire and a new one must be adopted by the end of the year. Therefore, Mr. Dutro requested that the adoption of the new Hazard Mitigation Plan be considered an emergency and that the City Council's Three Reading Rule be suspended. EMA Administrator John Spahr explained that while Tiffin City Council and other county governmental agencies must adopt a Hazard Mitigation Plan, any such plan must be approved by FEMA. Should the Plan not be adopted and timely submitted to FEMA for approval, local governments may miss out on available grants. A Hazard Mitigation Plan is a strategic document that helps reduce the risk of future disasters to people and property in Ohio. The Plan assesses the risks in the area, including natural disasters, technological hazards, and human-caused hazards. It also identifies the people and property that are at risk. The Plan creates a strategy to reduce the risk, including goals, objectives, and an action plan. The Plan includes a process for reviewing and updating the plan. FEMA requires a hazard mitigation plan when applying for certain types of non-emergency disaster assistance. After a discussion Councilmember Dennis Snay moved to recommend that the City Law Director draft legislation to adopt the Hazard Mitigation Plan and declare an emergency. Council Member John Hays seconded the motion. The motion passed 3-0. With no other business to discuss, the meeting adjourned at 5:40 p.m. Report respectfully submitted by John Kahler, Chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on December 9, 2024 at 5:15 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Aaron Jones, Kevin Roessner, and Dennis Snay, along with City Administrator Nick Dutro, City Engineer Matt Watson, Law Director Zachary Fowler, and Mayor Lee Wilkinson. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Requests for Legislation #24-46 (Road & Bridge Levy Renewal) and #24-47 (Court St. Streetscape) and any other business that may come before them. Watson gave the committee information on the Court Street Streetscape project. The project updates include repaving and striping of Court Street, sidewalk and curb replacement, and installing decorative bricks and light poles. Council needs to give authority to the City Administrator to prepare plans and specifications, advertise for and receive bids, recommend and execute a contract for the Court Street Streetscape Project. Roessner motioned to have the Law Director prepare legislation and add an emergency. Snay seconded the motion. The motion passed 4-0. Watson gave the committee information on the proposed Road & Bridge Levy Renewal. The renewal would make the current levy a permanent levy. The proposed levy renewal would keep the rate the same as the current levy. Making it a permanent levy would also allow for the city to do strategic long term planning for our roads and bridges. In the past, it has made the City more competitive to go after matching funds for grants and allowed the City to pay for the Ella Street Bridge with no loans. Fowler said he would be working with the city's tax attorney to prepare the legislation and gave the committee guidance on State Auditor's Guidance for campaigning for the levy. Snay motioned to have the Law Director prepare legislation. Roessner seconded the motion. The motion passed 4-0. With no further business the committee adjourned at 5:44 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

The Mayor said that good feedback had been received from the first nighttime Christmas parade on December 7th.

The grand opening was held for the iceless skating rink at Oakley Park sponsored by Sutton Bank, and there were a total of 461 skaters the first weekend.

Aqua is still replacing lead water lines and next week will continue with replacements on Erie, Wentz and Tiffin Sts., and will be investigating work on Jackson, Fulton and Hunter Sts.

Beginning tomorrow for a minimum of two days, Tiffin University’s building project at the corner of Clay and Sandusky Sts. will have a road closure for westbound traffic on Clay St. at the corner of S. Sandusky.

Public Works has announced that the City will fund a curb/lawn restoration project. A lot of people have put down stones in these boulevard areas to increase their parking area, but this is harmful to the trees and we need to protect any underlying public infrastructure in the right-of-way. He noted that gravel parking areas in these right-of-ways are only allowed by permit. Tiffin residents with gravel parking areas in the right-of-way in front of their residences are encouraged to request removal of the gravel and replanting with grass through the Public Works Department through January 31, 2025, with restoration to occur later this spring. Excavation will be done through grant funding and the City’s support in getting the work done.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMAN:

Director of Finance Kaufman explained that the new Budget Ord. 2024-94 would need to be amended with the most current attachment, which was revised with updated figures from the Engineer for some of the projects next year. Most were deductions because we continue to pay on other invoices for these projects, so what we need to carry into 2025 has been reduced. There were also changes made from the health insurance sign ups. She said that during the Committee of the Whole, it was explained that suspensions were requested for Ord. 2024-104 modifying the correct title of the compliance officer for the credit card policy; Ord. 2024-106 to appropriate funds for the HRT facility land purchase; and Ord. 2024-107 for the annual end-of-year budget changes.

Director of Finance Report for the month ending:	NOVEMBER 30, 2024
Total Receipts for the month:	\$5,785,870.39
Total Expenses for the month:	\$7,104,360.65
The General Fund unencumbered balance:	\$6,156,171.58

The income tax receipts for November 2024 were \$879,634.25. The total annual increase in income tax collections for November 2024 compared to November 2023 is \$55,478.64. Year to date income tax receipts are up 5.00%.

The portion of income tax receipts that was transferred into fund 215 for public streets for November 2024 is \$109,239.16.

The unexpended balance for all funds is **\$40,010,002.14** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the November 30, 2024 financial report as presented, as well as the bank reconciliation ending November 30, 2024 emailed to Council; Councilmember Hoernemann seconded. On a voice vote motion was approved 5-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Regarding new legislation for the Road and Bridge Levy, Director of Law Fowler stated Boggs Squires Patton is helping put the language together and it should be ready for the first meeting in January. Also, Council training will take place at the first meeting by scheduling the Committee of the Whole at 6:15 p.m.

4237

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-48 – Changes to Police Promotions

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-49 – Firefighter Civil Service Regulation Changes

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-50 – Appointment to Boards and Commissions (various reappointments)

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-51 – Appointment to Seneca County Board of Health (Dr. Nathaniel Beres)

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-52 – Sale of Louisa K. Fast Park

Referred to Recreation & Public Property Committee

Mayor's Request for Legislation #24-53 – Apple Jack Park Project

Referred to Recreation & Public Property Committee

Finance Director's Request for Legislation #F24-65 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the WPCC Budget (\$405,000.00)

On file in Clerk of Council's office; legislation prepared under Ord. 2024-106.

ORAL COMMUNICATIONS: None.

MOTIONS:

- A. Councilmember Roessner moved to amend Ordinance 2024-94 with revised Budget adjustments in attachment Exhibit A; Councilmember Thacker seconded. On a voice vote motion was approved 5-0.

RESOLUTIONS:

Resolution 2024-43, introduced by John Kahler and read for the first time.

A RESOLUTION of the Tiffin City Council adopting the federally approved Seneca County All-Hazard Mitigation Plan of 2025 and declaring an emergency.

Councilmember Hays moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

Discussion: Councilmember Hays thanked Seneca County EMA Director John Spahr for getting the plan to us so quickly. Suspension is being requested so that he can submit it to FEMA as soon as possible through the Ohio office. Councilmember Hoernemann noted that this is something that we do every five years.

Roll call votes were taken on the suspension, emergency and passage and each was approved 5-0.

ORDINANCES:

Amended Ordinance 2024-94, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE to budget and make appropriations for the current expenses and other expenditures of the City of Tiffin for the fiscal year beginning January 1, 2025 and ending December 31, 2025.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Roll call votes were taken on the passage, and it was approved 5-0.

Amended Ordinance 2024-95, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending and restating Ordinance No. 23-95, the City pay ordinance, to establish appropriate rates of compensation for certain city employees, to comply with the State of Ohio Minimum Wage Law, and declaring an emergency.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Roll call votes were taken on the emergency and passage, and both were approved 5-0.

Ordinance 2024-96, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds, the payment of bond and loan principal and interest, and declaring an emergency.

Councilmember Roessner moved for passage; Councilmember Thacker seconded.

Roll call vote was taken on the emergency and passage, and both were approved 5-0

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Ordinance 2024-97, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 101 General Fund to the 242 Park and Recreation Fund and declaring an emergency.

Councilmember Roessner moved for passage; Councilmember Jones seconded.

Roll call vote was taken on the emergency and passage, and both were approved 5-0.

Ordinance 2024-98, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 552 Sewer Revenue Fund to the 557 Combined Sewer Separation Fund and declaring an emergency.

Councilmember Roessner moved for passage; Councilmember Thacker seconded.

Roll call vote was taken on the emergency and passage, and both were approved 5-0

Ordinance 2024-99, introduced by Kevin Roessner and read for the third time.

AN ORDINANCE amending the 2025 Budget Ordinance No. 2024-94 to authorize the transfer of funds from the 101 General Fund to the 331 Capital Improvements Fund and declaring an emergency.

Councilmember Roessner moved for passage; Councilmember Hays seconded.

Roll call vote was taken on the emergency and passage, and both were approved 5-0

Ordinance 2024-100, introduced by John Hays and read for the third time.

AN ORDINANCE conforming the boundaries of the City of Tiffin and Clinton and Hopewell Townships.

Councilmember Hays moved for passage; Councilmember Thacker seconded.

Discussion: Director of Law Fowler explained that this takes the City boundaries that have expanded and authorizes the County Commissioners to have the Clinton and Hopewell Township boundaries match. This was last done in 2005 and needs to be updated.

Roll call vote was taken on the passage, and it was approved 5-0

Ordinance 2024-104, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE to amend Section 135.14(i) of the Codified Ordinances, and declaring an emergency.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

Discussion: Councilmember Thacker explained that this was an updated ordinance to what we are currently practicing. The previous ordinance mentioned a position we do not currently have filled, and this will correct it.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 5-0.

Ordinance 2024-105, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, recommend and execute a contract for the Court Street Streetscape Project, and declaring an emergency.

Ordinance 2024-106, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the WPCC Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Roessner explained that funds were being put into the 552 Sewer Fund close on the purchase of the HRT land. Councilmember Hoernemann added that per the Law Director, the closing would be the next day and that the final amount was approximately \$398,000. Any unused funds would be put back in the Budget.

Roll call votes were taken on the suspension and passage, and both were approved 5-0

Ordinance 2024-107, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to make year-end budget adjustments, approve necessary transfers, and declare an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

Discussion: Councilmember Roessner noted that these were the usual year-end Budget adjustments and reflect the approved mid-year salary increase. Finance Director Kaufman added that one expense for the Parks

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Department had to be added because incorrect water readings had been made for the pool and we need to pay timely; any credits are still pending.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 5-0.

OTHER BUSINESS:

Councilmember Hays announced a Personnel & Labor Relations Committee meeting for Monday, December 30 2024 at 5:15 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #24-48, #24-49, #24-50 and #24-51, and any other business that may come before them.

President Boyle announced that the January 6, 2025 Committee of the Whole would begin at 6:15 p.m. to allow time for Council training by the Law Director.

City Administrator Dutro thanked Council for being present and for their support, and he noted that it was the first year for many. President Boyle echoed his comment and said the new group was the majority of Council and that she was excited for 2025. Mayor Wilkinson also thanked them for a great year.

ADJOURNMENT: 7:42 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2025

Presiding Officer of Council

Attest: _____
Clerk of Council