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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 Directory 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:**

1. 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.*

1. 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

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Presiding Officer of Council

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk of Council