# 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.

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**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 Ordinanc3e 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.

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*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 Hoerrnemann 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

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Presiding Officer of Council

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

Clerk of Council