# 4231

**DECEMBER 2, 2024 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Pro Tempore Cheyane Thacker 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 November 18, 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:**

The Mayor noted various upcoming holiday activities in the city. Thursday, December 5 is Operation Hallmark’s Jingle Mingle at The Chandelier. Friday the 6th is the Downtown Tree Lighting Ceremony at 5:30 p.m. followed by the Kris Kringle Markt evening and Saturday. This year the downtown Christmas parade will be held Saturday evening at 7:30 p.m. Sunday, December 8 is the opening of the new iceless skating rink at Oakley Park.

Mayor Wilkinson introduced Lorie Brodie from the State Auditor’s Office, who presented the City with a clean audit award. Brodie noted that Tiffin is in a select group because out of 6,000 audits, only 8% receive a clean audit reward showing no public meeting or records infractions. She said this represents employee procedural excellence and congratulated the Mayor and Council for their work in accounting for every taxpayer dollar. She also recognized Finance Director Kaufman, her staff and those they work with for their professionalism and commitment to fiscal integrity. Mayor Wilkinson thanked Kaufman for her hard work and always be willing to help. Kaufman thanked her hard-working staff and said that she could not do it without them.

**CLERK OF COUNCIL ANN FORREST:** No report.

**DIRECTOR OF FINANCE KATHY KAUFMAN:**

Director of Finance Kaufman explained suspension of Ord. 2024-103 was requested in order to fund the Municipal Court postage meter one more time before the end of the year. It also funds gas and oil for police vehicles since the December invoice is paid in January.

**DIRECTOR OF LAW ZACHARY FOWLER**:

Director of Law Fowler explained that the packet included an Amended Ord. 2024-95 with a revised Pay Schedule A. There was a change to a couple of positions and due to federal law change regarding an increase in salary thresholds being put on hold in a court case, one position will now not qualify. He also said that there was a letter in the packet regarding the credit card policy and needing to modify the language in Codified Ordinance 135.14 as to who shall be the compliance officer.

**WRITTEN COMMUNICATIONS:**

Mayor’s Request for Legislation #24-45 – Adoption of Hazard Mitigation Plan

*Referred to Law & Community Planning Committee.*

Mayor’s Request for Legislation #24-46 – Road and Bridge Levy Renewal

*Referred to Streets, Sidewalks & Sewers Committee.*

Mayor’s Request for Legislation #24-47 – Court Street Streetscape Project

*Referred to Streets, Sidewalks & Sewers Committee.*

Finance Director’s Request for Legislation #F24-64 to amend the 2024 Budget Ordinance 23-94 to appropriate

funds into the Municipal Court and Police Dept. Budgets ($5,000.00+$10,000.00)

*On file in Clerk of Council’s office; legislation prepared under Ord. 2024-103.*

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Letter from Director of Law Fowler dtd Nov. 27, 2024 re Amendment to Codified Ordinance 135.14

*On file in Clerk of Council’s office.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:**

1. Councilmember Roessner moved to amend Ordinance 2024-95 with revised Pay Schedule A; Councilmember Jones seconded.

Roll call votes were taken and motion was approved 7-0.

**RESOLUTIONS:** None.

**ORDINANCES:**

**Ordinance 2024-94**, introduced by Kevin Roessner and read for the second 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.

**Amended Ordinance 2024-95**, introduced by Kevin Roessner and read for the second 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.

**Ordinance 2024-96**, introduced by Kevin Roessner and read for the second 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 second 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 second 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 second 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 second 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.

**Ordinance 2024-102**, introduced by Aaron Jones and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, and recommend and execute a contract to purchase personal protective equipment for the Fire Department, and declaring an emergency.

Councilmember Jones moved for suspension of the three-reading rule and passage; Councilmember Roessner seconded.

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*Discussion: Councilmember Jones said this would allow the City Administrator to receive bids for a FEMA grant.*

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

**Ordinance 2024-103**, 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 and Police Department Budgets.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Jones seconded.

*Discussion: Councilmember Roessner said that the Finance Director had explained during the Committee of the Whole that this appropriated $10,000 motor oil and gas into the Police Department and $5,000 for postage for the Municipal Court.*

Roll call votes were taken on the suspension and passage, and both were approved 6-0 with Councilmember Kahler abstaining due to his sometimes serving as counsel against in court against the police department.

**OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks & Sewers Committee meeting for Monday, December 9, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Requests for Legislation #24-46 (Road & Bridge Levy Renewal) and #24-47 (Court Street Streetscape Project), and any other business that may come before them.

Councilmember Kahler announced a Law & Community Planning Committee meeting for Tuesday, December 10, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #24-45 (Adaptation of Hazard Mitigation Plan) and any other business that may come before them.

**ADJOURNMENT**: 7:22 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