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FEBRUARY 5, 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 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) were present. Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Engineer Matt Watson, and Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

MINUTES: The minutes of the January 16, 2024 Regular and Committee of the Whole Meetings were approved as written.

COMMITTEE REPORTS:

Councilmember Hays reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on January 22nd, 2024, starting at 5:15 p.m. The purpose of this meeting was to discuss Mayor's Request for Legislation #24-06 – Appointment to the Shade Tree and Beautification Commission and any other business to come before the committee. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were Mayor Lee Wilkinson, City Administrator Nick Dutro, and councilmembers Aaron Jones, Scott Hoernemann, and Dennis Snay. Councilman Hays started the meeting by asking for any comment from the committee on the appointee. No comments were made. Councilman Hays asked Mayor Wilkinson about his reasoning for the selection of the new appointee. Mayor Wilkinson told the committee the basis for his selection, including completion of the Tree Commission Academy by the appointee. Councilwoman Thacker motioned to accept the Mayor's appointment. Councilman Kahler seconded. The motion carried on a vote of 3-0. With no other business to discuss, our meeting adjourned at 5:18 p.m. Report respectfully submitted by John Hays, chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on January 22, 2024 at 5:30 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Council Members John Hays and John Kahler, Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson and Public Works Superintendent Brandon Burner. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Request for Legislation 24-07, 24-08, 24-09, and any other business that may come before them. Burner informed the committee of a grant available to the City through the Ohio Department of Natural Resources. There is no restriction on where the funds can be used in the city, but they must be used for planting. Hoernemann motioned to have the Law Director prepare legislation. Roessner second the motion. The motion passed 5-0. Watson informed the committee of the current process the City follows to request qualifications from professional design firms and the change being requested. This change would allow the City Administrator to maintain a file of prequalified professional design firms for projects under \$50,000. Snay motioned to have the Law Director prepare legislation. Roessner seconded the motion. The motion passed 5-0. Watson informed the committee of the Sewer Long Term Control Plan to update new Council Members, along with updates to parts of the project. An overview of where all projects currently stand is attached hereto as Exhibit "A." A map of the Sewer LTCP projects is attached hereto as Exhibit "B." A spreadsheet of the Project Costs and Schedule is attached hereto as Exhibit "C." All Exhibits were provided by Watson. Important updates to the Sewer LTCP are as follows:

1. MS Consultants is managing the general project coordination.
2. Several projects are starting the construction phase of the process, including CSO Basins 24, 30, and 16.
3. Watson is working with the Ohio EPA to amend the LTCP to potentially change the EQ Basin to a High Rate Treatment Facility. Watson would like to submit the amendment to the Ohio EPA March 1, 2024.

The final update for the Sewer LTCP relates to CSO Basins 18, 19, 23, 33 & 37. Most of this part of the project is in the downtown area. Dye and smoke testing will need to be done. Watson requests Council to pass legislation to start soliciting qualifications from and enter into a contract with a professional design firm for consulting services and preparation of the engineering and design for construction of the inflow reduction for CSO Basins 18, 19, 23, 33 & 37. Roessner motioned to have the Law Director prepare legislation. Snay seconded the motion. The motion

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passed 5-0. With no further business the committee adjourned at 6:47 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson reported that in the first week of January he gave each department head the assignment to prepare a long-term plan for capital expenses for the next five years and beyond. He is currently in the process of putting all that information into a master planning sheet so we can plan and budget for everything that has to happen in the next five years. With that in mind, he is taking a close look at all of our expenses to make sure that our taxpayer dollars are used wisely across the board.

The Mayor announced a Community Clean-up prior to the April Eclipse starting with one each quarter beginning with Ward 1, which will be held on March 30. Information on this and volunteer opportunities will be coming soon.

Thursday, February 8 is the Kiwanis Cooking Show. Chief Pauly will be there, and the Mayor will be presenting a dessert for auction.

He congratulated Chief Chappell and the Fire Department on the 130 year anniversary of the Tiffin Fire Department.

Aqua has plans to begin work to replace water lines starting as early as late February or early March on Madison Street, parts of Melmore St., and parts of Miami Street.

The Mayor has been working on the housing issue in Tiffin in partnership with Seneca County Land Bank, Tiffin Community Foundation, and GLCAP, to take advantage of the Welcome Home Ohio Grant. Updates to follow.

He reported that anyone that has been wanting to get married soon or just to renew your vows, they could do so on April 8 during the eclipse at the East Green amphitheater with about 50 other couples from all over the Midwest. Judge Damon Alt will be the presiding wedding official.

Mayor Wilkinson then introduced City Engineer Matt Watson for his 2024 update on the Road and Bridge Levy. Watson thanked residents for entrusting him and his office with the .25% Road Levy. He explained that the levy was a five-year term, 0.25% restricted income tax toward the construction related expenses for the city's roads, bridges and roadway culverts. It was initially passed by voters in May 2018, continued by them in May 2022 and currently expires December 31, 2028. He noted that revenue has consistently increased since 2019. Since 2018 an additional \$7.7 million in in state and federal has been secured for road and bridge infrastructure projects, for a total of \$2 of improvements for every additional \$1 we are contributing. Expenses totaled \$1,971,659.84 for the three major projects in 2023; the Ella Street Bridge Project, the East Perry Street Reconstruction and street resurfacing projects. Over \$1 million was invested in total street resurfacing. The Ella Street Bridge Replacement was done with \$500,000 from OPWC and a \$2 million grant from the Ohio Bridge Program; it was completed without taking on any long-term debt. The East Perry St. Reconstruction was 95% paid for with an ODOT Small Cities Grant. All bridges are rated 5 in the 1-9 rating so we are currently in good shape on them. The focus between now and 2028 is on roads, and the street paving list will be similar to this year's in the future. Watson said he will continue to be transparent with continued annual updates and will continue to be fiscally responsible with the taxpayers' money.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman explained that reason why suspension of Ord. 2024-18 was being requested. It is for the replacement of the motor for the pool slide with NOPEC funds that we will receive. Parks wants to get it ordered and installed by the end of May when the pool opens.

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DIRECTOR OF LAW ZACHARY FOWLER: No report.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-10 – Application to NOPEC Energized Community Grant

Referred to Recreation & Public Property Committee

Mayor's Request for Legislation #24-11 - Approval of City Administrator as proxy for Seneca County General Health District meeting.

Referred to Personnel & Labor Relations Committee

Mayor's Request for Legislation #24-12 – Appointment to the Zoning Board of Appeals (Dawn Iannantuono)

Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-7 to amend the 2024 Budget Ordinance 23-94 to reallocate funds in the .25% Income Tax Public Streets Budget.

On file in Clerk of Council's office; prepared under Ord. 2024-14.

Finance Director's Request for Legislation #F24-8 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police Budget. (\$27,861.19)

On file in Clerk of Council's office; prepared under Ord. 2024-15.

Finance Director's Request for Legislation #F24-9 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Budget. (\$3,935.40)

On file in Clerk of Council's office; prepared under Ord. 2024-16.

Finance Director's Request for Legislation #F24-10 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the CSO 24 & 30, Benner Interceptor, Federal Urban Paving, and OPWC Funds, and to approve the return of the advances to the sewer and general funds. (\$422,766.68, \$101,800.00, \$388,301.61, \$14,288.82)

On file in Clerk of Council's office; prepared under Ord. 2024-17.

Finance Director's Request for Legislation #F24-11 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Capital Budget. (\$17,346.00)

On file in Clerk of Council's office; prepared under Ord. 2024-18.

Finance Director's Request for Legislation #F24-12 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Park Budget. (\$2,000.00)

On file in Clerk of Council's office; prepared under Ord. 2024-19.

Ohio Division of Liquor Control – Liquor Permit Transfer from Dunlap Brothers Inc, dba T.J. Willies at 738 W. Market St. to Kebolt LLC, same address.

Referred to Streets, Sidewalks & Sewers Committee

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-22, introduced by John Hays and read for the first and only time required.

A RESOLUTION approving Mayor's appointment of Dawn Iannantuono to serve an unexpired term on the Tree Commission from the date of this signed resolution until December 31, 2026.

Councilmember Hays moved for passage; Councilmember Thacker seconded.

Roll call vote was taken on the passage, which was approved 7-0.

Resolution 2024-23, introduced by John 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 planning, design and/or construction of wastewater facilities involving CSO Basins 18, 19, 23, 33 & 37 Inflow Reduction 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 Hoernemann seconded.

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

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Resolution 2024-24, introduced by Kevin Roessner and read for the first time.

A RESOLUTION authorizing the City Administrator to prepare and submit an application to participate in the Urban Waters Federal Partnership tree planting grant, to execute contracts as required, and declaring an emergency.

ORDINANCES:

Ordinance 2024-4, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE authorizing participation in the ODOT Road Salt Contracts Awarded or the City Administrator to competitively bid for the purchase of road salt.

Ordinance 2024-8, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$18,750.00 into the .25% Income Tax Public Streets Fund and approve a transfer from the .25% Income Tax Public Streets Fund to the OPWC Loan Street Paving Fund.

Ordinance 2024-9, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,000.00 into the General Administration Budget.

Ordinance 2024-11, introduced by Cheyane Thacker and read for the second 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 for the West Market Street and Hopewell Avenue traffic signal repair project.

Ordinance 2024-12, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE to authorize and direct the City Administrator to solicit qualifications from and enter into a contract with a professional design firm for consulting services and preparation of the engineering and design for construction of the inflow reduction for CSO 1st Reading Basins 18, 19, 23, 33 & 37; amend Budget Ordinance 23-94 to establish Fund 570 CSO 18, 19, 23, 33 & 37; to appropriate money into the new fund; and declaring an emergency.

Councilmember Thacker moved for suspension 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 2024-13, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE enacting Section 139.07 of the Tiffin Codified Ordinances authorizing the City Administrator to maintain a file for prequalifications of professional design firms.

Ordinance 2024-14, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to reallocate \$15,000.00 into the .25% Income Tax Public Streets Budget.

Ordinance 2024-15, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$27,861.19 into the Police Budget.

Ordinance 2024-16, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$3,935.40 into the Park Budget. Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

Discussion: Councilmember Roessner thanked AMVETS for their donation.

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

Ordinance 2024-17, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the CSO 24 & 30, Benner Interceptor, Federal Urban Paving and OPWC Funds and approve the return of the advances to the sewer and general funds.

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Ordinance 2024-18, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$17,346.00 into the Park Capital Budget.

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

Discussion: Councilmember Roessner said that as Finance Director Kaufman had previously explained, this is for the timely replacement of the pool motor using NOPEC funds.

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

Ordinance 2024-19, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$2,000.00 into the Park Department Budget.

OTHER BUSINESS:

Councilmember Thacker, confirmed that none of the Streets, Sidewalks and Sewers Committee members requested a hearing on the Ohio Division of Liquor Control permit transfer from Dunlap Bros., dba T.J. Willies, to Kebolt LLC. She asked the Clerk of Council to sign and return the document indicating no hearing required.

Councilmember Snay announced a Recreation & Public Property Committee meeting on Monday, February 12, 2024 at 5:15 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #24-10 regarding the application for a NOPEC Energized Community Grant, and any other business that may come before them

Councilmember Hays announced a Personnel & Labor Relations Committee meeting on Monday, February 12, 2024 immediately following the 5:15 p.m. Recreation & Public Property meeting to discuss Mayor’s Requests for Legislation #24-11 for the approval of City Administrator as proxy for Seneca County General health District and #24-12 for the appointment to the Zoning Board of Appeals of Dawn Iannantuono), as well as any other business that may come before them.

ADJOURNMENT: 7:44 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council