# 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.

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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.

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**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

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Presiding Officer of Council

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

Clerk of Council