# 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 p 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

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Presiding Officer of Council

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

Clerk of Council