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**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:**

1. 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.

1. 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-f-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.

**A**N 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

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Presiding Officer of Council

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

Clerk of Council