

3940

## **JANUARY 3, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. President 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 five councilmembers were present: Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large); Steve Lepard (1<sup>st</sup> Ward) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, Director of Law Brent T. Howard, City Administrator Dale Thornton, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

**MINUTES:** The minutes for the December 19, 2022 Regular and Committee of the Whole Meetings were approved written.

**COMMITTEE REPORTS:** No reports.

President Boyle announced that there would be no special Committee of the Whole scheduled.

Councilmember Jones requested that a Committee of the Whole be scheduled to discuss how to come up with an improved way to assist the President of Council and the Mayor in the selection process for appointing interested parties in upcoming board and committee openings. Director of Law Howard suggested that with due public notice it could be held at the next Committee of the Whole meeting since it a work session and a public meeting on a particular topic or issues, or a special Committee of the Whole meeting could be scheduled.

President Boyle announced that at the next regular Committee of the Whole meeting at 6:45 p.m. on January 17<sup>th</sup>, the purpose would be to discuss the process of Mayor and Council President appointments.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono introduced new appointed Tiffin-Fostoria Municipal Court Judge Rhonda Best, who thanked everyone for their support.

The Mayor then introduced Dr. Sarah Sewell, who was recommended to her by Seneca County Board of Health Commissioner Anne Goon. She said she is a highly qualified and her recommendation to replace Dr. Akers. Dr. Sewell spoke on her background and why she was excited for the position. She was raised in Tiffin and graduated from Calvert High School. After leaving for medical school and residency training, she chose to come back to Tiffin where she now works as a board-certified pediatrician. She has served as the Director of Pediatrics at Tiffin Mercy Hospital and served on many of their local hospital boards in the past four years. She also brought a literacy program to their office called Reach Out and Read, where the children get books at all of their checkups in the first five years of their life. As Mercy Hospital has transitioned to Nationwide Children's Hospital, she was chosen to be the local rural pediatrics representative in the acquisition. In August she was approached by the Board of Health and encouraged to apply for the vacant position. At the time she was also asked by National Pediatrics Toledo Regional Board to serve on their health board as well. She felt that as a pediatrician here her voice would best be heard for her patients and their families at the local county level. The decisions our Board of Health makes will directly impact the lives of her patients, and as their pediatrician she felt it was her responsibility and to ensure their health and safety and thanked them for their consideration.

Mayor Iannantuono spoke of the passing of two special men and their service to the City of Tiffin. Keith Kerschner represented the City for 37 years as Second Ward Councilmember, Councilmember At Large, and Council President. Bob Williams served on the Planning Commission from 1993-2022 and has served on the City Zoning Board of Appeals since 1994 and was currently serving as its Chair. To honor these men for their service to the City of Tiffin, she asked for a moment of silence in their memory. She also thanked their families for sharing them with us all these years.

The Mayor said she attended the swearing in of both Common Pleas Court Judge Damon Alt and State Representative Gary Click. She and Nick Dutro both attended the final celebration for Tiffin's 200<sup>th</sup> Anniversary with Ballreich Potato Chip Drop.

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Events:

- She will attend the upcoming Main Street Accreditation Program on January 5.
- She and Director of Communications Nick Dutro will attend the Tree Commission Academy being held locally at NCOESC on January 11 and 12.
- She will also be speaking to the Seneca County Community Council on January 17 to give them the State of the City report.

The Mayor reminded councilmembers to do their required financial disclosure statements that need to be filed each year for a \$35 fee. It can be done online on the Ohio Ethics Commission website.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard advised that Council members, whether appointed or elected, must attend during their term the Sunshine Law training session or designate someone to do so on their behalf. The Ohio Attorney General's website shows many in-person and online training sessions. He reminded appointed Council members that they only have a short window to satisfy this requirement covering open meetings and public records laws. He said he would attend a virtual webinar as early as January 25<sup>th</sup> and suggested they direct him to attend as Council designee but still sign up for their training online. *Councilmember Perry moved to name Director of Law Howard as designee to Sunshine Law training; Councilmember Thacker seconded. Roll call vote was taken on the motion, and it was approved 5-0.*

Director of Law Howard also reported that he would be out of town for the next meeting on January 17<sup>th</sup> and to let him know ahead of time if there were any questions.

**WRITTEN COMMUNICATIONS:**

Email from Daniel Straub dated December 26, 2022 supporting Mary Franks' appointment to the Seneca County Board of Health. *On file in the Clerk of Council's office.*

Email from Sarah Kleinfelter dated January 2, 2023 supporting Mary Franks' appointment to the Seneca County Board of Health. *On file in the Clerk of Council's office.*

Email to Councilmember Ken Jones from Seneca County resident Brenda Kuhn dated December 31, 2022 regarding Res. 22-43 and in support of Mary Franks' appointment to the Seneca County Board of Health. Councilmember Jones moved to be able to read it in its entirety. Director of Law Howard explained that per Council Rule, any individual member of Council can ask to have a document read; there being no opposition he proceeded with its reading. *On file in Clerk of Council's office.*

**ORAL COMMUNICATIONS:**

Daniel Straub addressed Council regarding the Seneca County Board of Health appointment. He said there needed to be an open door for the community to participate as seeking qualified members is important and noted that the position was not advertised. Since Dr. Sewell lives outside of Tiffin, he felt she should apply through the county. He also asked for a response to the public records request he had emailed, to which Director of Law Howard replied that it had been received over the holiday weekend and that he had immediately contacted Council members and the Mayor and started working on putting the information together.

Mary Franks said she wanted to introduce herself to Council to put a face with the name on the email she sent. She did not know at that time that there was another candidate for appointment in the works, but she has been interested in the position for quite a while. She explained that she is a mid-wife, mother of nine children and a local business owner and member of the Chamber.

President Boyle thanked everyone who came to the meeting, those who spoke and those who wrote emails and expressed an interest in the position as they are always looking for good people.

**MOTIONS:**

- A) See motion by Councilmember Perry under Director of Law Howard's report.

**RESOLUTIONS:**

**Resolution 22-43**, introduced by Daniel Perry and read for the second time.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF DR. SARAH SEWELL, DO, TO SERVE A TERM ON THE SENECA COUNTY BOARD OF HEALTH FROM JANUARY 1, 2023 UNTIL DECEMBER 31, 2027.

**Resolution 23-1**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF ZOE DOLCH TO SERVE A TERM ON THE TIFFIN MUNICIPAL ARTS COMMISSION FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2023.

Councilmember Perry moved for passage; Councilmember Wilkins seconded.

*Discussion: Councilmember Jones said at the December 5, 2022 meeting Mayor's Requests for Legislation 22-49 through 22-52 were assigned to the Personnel & Labor Relations Committee, and he did not have a chance to ask about these appointments. President Boyle said when she assigned them to the committee, Chair Daniel Perry asked if anyone saw a need for a meeting and then would have been the opportunity for further discussion on any of those appointments. Since there was no opposition, legislation was asked to be prepared. Councilmember Jones said he did not recall that and felt a meeting should have been called. Councilmember Perry explained that at the time it was just Dr. Sewell for the appointment; if there would have been two people interested they could have met to discuss who they thought was more qualified. However, it is up to the Mayor to appoint and for Council to confirm, and even if there had been two candidates it was not up to Council to pick as they could only vote the resolution down if not in agreement. Director of Law Howard said there was an agreement creating the Health Board that it's the Mayor's appointment with confirmation by Council. Perry added that even if with two candidates, it was not up for Council to say which candidate they preferred. They could give input to the Mayor but if not in agreement could only vote it down at the next meeting. He said this was the first time in his three years that he could remember having two people interested in an appointment, as we normally have to beg for candidates. He also thought it was a good idea to discuss during a Committee of the Whole meeting to try to find a better way to get as many people as we know that are interested and suggested putting a link on the website. Councilmember Thacker pointed out that the website lists all the Boards and Commissions and their Chairs so anyone can look it up if they are interested. Councilman Perry said he would like to make that as publically known as possible. Thacker agreed and said she felt that a part of wanting to be on a board is their doing some research too, and people with different backgrounds should be involved. Councilmember Jones felt that voting on Res. 23-1 after the first reading was similar to that of Dr. Sewell and should not be standard operating procedure. He said he did not know Zoe Dolch and asked for some background, or otherwise he could not vote yes on her appointment. Regarding standard operating procedure, Director of Law Howard stated that the procedure being followed was the Tiffin-voter approved process as laid out in the Tiffin City Charter. The Mayor makes appointments to various boards and commissions, and Council is to vote on them at the next regular meeting. Councilmember Wilkins pointed out that at the previous meeting Council received Mayor's Request for Legislation for this appointment, and at that point he could have requested information from the Mayor. The Mayor does her due diligence, and Councilmembers have time to do theirs on the appointees. Thacker noted that Zoe Dolch is a resident and owner of Washington Street Outfitters, who is interested in local art and supports local artists in her store, so she feels she would be a great appointment to the Arts Council. Councilmember Wilkins added that she serves on the Downtown Marketing Committee with Zoe Dolch and believed she would be a good appointment as well. City Administrator Thornton said the Mayor will often turn to him or other staff when an opening comes up to see if they know of someone qualified; it would be equally helpful if Council members did the same because the Mayor wants to bring the best appointment she can to Council. There has been some conversation about whether we are being transparent or not, so a discussion about the whole process would help us all become more involved as it has never been their intent to be less than transparent. All of us should be helping the Mayor, and Council members could solicit people who might be interested from their wards. Councilmember Jones moved to table Res. 23-1 until he got more information from the Mayor, but Director of Law Howard stated that his motion to table was out of order because it violates the City Charter that the voters approved; Council must vote on the appointment at the next regular meeting. Howard noted that Jones had two weeks to research and ask questions, and when asked if he had contacted the Mayor or Zoe Dolch Jones responded that he had not. Howard stated that voters' instruction to Council was that they had two weeks to do their investigation and be prepared to vote on these resolutions. Councilmember Jones said he would do a better job in the future of following up on these appointments.*

Roll call vote was taken on the passage, and it was approved 4-1 with Councilmember Jones voting against.

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**Resolution 23-2**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF TIM MCKEE TO SERVE A TERM ON THE ARCHITECTURAL BOARD OF REVIEW FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilmember Perry moved for passage; Councilmember Roessner seconded.

*Discussion: Councilmember Jones explained that since he had not done his research on Tim McKee, he wanted more time because he did not understand want time to get with the Mayor and more information on the appointee.*

Roll call vote was taken on the passage, and it was approved 4-1, with Councilmember Jones voting against.

## **ORDINANCES:**

**Ordinance 22-117**, introduced by Vickie Wilkins and read for the third time.

ORDINANCE AUTHORIZING THE MAYOR TO SIGN A LEASE OF A PORTION OF EAGLE ROCK BUSINESS PARK FOR FARMING PURPOSES, AND DECLARING AN EMERGENCY.

Councilmember Wilkins moved for passage; Councilmember Roessner seconded.

Roll call votes were taken on the emergency and passage, and both were approved 5-0.

**Ordinance 22-118**, introduced by Steven Lepard and read for the second time.

ORDINANCE APPROVING THE AGREEMENT BETWEEN THE CITY OF TIFFIN, AND SUDER PIERSON PROPERTIES, LLC OR REAL PROPERTY OWNER OF 870 W. MARKET STREET, TIFFIN, OHIO, FOR THE ABATEMENT OF CERTAIN REAL PROPERTY TAXES FOR FIVE YEARS, AND DECLARING AN EMERGENCY.

Councilmember Wilkins moved for passage; Councilmember Perry seconded.

*Discussion: Councilmember Thacker said she had conversations with some local businesses who expressed their concerns about bringing in a big box store like Hobby Lobby and what that could possibly do to their small businesses. A lot of these people are very concerned that it is going to be a direct competition that will kill their businesses, and she thought it was important for Council to be aware of it. She said she would be voting no.*

*Councilmember Roessner stated that this would be in his ward, and he thought it would be a good improvement to the county as a whole. He said he understood the concerns but felt the pros outweighed the cons in this case.*

Roll call votes were taken on the emergency and passage. The emergency failed 4-1 with Councilmember Thacker voting against, and passage was approved 4-1 with Councilmember Thacker voting against.

**Ordinance 23-1**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING BUDGET ORDINANCE 22-108 TO PROVIDE FUNDS FOR EXPENDITURES APPROVED IN 2022 FOR PROJECTS WHICH WERE NOT FULLY COMPLETED IN THAT YEAR AND MUST BE CARRIED OVER INTO 2023.

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

*Discussion: Councilmember Jones addressed the suspension of the three-reading rule, because he had just received Exhibit A of this ordinance late that afternoon and did not have time to review its 47 pages. He asked what the reason for passing it that evening instead of waiting for another month for the second and third readings. Councilmember Roessner said he had spoken to Director of Finance Kaufman before the meeting, who said this is the normal type of operation done at year-end to finish out changes. Kaufman said they would not be able to pay invoices coming in for 2022 without it being passed that evening. City Administrator Thornton added that he had returned to work with six invoices on his desk from companies that were trying to close out their own books for 2022; he does not want to take money out of 2023 funds that he has not budgeted for, but from 2022 funds that have already been budgeted for by Council. This extends their authority to use the approved 2022 funds to pay 2022 invoices.*

Roll call votes were taken on the suspension and passage, and both were approved 5-0.

## **OTHER BUSINESS:**

Councilmember Jones said that at the last meeting Council passed Substitute Ord. 22-105 and asked what had happened to the original Ord. 22-105. Director of Law Howard explained that Substitute Ord. 22-105 amended original Ord. 22-105 as per the redline document in the packet showing the changes presented in Substitute Ord. 22-105, and the original ordinance was voted to replace by substitution; therefore, the original Ord. 22-105 presented no longer exists.

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**ADJOURNMENT:** 7:57 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**3945**

**COMMITTEE OF THE WHOLE:** The regular Committee of the Whole meeting was held Tuesday, January 3, 2023 at 6:45 p.m. in Council Chambers. Attending were Councilmembers Ken Jones, Kevin Roessner, Daniel Perry, Vickie Wilkins and Cheyane Thacker; Steve Lepard, and John Spahr, Jr. were absent. Also attending were Mayor Dawn Iannantuono, Director of Law Brent Howard, City Administrator Dale Thornton, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

Mayor Iannantuono requested suspension of Ord. 23-1 to finish out the 2022 Budget with carryover items into 2023. Director of Law Howard explained that Ord. 23-1 would be introduced as presented along with the Exhibit A received with the Agenda Change Memo, so it did not need to be amended.

Director of Law Howard also clarified that Res. 23-1 appointing Zoe Dolch to the Tiffin Municipal Arts Commission and Res. 23-2 appointing Tim McKee to the Architectural Board of Review were one-reading resolutions.

Councilmember Jones stated he only had received an email from an interested party for reading under Written Communications. Director of Law Howard explained that by rule of Council, a Council member may ask that any document be read at the meeting. In the event of any objection, there would be a vote on it.

**ADJOURNMENT:** 6:48 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_ Clerk of Council

3946

**JANUARY 17, 2023 – REGULAR MEETING**

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Dale Thornton, Director, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

**MINUTES:** The minutes of the January 3, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:** No reports.  
No special Committee of the Whole was scheduled.

**REPORTS OF THE OFFICERS**

**MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono announced that changes will be made at City Hall since City Administrator Thornton has decided to retire, and she has sadly accepted his resignation and his last day will be April 1. The Mayor said his knowledge and leadership has been an asset to her, the City and Mayor Montz before her. She added that she has known him and his wife Frazene for many years, and has appreciated his help and friendship in her new role as mayor. She asked for Council's approval of her appointment of Director of Communications and Constituent Services Nick Dutro to be the City's next administrator, as his knowledge and background will be an asset and he has been indispensable the past several months and she is certain he will do an excellent job as our new City Administrator. This leaves another opening to fill, and we will soon be taking applications for his position. She hopes to keep everything moving smoothly in preparation for our new mayor in 2024. In meantime, department heads are being signed up for their annual reports beginning in March.

The Mayor recently attended the Main Street Accreditation with TSEP, the freshman class Tree Commission Academy at NCOESC, and read a proclamation at the Martin Luther King celebration at Faith United Methodist Church where singers from TU and Heidelberg did beautiful solos. She also gave a State of the City presentation to the Seneca County Community Council that morning.

Events: Tiffin 200 will hold their final meeting to close out the event on Wednesday afternoon. They did a very nice job of holding events for the City this past year.

President Boyle said she was sad to see City Administrator Thornton leave and thanked him for being such a great asset to the Administration and as a support system. Thornton said he had enjoyed his seven years and the time spent with Council, the mayors and the department heads. He thinks the City is very well served by our department heads and thanked all of them because they keep the City running on a day-to-day basis.

Mayor Iannantuono announced that the Thomas Conner Memorial Commission needs another volunteer. It is administered through the Salvation Army.

Councilmember Jones asked what was happening on the parking lot next to the Police Station. Mayor Iannantuono said TSEP is doing some construction behind their building and Clouse Construction needed parking.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:**

Director of Finance Report for the month ending:	DECEMBER 31, 2022
Total Receipts for the month:	\$3,734,547.68
Total Expenses for the month:	\$4,070,384.67
The General Fund unencumbered balance:	\$5,353,940.06

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The income tax receipts for December 2022 were \$980,208.61. The total annual increase in income tax collections for December 2022 compared to December 2021 is \$30,516.24. Year to date income tax receipts are up 11.07%.

The portion of income tax receipts that was transferred into fund 215 for public streets for December 2022 is \$121,544.67.

The unexpended balance for all funds is **\$36,127,103.55**, which is the same as the bank balances for the same time period.

Regarding the Unclaimed Funds Councilmember Jones asked if the people who had been issued the checks had been reminded about them, and Finance Director Kaufman said yes, they had.

Councilmember Roessner moved to accept the December financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Lepard seconded. On a voice vote, motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:** Absent; no report.

#### **WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-1 – Appointment of City Administrator (Nick Dutro)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-2 - Appointment to ADA Advisory Committee (Mary Franks)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-3 – CSO 24 & 30 Inflow Reduction Project

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-4 – OPWC Pavement Repair Program

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-5 – 2024 Road Salt Acquisition

*Referred to Streets, Sidewalks & Sewers Committee*

Finance Director's Request for Legislation #F23-1 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Capital Improvement City Hall Budget (\$290,000)

*On file in Clerk of Council's office; legislation prepared under Ord 23-2.*

Finance Director's Request for Legislation #F23-2 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police, Park and Tiffin Municipal Arts Commission Budgets.

*On file in Clerk of Council's office; legislation prepared under Ord. 23-3.*

Email from E. Thomas Baker dated January 14, 2023 supporting the Mayor's appointment of Dr. Sarah Sewell to the Seneca County Board of Health. *On file in Clerk of Council's office.*

Mayor's Letter of Appreciation to the Tiffin Community Foundation (\$22,000 grant for the South River Road Trail). *On file in Clerk of Council's office.*

#### **ORAL COMMUNICATIONS:**

Social worker Chad from Southern Care Hospice, Milan, asked Council for permission to hang ribbons along South Washington St. between Memorial Park and the Civil War Museum on March 22 for two weeks; they would be hung and removed by volunteers. He said a lot of people are not aware of Vietnam Veterans Day, so they honor the veterans by doing ribbon hangings in the areas they serve. City Administrator Thornton asked him to contact his office so that it could be coordinated with Public Works.

**MOTIONS:** None.

#### **RESOLUTIONS:**

**Resolution 22-43**, introduced by Daniel Perry and read for the third time.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF DR. SARAH SEWELL, DO, TO SERVE A TERM ON THE SENECA COUNTY BOARD OF HEALTH FROM JANUARY 1, 2023 UNTIL DECEMBER 31, 2027.

Councilmember Perry moved for passage; Councilmember Thacker seconded.

*Discussion: Councilmember Jones noted he had done his homework and asked the Mayor for her resume.*

Roll call vote was taken, and it was approved 7-0.

**3948**

**Resolution 23-3**, introduced by Ken Jones and read for the first time.

RESOLUTION AUTHORIZING THE SALE DURING CALENDAR YEAR 2023 OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE, OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED, BY INTERNET AUCTION, PURSUANT TO OHIO REVISED CODE SECTION 721.15(D), AND DECLARING AN EMERGENCY.

**Resolution 23-4**, introduced by Daniel Perry and read for the first time.

RESOLUTION APPOINTING BRENT T. HOWARD, DIRECTOR OF LAW, AS THE DESIGNEE FOR TIFFIN CITY COUNCIL AND ITS INDIVIDUAL MEMBERS, TO ATTEND A PUBLIC RECORDS TRAINING SESSION FOR PURPOSES OF COMPLIANCE WITH ORC 109.43 AND 149.43, AND DECLARING AN EMERGENCY.

Councilmember Perry moved for passage; Councilmember Roessner seconded. Roll call votes were taken on the emergency and passage, and both passed 7-0 (see Note).

*NOTE: It was later noted that there had been no motion or vote on suspension of the three-reading rule; therefore, this resolution is not effective and new legislation is to be submitted at the next regular meeting.*

## **ORDINANCES:**

**Ordinance 23-2**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$290,000.00 INTO THE CAPITAL IMPROVEMENT CITY HALL BUDGET IN ORDER TO PAY FOR THE FINANCE DEPARTMENT RENOVATIONS.

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

*Discussion: Councilmember Perry noted that \$390,000 was what was originally budgeted but it came out to about \$3,500 more.*

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

**Ordinance 23-3**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$39,037.07 INTO THE POLICE, PARK AND RECREATION AND TIFFIN MUNICIPAL ARTS COMMISSION BUDGETS.

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

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

## **OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks & Sewers Committee meeting for Monday, January 23, 2023 at 5:15 p.m. in Council Chambers to discuss Mayor's Requests for Legislation Nos. 23-3, 23-4, 23-5 and any other business that may come before it.

Councilmember Perry said that as Chair of the Personnel & Labor Relations Committee, he had no objections to the Mayor's appointments of Nick Dutro and Mary Franks as long as there were no objections from the other committee members. He said that he had talked to Mrs. Franks after the last meeting, in particular about their family business in frozen skittles, and Mayor Iannantuono added that she also spoke to her after that meeting and found that she would be an awesome candidate for the ADA Committee. There being no objections to these appointments, it was agreed to have the Law Director prepare the corresponding legislation.

**3949**

**ADJOURNMENT:** 7:27 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**3950**

**COMMITTEE OF THE WHOLE:** The regular Committee of the Whole meeting was held Tuesday, January 17, 2023 at 6:45 p.m. in Council Chambers. Attending were Councilmembers Steve Lepard, Ken Jones, Kevin Roessner, Daniel Perry, Vickie Wilkins, Cheyane Thacker, and John Spahr, Jr. Also attending were Mayor Dawn Iannantuono, City Administrator Dale Thornton, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

President Boyle stated that the purpose of this meeting was to discuss the process for the Mayor's and President of Council's appointments. Councilmember Jones explained that someone in his ward had brought what she thought was a problem to his attention. He distributed a handout he had prepared with some possible changes to the process including:

- Place an ad in the Advertiser-Tribune before it comes before the Mayor or Council President. Councilmember Spahr asked who would be responsible for doing this. Jones suggested the Council Clerk or the Director of Communications. Nick Dutro noted that whenever it goes to the Advertiser-Tribune it has to be as paid advertising to make sure it is published.
- Announce that it is going to come up in an allocated time before putting it in writing to Council.
- Place a notice on TiffinOhio.gov before presenting it to Council.
- Put the onus on the public as their responsibility to be aware of these openings.
- It is the public's responsibility to attend Council meetings and comment during the readings of the legislation.
- Or the current process is not broken and doesn't need improvement

Councilmember Lepard commented that Paul Elchert had stated that as Council President he had only two people to appoint, and that if he had any respect for the Mayor, you didn't questions her appointments. Lepard said that budgets and contracts are the most important, but we have spent more time on this matter than we have on budgets and contracts. He said he thought our two candidates Sewell and Franks are very highly respectable; the Mayor did her job accordingly and interviewed Dr. Sewell. Councilmember Wilkins said she would like the Mayor to announce in her Mayor's report that a position is opening up. She also noted that the website shows committees seeking members, but not the Board of Health which she would like to see added as well as something about getting involved. Director of Communications Nick Dutro said there are a couple of sections saying "I'm interested in serving" and a spreadsheet has been added with upcoming vacancies. Also, with a Resident FAQ there could be a question as to how to get involved with a link to the Boards and Commissions. Councilmember Thacker stated that she takes very seriously what is her role in legislation versus the Mayor's as executive and said it is her right to make the appointment and Council's to confirm or deny. President Boyle noted that the process had been followed and will continue to be followed. Additional, Nick Dutro can use social media to make known when those appointments come available. Nothing was done wrong here by us or the Mayor, and the system is not broken. Councilmember Jones said he liked the idea of bringing up the vacancy before receiving the Mayor's letter requesting the appointment. President Boyle asked Mayor Iannantuono if she could add the step, and the Mayor said she could.

Mayor Iannantuono requested suspension of Ord. 23-2 and Ord. 23-3 as there were financial issues to be taken care of.

**ADJOURNMENT:** 7:00 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_ Clerk of Council

3951

## **FEBRUARY 6, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Dale Thornton, Director, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

**MINUTES:** The minutes of the January 17, 2023 Regular and Committee of the Whole Meetings were approved as written.

### **COMMITTEE REPORTS:**

Councilmember Thacker reported that a Streets, Sidewalks and Sewers Committee meeting was held January 23, 2023 at 5:15 p.m. in the Tiffin City Hall Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, and Steven Lepard, along with City Engineer Matt Watson, Public Works Administrator Brandon Burner, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Dale Thornton, Finance Director Kathy Kauffman, City Council Members John Spahr and Vickie Wilkins, and Clerk Ann Forrest. Thacker called the meeting to order. The purpose of the meeting was to discuss Mayor's Request for Legislation 23-3, 23-4, 23-5, and any other business presented. **Item One:** Brandon Burner informed the committee of Mayor's Request for Legislation 23-5, 2024 Road Salt Acquisition This is in regards to the ODOT State Bid Process. By going through ODOT, we are able to acquire better bids and pricing. To be part of this program, Council must pass a resolution to be part of the program by April 30, 2023. Law Director Howard asked if we would need to pass the legislation under an emergency due to the time constraints and Burner thought we would have enough time to get our application in without passing through an emergency, Lepard moved to have the Law Director prepare the necessary legislation, an Ordinance Authorizing Participation in the ODOT Road Salt Contracts Awarded for the City Administrator to Competitively Bid for the Purchase of Road Salt. Roessner seconded the motion. The motion passed 5-0. **Item Two:** Watson informed the committee of Mayor's Request for Legislation 23-3, CSO 24 & 30 Inflow Reduction Project. The project was nominated to the Water Pollution Control Loan Fund (WPCLF). The city has been selected to receive a 5.9 million dollar loan, but 4 million will be granted in principle loan forgiveness, which is essentially a 4 million dollar grant. The term of the loan and interest rate are to be determined, but the interest rate will be a below market rate. The city has received the maximum amount allowed for the grant. Matt asked for two pieces of legislation: one to obtain the WPCLF loan, and the second to authorize the city to bid out and enter into a contract with a company for the project. Roessner motioned for the Law Director to prepare aforesaid legislation. Jones seconded the motion. The motion passed 5-0. **Item Three:** Watson informed the committee of Mayor's Request for Legislation 23-4, OPCW Pavement Repair Program. In September 2022, Council passed Resolution 22-22, which authorized application for Ohio Public Works Commission Loan for street paving. Recently, the city was informed that it has been selected to receive the \$500,000.00 loan at a 0% 5-year term loan. That is the maximum the city could receive. The city chose a 5-year loan to ensure that it would be paid off before the current road and bridge levy expires. The reason the city has gone after this loan is to help fund the various projects we have planned, after the large expense of the Ella Street Bridge project and other projects. Because of inflation, road projects are becoming increasingly more expensive each year and so it is better to do more projects up front than to put them off. The paving projects for the year will cost \$650,000.00. Lepard motioned to have the City Law Director prepare legislation, an ordinance Authorizing the City Administrator to Prepare Plans and Specifications, Advertise for and Receive Bids, and Recommend and Execute a Contract for the 2023 Street Paving Program, and Declaring an Emergency. Perry seconded the motion. The motion passed 5-0. **Item Four:** Watson updated the committee of several projects related to the Long Term Control Plan for sanitary sewer system, which includes Equalization (EQ) Basin Project, Main Interceptor Project, Benner Street Interceptor Project, Inflow Reduction CSO Basin 9, 10, 11, 12 & 15, among other future projects, additionally EPA Mandated Long Term Control Plan Implementation projects. Letters of interest were reviewed by Watson, Bruner, Thornton, and Kevin Hughes. They had a lot of consultants turning away potential work. Not one consultant submitted for every proposal available. This is due to the magnitude and size of the project; the companies may not have the staffing level to provide the necessary support. MS Consultants was selected for the Long Term Control Plan Implementation Project. A Comm was selected for the EQ Basin Project. DLZ was selected for the Main Interceptor Project. A Comm was

selected for the Benner Interceptor Project. American Structure Point was selected for the CSO 9-13 and 15 Project. Lepard expressed his concern both for how much pressure this work will put on the city engineer's office and for the river wall. **Item Five:** As part of the Long Term Control Plan, the city must have annual flow monitoring completed. Currently, there are six locations with this monitoring. The data is provided to the city on a monthly basis and then presented to the Ohio EPA to show the amount of overflow events. A Comm provided this information previously. That contract is set to expire August 2023. The new contract will need to put additional flow monitoring systems to keep track of how these new sewer projects affect the overflow events in a year. Roessner motioned to have the Law Director prepared legislation to solicit RFQs for a new flow monitoring contract. Perry seconded the motion. The motion passed 5-0. **Item Six:** Watson gave an update on the bids that came in for the Urban Street Paving Project. The project resurfaces parts of West Market Street and South Washington Street. M&D Asphalt received the bid for the Urban Paving Project. The project will be completed between June and August. Reconstruction of part of West Perry will also take place. Helms and Sons received the bid. The completion date will be October 30, 2023. DGL is helping with the everyday oversight of the project. For the Ella Street Bridge Project, utility relocation (AT&T) is happening now ahead of the project. The contractor will start to mobilize to the site in March, preparing it for construction including inserting cofferdams. This work of preparation will continue until May 30, 2023. Closure of the road will take place at that time. Construction will take place over the summer and fall, with a completion date of November 30, 2023. **Item Seven:** Watson gave an update on several private utility projects. Omni Fiber previously halted work in Tiffin. Omni Fiber plans to resume installation of its fiber network in February. With underground installation, Omni Fiber has updated policies with regard to sewer laterals, after several meetings with city administration. The new policy will help protect citizens if sewer laterals or other underground utilities are hit during construction. Columbia Gas plans to do projects in parts of West Market Street, Scott Street, and 4<sup>th</sup> Avenue. Aqua will be doing work on West Market Street in the five lane area. With no further business the committee adjourned at 6:30 p.m. Respectfully submitted, Cheyane Thacker, Chairperson,

Clerk of Council Forrest clarified that she had not been present at the committee meeting, and Councilmember Lepard noted that it should be M&B Asphalt instead of M&D Asphalt in the second line under Item 6. As follow up to the report's action items, Director of Law Howard reported that legislation was being presented for Item 1, Road Salt Acquisition, under Ord. 23-4; Item 2 for the CSO Basin 24 and 30 Inflow Reduction Project, which is the Water Pollution Control Loan Fund agreement and the application acceptance for it, is under Res. 23-5, and the CSO 24 and 30 construction contract authorization is under Ord. 23-7; Item 3 for the Pavement Repair Program for this year is under Ord. 23-5; and the RFQs for the Flow Monitoring Agreement is under Ord. 23-6.

No additional Committee of the Whole was scheduled.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono stated that people will have noticed the work being done on West Market Street and having to navigate around it. She introduced Megan Hunyor of Columbia Gas to explain the pipeline replacement work being done in current and upcoming projects. Hunyor said the Market Street Project is underway, and they are replacing old steel pipes with 13,075 feet of new plastic pipe, which is safer and more reliable. It will serve around 309 residences on sections of Market, Lindsay, Niles, Oil, Leitner, Sandusky, Benner, Orange, Maple, Carl and St. Clair. They are working closely with the City and in contact with the Engineer's Office to make sure they stay well ahead of the paving project. Their target is to be done the end of April, so they should be done well ahead of the City's June 1<sup>st</sup> paving timeline. Their total investment for this project is \$4,139,884, which is a great investment in the infrastructure. She said that their contractor Miller Pipeline has been running smoothly and there have been no issues so far. They started the project on Lindsay Ave. in order to get to Market St. as soon as possible. The feed to Market St. came off of Lindsay, which is why they had to start there. The main line is completed on Lindsay so they have already started on surfaces there. The traffic is moving smoothly with a one-lane shutdown, but it is revolving traffic as they continue with the project. The second half of the year they will work on the northwest side of West Perry and South Sandusky, which is the Scott and Wentz St. Replacement Project, which covers 10,329 feet of new plastic pipe installed replacing 218 services, with a total investment of \$2,344,596. There is also a small project on Industrial Ave. that is a carryover from last year. The new main line is completely gassed up as of today; they are working make contact and replacing four new services right now, followed by a little cleanup work. A lot of the restoration work will have to be temporary until the weather turns for the spring and the asphalt plants open back up. Other than the hard surface restoration on Industrial, they will be finished on that project by the end of next week. Mayor Iannantuono said she greatly appreciated Columbia

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Gas being cognizant of the fact that we need to know what is going on, and they have worked very well with the City Engineer and his staff,

The Mayor stated that they would start taking applications the next day for Nick Dutro's position as Director of Communications and Constituent Services. A completed application, resume, cover letter and references need to be submitted to Director of HR Deb Reamer by February 21. She said her hope and plan is to keep things moving smoothly in preparation for the new mayor in 2024.

Mayor Iannantuono announced the start of the annual department heads' reports and introduced Director of HR Debra Reamer. Reamer said that she works with a wonderful group of department heads and staff who all make it a great place to work. She highlighted the challenges faced in a typical day, in which she works on FMLA requests, BWC injury claims with the follow up needed for a quick turnaround time to make sure everything flows smoothly. She explained that; injuries have to be reported immediately to HR and submitted timely because lag time is very important and makes a big difference in cost. She is also the liaison with medical, dental and vision benefit groups and works with the Finance Director and Payroll Manager, as well as a broker for enrollments, benefit updates, etc. She works with supervisors for job openings and prepares the job postings which are then posted on Facebook, Indeed or other pertinent sites. She receives the applicant information, prepares a tracking sheet, selects who is chosen for interviews and brings them in for interviews. If it is not an opportunity for them she speaks to them personally, and if someone is not chosen for an interview she emails them out of respect. If chosen, she makes a job offer, proceeds with a background check, physical, drug screen, reference checks, and then orientation. New this year is Employee Navigator, where she enters new hires information for enrollment into medical, dental/vision, life insurance and voluntary life, and she can now quickly pull up any reports needed. Individuals are also entered into Cobra to ensure they have an opportunity to enroll if needed. Reamer added that she also deals with employee issues and concerns that may arise; does employee exit interviews; prepares the longevity and step increases which are sent to the departments and the employees; enters the Flex spending report details, verifies employment for current and former employees; makes herself available to employees and department heads; and much more because every day is different. In reviewing FMLA and BWC claims, she noted that there had been 19 FMLA's for 2022, and leave can be for up to 12 weeks per calendar year. She is required to meet with them within five days to give them the forms for their provider to sign and return within 15 days. There were eight BWC injury claims, three with cases away from work and two on transitional duty. The HR Department is responsible for getting with the injured worker regarding paperwork, treatment and follow-up as soon as possible. She prepares an annual Public Employment Risk Reduction report that is sent to the State and posted for each department's employees to see. For 2022 BWC injuries, nine out of 10 claims remained Medical Only for only 10% lost time vs. 50% in 2021. The average lag time (days from date of injury to date report to MCO) was 3.2 days vs. the state average of 18 days vs 4.5 days in 2021. In 2022 the City had 131 full time and 10 part time employees, plus over 30 seasonal employees. She said it is important to care about the people you work with, to be available if needed, and particularly to be a good listener to all parties involved.

The Mayor reported that she is participating with a large group of area residents in Tiffin City School Superintendent's Advisory Council. They will be evaluating data and evaluating options, identifying community concerns and making recommendations as the move forward. There are about 70 people involved to bring everybody together and come up with a big plan.

#### Events:

- February 8<sup>th</sup> will be the launch of the official Ballreich chip for Seneca County at the Seneca County Commissioners office.
- The Chamber will hold their annual Casino Royale on February 11, and it has been sold out.
- She and Nick Dutro will be taking an American Red Cross adult First Aid, CPR and AED blended course offered in conjunction with The Chamber. After completing an online course, they will do in-person training when done they will receive a two-year adult first aid, CRP, AED certification.
- The cutoff date is February 28 to sign up for the Tiffin Police Department's Citizens Academy. Classes start Sunday, March 19 from 12:30 to 3:00 p.m. and run for 11 weeks. She said she highly recommended participating. She did it the very first year and thought it was absolutely phenomenal. Councilmembers Jones and Spahr have done it as well. She said that after doing it she had a whole new respect for the Tiffin Police Department, and it was great to work alongside them. She also noted that Safety Week came from that same process through Sgt. Jared Watson.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-6 – Appointment to Local Board of Tax Review (Michael Hayes)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-7 – Appointment to Thomas Conner Memorial Commission (Nicole Miller)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-8 – Hedges Hillside Reconstruction

*Referred to Law & Community Planning Committee*

Mayor's Request for Legislation #23-9 – Tourism Contract for the City of Tiffin

*Referred to Law & Community Planning Committee*

Mayor's Request for Legislation #23-10 – CRA Exemption Agreement

*Referred to Law & Community Planning Committee*

Mayor's Request for Legislation #23-12 – Appointment to Shade Tree & Beautification Commission (Ken Baker)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-13 – Appointment to Thomas Conner Memorial Commission (Jose Arias Jr.)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-14 – New Federal Sirens

*Referred to Recreation & Public Property Committee*

Finance Director's Request for Legislation #F23-3 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the City Administrator and General Administration Budgets (\$3,500.00 + \$5,500.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-8.*

Mayor's Letter of Appreciation to Robert Sigler for his service on the Shade Tree & Beautification Commission

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

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-3**, introduced by Ken Jones and read for the second time.

RESOLUTION AUTHORIZING THE SALE DURING CALENDAR YEAR 2023 OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE, OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED, BY INTERNET AUCTION, PURSUANT TO OHIO REVISED CODE SECTION 721.15(D), AND DECLARING AN EMERGENCY.

**Resolution 23-5**, 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 PLANNING, DESIGN AND/OR CONSTRUCTION OF WASTEWATER FACILITIES INVOLVING CSO BASIN 24 AND 30 INFLOW REDUCTION PROJECT, DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN, AND DECLARING AN EMERGENCY.

**Resolution 23-6**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF MARY FRANKS TO SERVE A TERM ON THE AMERICANS WITH DISABILITIES (ADA) ADVISORY COMMITTEE FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilmember Perry moved for passage; Councilmember Spahr seconded.

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

**3955**

**Resolution 23-7**, introduced by Daniel Perry and read for the first and only time required.  
RESOLUTION APPROVING THE APPOINTMENT OF NICHOLAS D. DUTRO AS THE CITY ADMINISTRATOR.

Councilmember Perry moved for passage; Councilmember Wilkins seconded  
Roll call vote was taken on the passage, and it was approved 7-0.

**Resolution 23-8**, introduced by Ken Jones and read for the first time.  
RESOLUTION APPOINTING BRENT T. HOWARD, DIRECTOR OF LAW, AS THE DESIGNEE FOR TIFFIN CITY COUNCIL AND ITS INDIVIDUAL MEMBERS, TO ATTEND A PUBLIC RECORDS TRAINING SESSION FOR PURPOSES OF COMPLIANCE WITH ORC 109.43 AND 149.43, AND DECLARING AN EMERGENCY.

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

*Discussion: Councilmember Jones explained that there was a Zoom meeting at the end of the month that Director of Law Howard needed to attend, so this resolution needed to be passed under suspension.*

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

## **ORDINANCES:**

**Ordinance 23-4**, introduced by Cheyane Thacker and read for the first time.  
ORDINANCE AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED OR THE CITY ADMINISTRATOR TO COMPETITIVELY BID FOR THE PURCHASE OF ROAD SALT.

**Ordinance 23-5**, introduced by Cheyane Thacker and read for the first time.  
ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE 2023 STREET PAVING PROGRAM, AND DECLARING AN EMERGENCY.

**Ordinance 23-6**, introduced by Cheyane Thacker and read for the first time.  
ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR ENGINEERING, DESIGN AND CONSULTING SERVICES FOR FLOW MONITORING AS PART OF THE CITY'S SANITARY SEWER LONG-TERM CONTROL PLAN.

**Ordinance 23-7**, introduced by Cheyane Thacker and read for the first time.  
ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONSTRUCTION CONTRACT FOR THE CSO BASIN 24 AND 30 INFLOW REDUCTION PROJECT, AND DECLARING AN EMERGENCY.

**Ordinance 23-8**, introduced by Kevin Roessner and read for the first time.  
ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$9,000.00 INTO THE CITY ADMINISTRATOR AND GENERAL ADMINISTRATION BUDGETS.

## **OTHER BUSINESS:**

Councilmember Wilkins announced a Recreation & Public Property Committee meeting on Tuesday, February 14, 2023 at 4:30 p.m. in Council Chambers to discuss Mayor's Request for Legislation #23-14 (New Federal Sirens) and any other business that may come before them.

Councilmember Leopard announced a Law & Community Planning Committee meeting on Tuesday, February, 14 2023 immediately following the 4:30 pm Recreation & Public Planning Committee meeting to discuss Mayor's Requests for Legislation #23-8 (Hedges Hillside Reconstruction), #23-9 (Tourism Contract), #23-10 (CRA Exemption), and any other business that may come before them.

**3956**

As Chair of the Personnel & Labor Relations Committee, Councilmember Perry thanked people for volunteering for the boards and commissions. After taking a poll of his committee, he said there were no objections to the four appointments referred to them, which Director of Law Howard took as direction to prepare the corresponding legislation.

Mayor Iannantuono stated that there was a Zoning Board of Appeals opening; this board can be controversial and therefore difficult to fill, but it needed to be done as soon as possible. City Administrator Thornton said there may now be someone willing to do it.

**ADJOURNMENT:** 7:57 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**3957**

**COMMITTEE OF THE WHOLE:** The regular Committee of the Whole meeting was held Monday, February 6, 2023 at 6:45 p.m. in Council Chambers. Attending were Councilmembers Steve Lepard, Ken Jones, Kevin Roessner, Daniel Perry, Vickie Wilkins, Cheyane Thacker, and John Spahr, Jr. Also attending were Mayor Dawn Iannantuono, City Administrator Dale Thornton, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

Mayor Iannantuono requested suspension of Res. 23-8 appointing Director of Law Howard as designee for public records training. Howard explained that he was absent from the last meeting and after viewing the video on his return, he realized that the motion for suspension of the original Res. 23-4 for this had not been voted on and was therefore invalid. He will attend the online training at the end of the month.

Director of Law Howard also noted that Resolutions 23-6 and 23-7 on the agenda for appointments were one-reading only per the Charter.

Mayor Iannantuono said that there was one seat left at the City's table for TSEP's annual meeting on March 2<sup>nd</sup> if anyone was interested.

**ADJOURNMENT:** 6:49 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_ Clerk of Council

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## MARCH 6, 2023 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Dale Thornton, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

**MINUTES:** The minutes of the February 21, 2023 Regular and Committee of the Whole Meetings were approved as written.

### COMMITTEE REPORTS:

Councilmember Perry reported that a Personnel and Labor Relations committee meeting was held February 27<sup>th</sup> starting at 5:15 p.m. at the Council Chambers to discuss Mayor's Requests for Legislation #23-11, #23-15, #23-16, #23-17, #23-18, and any other business to come before the committee. In attendance were Councilmember Perry, Councilmember Thacker, Councilmember Spahr, Councilmember Jones, Councilmember Lepard, Mayor Iannantuono, Chief Pauly, Chief Chappell, Law Director Howard and City Administrator Dutro. The Committee first discussed the appointments of Fred Shelf and Bill Black and there were no objections for these appointments being made to their respective committees. We then moved on to Mayor's Request for Legislation #23-16, which pertained to changes to Codified Ordinances 149. Chief Pauly explained needing the ability to add lateral transfers into the department due to the current low interest of potential people wanting to join their field. Pauly also explained that after they exhaust the National Testing List (NTN) then they can look at the lateral transfer list. This will drastically help keep his department staffed with the appropriate amount of officers who are also well trained for the job. Lateral transfer candidates must meet all civil service requirements currently or have been employed as a peace officer for longer than one year, and also be certified by the Ohio Peace Training Academy. Lepard asked about having 5 years of seniority, which Pauly explained that no more than 5 years will count towards it for Tiffin. Thacker asked about the training involved where Pauly explained for a new officer it is around 16 weeks but depending on lateral officer experience that it could be lower than that. Chief Chappell went on to explain for firefighters that they would require 1 year and be EMT or paramedic and have a level 2 in Ohio with interview process to remain the same. Thacker motioned to have the Law Director prepare legislation and Spahr seconded, passing 3-0. Next order of business was Mayor's Request for Legislation #23-17 Changes to Codified Ordinances 143. Chief Chappell explained they will no longer require their firefighters to be certified to do fire inspections but will have pay raise incentives if they are or to be promoted. Another change Chappell was hoping to see was to give new hires 36 months to complete their EMS or paramedic from their hire date but must enroll within the first 6 months. Spahr motioned to have the Law Director prepare legislation and Thacker seconded, passing 3-0. Next order of business was Mayor's Request for Legislation Changes to Codified Ordinances 142. Chief Chappell explained this really was cleaning up the Charter around permitting which is a service we no longer offer. All of our accounts are all on a 3<sup>rd</sup> party now so there is no need to have this language in the Charter. Spahr motion and Thacker seconded, passing 3-0. In other business our committee discussed the petition process in which to put your name on a ballot for Tiffin City Council. After much lively debate, we decided to hold off discussions until the whole council was together to discuss further. Hearing no other business, the meeting adjourned at 4:35 p.m. Respectfully submitted, Daniel Perry, Chairman.

Councilman Spahr explained that Codified Ordinances 142 was permitting for alarms that the City no longer has.

No additional Committee of the Whole was scheduled.

President Boyle announced that the next Committee of the Whole meeting would begin at 6:00 p.m. to discuss Mayor's Request for Legislation #23-20 regarding an ADA Transition Plan and, as an outcome of the Personnel and Labor Relations Committee, a broader group discussion regarding the City Council petition process.

**REPORTS OF THE OFFICERS****MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono read a proclamation declaring March 2023 as Developmental Disabilities Awareness Month in Tiffin, which she presented to Superintendent Lew Hurst and two members of the Seneca County Opportunity Center. Events flyers were handed out for the Bakery Bingo on March 21, Celebrity Basketball on March 30, Easter Egg Hunt on April 1 and the Palm Sunday Drive Thru on April 2. Mr. Hurst announced that they have closed on the purchase of the old cancer treatment center by the Seneca County Fair Grounds, where they will move Adult Services for more space and better access to the shopping center. He noted that more room is needed at the current Opportunity Center because there has been a huge growth of over 25% in children with autism.

Mayor Iannantuono then introduced City Engineer Matt Watson, who gave his annual update. Watson first noted his staff accomplishments over the last year. Watson is entering his 10<sup>th</sup> year with the City and his 5<sup>th</sup> as City Engineer. Assistant Engineer Jason Morter is in his 4<sup>th</sup> year and obtained his PE license in 2022; he handles contract and project management. Engineer Tech I Ryan Steinmetz is in his 2<sup>nd</sup> year and is pursuing his storm water certification; he does both private and public projects. Zoning Inspector Dan Brickner is in his 7<sup>th</sup> year and is also on the Architectural Board of Review, Zoning Board of Review and others. Dawn Wright is in her 3<sup>rd</sup> year as Engineering Aide. His focus has been on teaching staff for sustainability while providing a high level of service. Under professional development and public relations, he has focused on the new Municipal Engineer's Association of Ohio that meets twice a year and provides training and networking. Last year he was the spotlight speaker and was able to highlight Tiffin and the projects his office is working on. Under Professional Development and Public Relations, he said he has to do continuing education every two years to maintain his PE and PS licenses. He also has spent a lot of time promoting the Road and Bridge Levy outside of hours in order to be transparent about how the money is spent. To engage his staff and building relationships and retention, he held various events outside the office with department members. Under Functionality and Efficiency, his office has scanned over 20,000 documents and images since 2019, and they transitioned from regular GIS to a more user friendly IAMGIS software and created 58 layers. This data is now readily available to residents on the City's website. He also holds weekly staff meetings to provide updates to staff and to maintain accountability. Project coordination meetings are held twice a month with City Administration and department heads on public and private projects. This is all being done while focusing on long-term city-wide planning. Between consultant contracts and labor and prevailing wage requests, the department is getting stretched pretty thin with upcoming work. He likes to have long-term plans and assist other departments on the projects they want to do as well; it is better to manage the workload and not take on too much, while also considering long-term finance plans. The Engineering Office handles program implementation and management. The Ohio EPA-mandated Long-Term Control Plan requires the City to reduce sewer overflow events to four per year. The estimated cost is \$160 million with implementation to be done by 2040. Assisting is MS Consultants, and we are carrying out a funding plan to bring upcoming projects to their actual amount when implemented. Graffelis is working with us on sewer rates to make sure we have enough funding to pay for the plan. Survey Monument Preservation is done in conjunction with the street paving. They work with Hank & Associates and shoot it with a GPS before construction so they can be reset using GPS coordinates if destroyed. Public Works will install monument box after paving, which is beneficial to residents because those monuments still exist if they need a private survey done. Traffic Signal Warrant Studies are being done internally. ADA Transition Plan will be discussed in the next Committee of the Whole. Storm Water Management is under an Ohio EPA-mandated program, and we must have a minimum of six control monitors; the City Engineer is responsible for at least two. Ryan Steinmetz is going after his storm water inspector certification. Developers can use the City's office or a third party, and the City fee is probably much less than the cost of a private inspection. Sites may require retention, detention, etc. basins which must be inspected on an annual basis. There is a five-year plan for the Street Paving Program; city streets are driven and rated every three years. They also have the five-year plans from Aqua and Columbia Gas and can incorporate the years they are going to take place to try to minimize costs. Brandon Burner is putting cameras down the sewers before paving in trying to bring all aspects into the project. Last year there was over \$14 million in private investment in zoning permit projects, and Dan Brickner did 200 zoning permits. Brickner also acts as Secretary for the Zoning Board of Appeals, Architectural Board of Review, Planning Commission and Board of Control. All Façade Enhancement "Certificate of Appropriateness" from the Architectural Board of Review require on-site inspections from the Zoning Inspector. All project costs exceed \$13 million in construction in 2022. Watson said he was very proud that every project mentioned has some sort of financial source or low-interest loan. Watson pointed out that they exhaust all efforts towards leveraging local dollars with state and federal funding sources; a lot of the funding obtained for projects can be attributed to the Road and Bridge Levy where we have received \$2 of road and bridge improvements for each \$1 leveraged.

## 3968

2022 completed projects include:

- Rock Creek Wall
- Nature Trails Park Improvements
- Annual Pavement Repair Program
- Trail Connectivity Striping and Signage Contracts for 11.4 miles of roadway
- Harvest Lane Culvert Rehabilitation

Major construction projects for 2023 are:

- Ella St. River Bridge Replacement. There will be no full road closure until after Labor Day in order to reduce impact on Tiffin Middle School.
- East Perry St. Reconstruction. There will be a total rebuild one lane at a time, which will start in early May.
- South River Rd. Trail Improvement will get an enhancement along with a river overlook.
- CSO 24 and 30 Inflow Reduction is the next OEPA mandated project.
- HSTS is eliminating 17 septic systems and connecting them to our sewer system.
- 2023 Urban Paving Project which is 80% funded by ODOT's urban paving program.
- 2023 Pavement Repair, most of which is funded by a 0% loan from OPWC.

His department also supports all public utility projects in the City for Columbia Gas, Aqua and Omni Fiber. Ryan Steinmetz will be our culvert inspector; they are assigned a rating of 1-9; if under 48" and rated 4 or less they have to be inspected annually; if 48" or greater and rated 5 or better inspection is every five years; if less than 48" every ten years. The S. Sandusky St. culvert is the only one rated under 4. We are also required to maintain 13 bridges on local roads; we are not responsible for future replacement for those on state routes. ODOT offers a free municipal bridge inspection program. With the initial short-term office goals mostly accomplished, the last being the continued development of staff to promote sustainability while also providing a high level of service, they are now focused on more long-term goals such as successfully implement Phase 1 of the City's Ohio EPA mandated LTCP, continuing to effectively manage the City's Road and Bridge Levy, and Long Term Planning. Watson said that to date projects have been more replace and repair, and he wants to start looking at designs from more of a proactive approach to match demands. Councilmember Spahr asked about the IAMGIS program, and Watson said it was very user friendly for the Engineer's office and Public Works as they can make changes to the maps. Spahr asked if there were any problems with the company using different plats and overlaying onto ours; Watson said no. Regarding the downspouts, Watson clarified that CSO 24/30 identified potentially 60 private projects needed to come into compliance; as they continue to work they will identify more properties. The downspout program is 100% reimbursement up to \$100,000. Councilmember Lepard asked about the culvert ratings and why Lewis St. is still a 6A rating when it went from a stream behind there and was once open and now it is encapsulated; Watson explained that they only inspected under Greely St.; the others on Lewis St, are driveway access and private unless there is a flooding problem. Councilmember Perry said we were very lucky to have Watson and his department and how they save the City money and find funding, and he is greatly appreciative. Mayor Iannantuono commended Watson and his team for all their hard work.

Mayor Iannantuono provided updates on recent events:

- She congratulated the Chamber for having reached the 500 member benchmark.
- Eight people from Council attended the recent TSEP annual dinner.
- The Mayor, Nick Dutro and Brent Howard received their two-year certificate to render emergency aid.
- March 3<sup>rd</sup> she attended a luncheon at the School of Opportunity and set up a future meeting with them.
- Friday the proposed new Director of Communication was interviewed, and they are now going through the hiring process.
- The Chamber has launched a new event "Be a Tourist in Your Own Town" to be held March 24-26.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

3969

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-19 – Sewer and Easement for Fairview Hill Condominium Development

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-20 – ADA Transition Plan

*Referred to Streets, Sidewalks & Sewers Committee*

2022 Tiffin-Fostoria Municipal Court Annual Report – *On file in Clerk of Council's office.*

**ORAL COMMUNICATIONS:** Jeanie and Jerry Green addressed Council about issues they had with a utility vehicle they had licensed through the State of Ohio two years ago. They have operated it within Tiffin with no problems, but she was recently stopped by Tiffin Police. Director of Law Howard thought perhaps the officer didn't know how to deal with it, and as long as it is licensed he thought it would be okay. This car has no air bags but smart cars about the same size. Howard said he thought everything is okay, but he had not gotten as much detail. After he follows up with Sgt. Bour and does some research, he will report to Council at the next meeting regarding the legality of this type of vehicle on city streets.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-5**, introduced by Cheyane Thacker and read for the second 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 BASIN 24 AND 30 INFLOW REDUCTION PROJECT, DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Spahr seconded

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

**Resolution 23-13**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S RE-APPOINTMENT OF BILL BLACK TO SERVE A TERM ON THE SANDUSKY COUNTY-SENECA COUNTY-CITY OF TIFFIN PORT AUTHORITY FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL MARCH 1, 2027.

Councilmember Perry moved for passage; Councilmember Wilkins seconded.

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

**Resolution 23-14**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF FRED SHELTON TO SERVE A TERM ON THE ZONING BOARD OF APPEALS FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilmember Perry moved for passage; Councilmember Roessner seconded.

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

**ORDINANCES:**

**Ordinance 23-4**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED OR THE CITY ADMINISTRATOR TO COMPETITIVELY BID FOR THE PURCHASE OF ROAD SALT.

Councilmember Thacker moved for passage; Councilmember Roessner seconded.

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

**Ordinance 23-5**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE 2023 STREET PAVING PROGRAM, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Perry seconded.

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

**3970**

**Ordinance 23-6**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR ENGINEERING, DESIGN AND CONSULTING SERVICES FOR FLOW MONITORING AS PART OF THE CITY'S SANITARY SEWER LONG-TERM CONTROL PLAN.

Councilmember Thacker moved for passage; Councilmember Roessner seconded.

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

**Ordinance 23-7**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONSTRUCTION CONTRACT FOR THE CSO BASIN 24 AND 30 INFLOW REDUCTION PROJECT, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Spahr seconded.

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

**Ordinance 23-8**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$9,000.00 INTO THE CITY ADMINISTRATOR AND GENERAL ADMINISTRATION BUDGETS.

Councilmember Roessner moved for passage; Councilmember Perry seconded.

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

**Ordinance 23-10**, introduced by Steve Lepard and read for the second time.

ORDINANCE APPROVING AND AUTHORIZING THE MAYOR TO SIGN A THREE-YEAR CONTRACT WITH THE SENECA REGIONAL CHAMBER OF COMMERCE FOR MARKETING AND TOURISM RELATED SERVICES, AND DECLARING AN EMERGENCY.

**Ordinance 23-13**, introduced by Daniel Perry and read for the first time.

ORDINANCE AMENDING SECTION 149.05 OF THE TIFFIN CODIFIED ORDINANCES TO ESTABLISH A LATERAL HIRE PROCESS FOR THE ORIGINAL APPOINTMENT OF POLICE OFFICERS AND FIREFIGHTERS, AND DECLARING AN EMERGENCY.

Councilmember Perry moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

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

**Ordinance 23-14**, introduced by Daniel Perry and read for the first time.

ORDINANCE AMENDING CHAPTER 142 OF TIFFIN CODIFIED ORDINANCES REMOVING THE ALARM SYSTEM PERMIT AND CITY MONITORING PROVISIONS.

**Ordinance 23-15**, introduced by Daniel Perry and read for the first time.

ORDINANCE AMENDING CHAPTER 143 OF THE TIFFIN CODIFIED ORDINANCES REVISING CERTIFICATION REQUIREMENTS, RESIDENCY REQUIREMENTS FOR NEWLY APPOINTED FIREFIGHTERS, AND AGE LIMITS FOR ORIGINAL APPOINTMENT OF EMPLOYEES IN THE FIRE/RESCUE DIVISION, ADDING GENDER NEUTRAL LANGUAGE, AND DECLARING AN EMERGENCY.

**OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on Wednesday, March 6, 2023 at 5:15 p.m. in Council Chambers to discuss Mayor's Requests for Legislation #23-19 Sewer and Easement for Fairview Hill Condominium Development, the HSTS Elimination Project, and any other business that may come before them.

**3971**

**ADJOURNMENT:** 8:50 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

3958

## **FEBRUARY 21 2023 – REGULAR MEETING**

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Dale Thornton, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

**MINUTES:** The minutes of the February 6, 2023 Regular and Committee of the Whole Meetings were approved as written.

### **COMMITTEE REPORTS:**

Councilmember Lepard reported that a Law and Community Planning committee meeting was held February 24, 2023 in the City Council Chambers for the purpose of discussing Mayor's Requests for Legislation 23-8, 23-9 and 23-10. The meeting was called to order at 4:50 p.m. Attending were committee members Steven Lepard and Vickie Wilkins, City Administrator Dale Thornton, Director of Law Brent Howard, City Councilmember Ken Jones, Parks and Recreation Bryce Kuhn, Director of Communications and Constituent Services Nick Dutro, Development Coordinator Adam Gillmor representing TSEP, Seneca Regional Chamber Executive Director Bryce Riggs, Director of Internal Operations, Seneca Regional Chamber Deb Martorana, Stakeholder Relations and Marketing Manager, Seneca Regional Planning Marisa Stephens, Lee Wilkinson and Mayor Dawn Iannantuono joined by telephone. Mayor's Request for Legislation # 23-8 Hedges Park Hillside Reconstruction: Parks & Recreation Director Bryce Kuhn presented to the committee a project to build a retaining wall on the east side of the hill on Summit Street and will also be used as an entrance sign for Hedges-Boyer Park on the north side. The retaining wall has become necessary as erosion has taken its toll on the hillside with the removal of diseased trees. Mud that is washed upon the sidewalk has been a constant concern and much labor dedicated to the removal and maintenance. There are other benefits to the project beyond the control of erosion and that is safety. The sidewalk will be widened in certain areas so that pedestrians will be further away from traffic and sight lines will be improved. All work will be on city owned property, an adjacent property owner has been presented with the engineers drawings and is supportive of the project. The retaining wall will be concrete blocks installed much like dry stacked Lego blocks. This product has been used in two other city projects to the satisfaction of personnel. The maximum height of the wall will be 5 foot, heights are dependent upon elevations and terracing, total length of the wall could be as much as 2,000 foot. The wall will have a 4" drainage tile that will empty into an existing tile and will not cause any additional flooding of the lower level. The retaining wall project including the widening of the sidewalk in certain areas is estimated to cost \$64,817.00 Director Kuhn has obtained a \$32,000.00 grant and is prepared to use park capital dollars that are already allocated to finance the project. Councilmember Wilkins introduced a motion to authorize the Director of Law to prepare legislation for the specifications, construction and bidding of the Hedges-Boyer Hillside Reconstruction Project. The motion containing an emergency was seconded by Lepard and approved by a vote of 2-0. Mayor's Request for Legislation #23-9 Tourism Contract for the City of Tiffin: For the past few years, the City of Tiffin has provided \$25,000 to the Seneca Regional Chamber of Commerce for tourism related service and seeks to pursue a long-term partnership. The City is seeking a three year contract with the Chamber of Commerce for tourism related services. Executive Director Riggs reported on the benefits that the city receives from the funding including the little things that are often overlooked, examples include maps, kiosks, tours and related services, the community calendar, City of Tiffin website, tree program and the promotional benefit of the community. To be included in the contract will be the continuation of a presentation to City Council from Destination Seneca County. The city has found the partnership to be efficient and effective and look forward to continued success. Councilmember Wilkins introduced a motion to enter into an agreement with the Seneca Regional Chamber of Commerce to sign a three year contract in the amount of \$25,000 per year for tourism related services. Lepard seconded the motion, the motion passed 2-0. Mayor's Request for Legislation # 23-10 CRA Exemption Agreement: In 2016, the City of Tiffin approved a post- 1994 CRA tax exemption for the Tim Hortons property, 1630 West Market Street for a ten year period. Director of Law Brent Howard brought it to cities attention that the property was sold in April 2022, and according to the CRA tax exemption agreement, the City, former property owner and the new property owner need to approve an amendment to the agreement in order to maintain the tax exemption. According to TSEP President and CEO Aaron Montz the company and the property is in compliance with the CRA agreement and the

new property owner is in agreement. Development Coordinator Gillmor verified that the information was correct and is seeking approval of the amendment. Councilmember Wilkins presented a motion to approve the CRA exemption agreement Lepard seconded the motion, the motion passed 2-0. With no further business the meeting adjourned at 5:19 P.M. Respectfully submitted, Steven Lepard, Chairman

Councilmember Wilkins reported that the Recreation and Public Property Committee was held on Tuesday, February 14 at 4:30 p.m. in Council Chambers to discuss Mayor's Request for Legislation #23-14 regarding new federal sirens and any other business that may come before them. Attending were committee members Ken Jones and Vickie Wilkins, Mayor Dawn Iannantuono (via phone), Director of Law Brent Howard, City Administrator Dale Thornton, Director of Communications & Constituent Services Nick Dutro, Lt. Matt Gray of the Tiffin Fire-Rescue Division, and Councilmembers Steve Lepard and John Spahr, also participating in his role as the Seneca County EMA Administrator.

Councilmember Wilkins read Mayor's Request for Legislation #23-14 regarding new federal sirens: "I have been informed that four of the City of Tiffin's sirens - located at the Seneca County Fairgrounds, Minerva St (Noble Elementary), Glenn St (Krout Elementary) and Water Pollution Control Center - are in serious need of updating, with outdated parts that are unable to be sourced and poles that need replaced. Of those four sirens, the one at the Seneca County Fairgrounds is in most need of being addressed, as it both is inoperable and needs to be moved to another location within the Fairgrounds. We have obtained quotes to get new equipment and have it installed, but I wanted to have a Council committee meet to discuss moving forward on this project." Councilmember Wilkins then asked Nick Dutro to explain the invoices that have been presented to council. Dutro explained there are quotes for new equipment from Sound Solutions and separate quotes for installation only from Sound Systems and two quotes from Clouse Electric for installation. The quote from Sound Solution includes installation of the equipment only and does not include moving a pole at the fairgrounds site so there would be costs above and beyond that. The Clouse Electric quotes came in a little lower all together. Options were offered for just the fairgrounds pole and also per pole for all of the installations. The total cost of the equipment only is \$56,810.40. The installation with Clouse \$28,286 for a total of \$85,096.40. Dutro mentioned that we could just do the fairgrounds pole since that is not currently working at all and that would cost \$22,538.60. He did mention that if we waited to do the other three poles the equipment cost could increase in the future. Lt. Matt Gray explained they have been having issues with all of the older sirens and believes they are probably 40-50 years old. It is difficult to source parts and it is very old technology. It takes two people to lift the equipment in a bucket truck. Newer equipment is easier to access and very current technology and easier to get parts should they need an update. Dale Thornton indicated the team has done a great job nursing the old equipment that we have but believes that they are past it at this point. Councilman Lepard asked how many sirens we had in the city. We have 8. He noted this has been coming for a long time. He asked if it would be a wise idea to put away funds each year for replacement. Dutro said we purchased additional equipment for the 4 we have that are updated. The equipment could be used and is similar to what we are looking at today and that the expenses for these is not like a road or a bridge. Thornton said these 4 need immediate attention. Lt. Gray said we have 4 that are in good shape and have gotten upgrades. They were put in with homeland security money. Dutro asked Councilmember Spahr if there are opportunities for grant funding. Spahr shared that funding for outdoor warning sirens are the last on the list that are voted on. Typically all the money is gone when they get to them. Spahr said there is no funding available. Spahr also noted that moving the siren at the fairground is a benefit to us because it would be hooked into the generator at the public safety building so that it would have power even during a storm. It also would not cost the city to be hooked into that generator. Wilkins asked if the money for this needs to come out of capital and it would need to be appropriated. Thornton said this will need to be locally funded that council would need to appropriate. Law Director Howard asked if this has been bid out in the best interest of saving money for the city. Lt. Gray said the equipment from Sound Systems is essentially a state bid price. It is the exact same price from Federal or Sound Systems. Law Director Howard asked if this was a state purchasing program if we purchased all of these. Lt. Gray said he would need to look on the state procurement website, but reiterated that this is the best price. Thornton clarified that we are essentially supplying the equipment to the installer. Law Director Howard recommended that this should be authorized by ordinance. We would have an ordinance that authorizes a contract using the state purchasing program through Sound Solutions and enter into an agreement with Clouse Electric to install them. Thornton asked Lt. Gray if we think these are in danger of failing this year. Lt. Gray said that is a tough question but the one at the fairgrounds is currently not working and needs replaced immediately. Councilman Jones asked if this was an emergency and it was discussed that this is an emergency because one siren is not working.

As the committee chair, Wilkins instructed the Law Director Howard to prepare legislation for the purchase and installation of four federal fire sirens, as well as to work with the Director of Finance for appropriation. Dutro noted that he spoke with Director of Finance Kathy Kauffman and she agreed we should do all four. Councilmember Wilkins opened up for any more discussion. With no further business the meeting adjourned at 4:50 P.M. Respectfully submitted, Vickie Wilkins, Chairman.

No additional Committee of the Whole was scheduled by President Boyle.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono introduced special guest and former mayor Aaron Montz, who is now CEO of TSEP. Montz introduced Donna Gross as the new Downtown Tiffin Main Street Manager replacing Amy Reinhart and said he is highly qualified and will continue to lead Downtown Tiffin to greater heights. Gross told Council she is a graduate of Heidelberg University with degrees in Public Relations and Business Administration, and she continues to teach there as an adjunct professor. Three years ago she opened Relevé Barre Studio in the Laird Arcade. She said she intends to keep going with the wonderful momentum that Tiffin has. Mayor Iannantuono said it was a great pleasure to welcome her with her great personality and outreach to people, and as a small owner downtown she is a great asset.

The Mayor said they are still taking applications for Director of Communication, which need to be sent to the HR Director by Friday, February 24th. As time allows she is preparing informational sheets about how things are done.

Mayor Iannantuono then introduced Director of Communication and Constituent Services Nick Dutro, who gave his annual update. Dutro said he joined the City in late 2021 as the first-ever Director of Communications and Constituent Services with a focus on communications, as well as assistant with the day-to-day functions for the Mayor and City Administrator. With a background in journalism and having worked for ten years at the Advertiser-Tribune, he joined TSEP as development manager where he handled press releases and social media as part of the City's contract with TSEP. In the past year there have been some changes in City leadership and Council, and a lot of events have been held including the celebration of our 200 Bicentennial. In his position he provides day-to-day support to the Mayor and City Administrator in the form of scheduling, weddings, proclamations, meeting notices and nominations. He is also able to be a proxy at meetings in City Administration or for the Mayor if needed. He has provided support for some organizations such as the Tree Commission, TMAC, Seneca County Tourism and Downtown Marketing and Design Committees as an ex officio member. He also supports events by attending, doing meets and greets and taking pictures. Dutro said his most important work is on the communications side by managing the websites, press releases, social media and acting as the point of contact for the media which ultimately saves time for the Mayor and department heads. In 2022 he wrote 91 press releases vs 85 from 2019-2021, which were picked up for publication as stories in print and online media 355 times, so we are getting more information to the media with an in-house person. Dutro said every day he tries to have social media post in order to keep engagement up. The four main ones are Facebook, Instagram and Twitter, with LinkedIn added this year. We have had quite a jump this year on Facebook at no cost. Followers have continued to increase, with 1.7million people reached by our posts. He said his biggest task and accomplishment has been updating the City's website. While at TSEP he had begun the process and updated a number of entities when rebranding the website with the help of Triad in Cuyahoga Falls. The refresh on the website makes it easier to find things and makes it more welcoming; it also includes drone footage done by a local company and gives us a great deal of stock images we can use. Our website traffic has increased because there is more content. Councilmember Jones asked when his official start date as City Administrator would be. City Administrator Thornton said his last day is March 9, so Dutro's official start date would be March 13. If needed, the Mayor can sign documents in lieu of the City Administrator. Jones also asked who was on the search committee, and he was told that it consists of Dale Thornton, Nick Dutro, Deb Reamer and Mayor Iannantuono. Department heads may be brought in for a second interview depending on the candidates. Councilmember Perry asked what the date would be to fill the Communications position. Dutro said it would depend; if they found someone exceptional but who could not start right away, he could handle both temporarily.

Mayor Iannantuono also reported that Bird scooters will be ending their services here on March 2 as they are scaling back to concentrate on larger communities.

3961

Events:

- The Mayor congratulated the Chamber on another successful Casino Royale. She noted that they have 497 members and may soon be surpassing 500.
- She and Nick Dutro will be taking an American Red Cross adult First Aid, CPR and AED blended course offered in conjunction with The Chamber. They have been working on the online portion.
- The cutoff date is February 28 to sign up for the Tiffin Police Department's Citizens Academy, which she highly recommended.
- TSEP's annual meeting will be held Thursday, March 2.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:**

Director of Finance Report for the month ending:	JANUARY 31, 2023
Total Receipts for the month:	\$3,587,200.78
Total Expenses for the month:	\$3,451,265.65
The General Fund unencumbered balance:	\$4,366,151.34

The income tax receipts for January 2023 are \$1,147,117.68. The total annual increase in income tax receipts through January 2023 compared to January 2022 is \$201,227.69 or 14.92% decrease year to date.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for January 2023 is \$141,488.02.

The unexpended balance for all funds is **\$36,263,038.68**, which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the January financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Lepard seconded.

*Discussion: Councilmember Jones asked about the January 6<sup>th</sup> check for \$6,100 written to Adams Tree Service and why we weren't doing all the tree work ourselves. City Administrator Thornton explained that we are capable of doing just about everything, but we contract tree removal in two different situations, such as larger trees that do not present immediate damage or an immediate situation needing to remove a tree such as on a highway that needs six people and our people can do other work. He said it actually saves the City money. Arborists plan for the pruning and maintaining of some 9,000 trees in our urban forest. Proactive pruning helps us in not having to remove trees. Last year we did 40 and now we hope that it will be less than ten. On a voice vote, motion was approved 7-0.*

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard noted that people may have seen reports in the media that Tiffin Riverfront Development purchased the Kear property at 6 Market Street for \$750,000 and created a new LLC for the purchase. There is no mortgage as it was a cash purchase. In the next 30 days he expects to receive more details about the lending they require for the project. There are equity investors, one primary lender which is a bank, and PACE financing. He should receive a report when details are finalized. About that same time he hopes to have details of the developer's construction of the impacted City parking lot and the necessary improvements that will be done to the river wall as well. With those details Council can approve the construction and finalize the TIF previously approved by ordinance. Howard also reported that he had signed up on behalf of Council for the open meeting/public records training to be held on Friday the 24<sup>th</sup> and will share a report of the highlights with Council.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-11 – Appointment to Zoning Board of Appeals (Fred Shelt)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-15 – Appointment to Sandusky County-Seneca County-City of Tiffin Port Authority (Bill Black) – *Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-16 – Changes to Codified Ordinance 149 (Appointments & Promotions – Police and Fire Departments) – *Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-17 – Changes to Codified Ordinance 143 (Fire Department revisions) *Referred to Personnel & Labor Relations Committee*

**3962**

Mayor's Request for Legislation #23-18 – Changes to Codified Ordinance 142 (Fire Department - Alarm Systems) – *Referred to Personnel & Labor Relations Committee*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-3**, introduced by Ken Jones and read for the third time.

RESOLUTION AUTHORIZING THE SALE DURING CALENDAR YEAR 2023 OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE, OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED, BY INTERNET AUCTION, PURSUANT TO OHIO REVISED CODE SECTION 721.15(D), AND DECLARING AN EMERGENCY.

Councilmember Jones moved for passage; Councilmember Perry seconded

*Discussion: Councilmember Jones explained that the emergency was necessary to sell the unused property as soon as possible.*

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

**Resolution 23-5**, introduced by Cheyane Thacker and read for the second 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 BASIN 24 AND 30 INFLOW REDUCTION PROJECT, DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN, AND DECLARING AN EMERGENCY.

**Resolution 23-9**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF MICHAEL HAYES TO SERVE A TERM ON THE CITY OF TIFFIN LOCAL BOARD OF TAX REVIEW FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilmember Perry moved for passage; Councilmember Wilkins seconded.

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

**Resolution 23-10**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF NICOLE MILLER TO SERVE A TERM ON THE THOMAS CONNER MEMORIAL COMMISSION FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilmember Perry moved for passage; Councilmember Wilkins seconded.

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

**Resolution 23-11**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF KEN BAKER TO SERVE A TERM ON THE TREE COMMISSION FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilmember Perry moved for passage; Councilmember Thacker seconded.

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

**Resolution 23-12**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF JOSE ARIAS JR. TO SERVE A TERM ON THE THOMAS CONNER MEMORIAL COMMISSION FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilmember Perry moved for passage; Councilmember Thacker seconded.

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

**ORDINANCES:**

**Ordinance 23-4**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED OR THE CITY ADMINISTRATOR TO COMPETITIVELY BID FOR THE PURCHASE OF ROAD SALT.

**Ordinance 23-5**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE 2023 STREET PAVING PROGRAM, AND DECLARING AN EMERGENCY.

**Ordinance 23-6**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR ENGINEERING, DESIGN AND CONSULTING SERVICES FOR FLOW MONITORING AS PART OF THE CITY'S SANITARY SEWER LONG-TERM CONTROL PLAN.

**Ordinance 23-7**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONSTRUCTION CONTRACT FOR THE CSO BASIN 24 AND 30 INFLOW REDUCTION PROJECT, AND DECLARING AN EMERGENCY.

**Ordinance 23-8**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$9,000.00 INTO THE CITY ADMINISTRATOR AND GENERAL ADMINISTRATION BUDGETS.

**Ordinance 23-9**, introduced by Steve Lepard and read for the first time.

ORDINANCE APPROVING AND AUTHORIZING THE MAYOR TO SIGN AN AMENDMENT TO A COMMUNITY REINVESTMENT AREA TAX EXEMPTION AGREEMENT TO ASSIGN THE AGREEMENT TO THE NEW PROPERTY OWNER OF 1630 W. MARKET STREET WHERE THE TIM HORTONS STORE IS LOCATED, AND DECLARING AN EMERGENCY.

Councilmember Lepard moved for suspension of the three-reading rule and passage; Councilmember Spahr seconded.

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

**Ordinance 23-10**, introduced by Steve Lepard and read for the first time.

ORDINANCE APPROVING AND AUTHORIZING THE MAYOR TO SIGN A THREE-YEAR CONTRACT WITH THE SENECA REGIONAL CHAMBER OF COMMERCE FOR MARKETING AND TOURISM RELATED SERVICES, AND DECLARING AN EMERGENCY.

**Ordinance 23-11**, introduced by Steve Lepard and read for the first time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONSTRUCTION CONTRACT FOR THE HEDGES-BOYER PARK HILLSIDE RECONSTRUCTION PROJECT, AND DECLARING AN EMERGENCY.

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

*Discussion: Councilmember Lepard explained that the reason for the suspension was to begin the bidding with the contractors due to the length of time needed to schedule; it is imperative that we move forward as soon as possible due to the hill erosion. Director of Law Howard noted that this had been discussed that morning in the Department Heads meeting when Parks Director Bryce Kuhn explained that part of the specs prepared have certain dates that we do not want the contractor working, so he needs to schedule the project as soon as possible so it doesn't interfere with these dates. We can also get a better price the sooner it is bid.*

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

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**Ordinance 23-12**, introduced by Vickie Wilkins and read for the first time.

ORDINANCE AUTHORIZING THE BOARD OF CONTROL TO AWARD AND THE CITY ADMINISTRATOR TO EXECUTE ONE OR MORE CONTRACTS TO PURCHASE AND INSTALL FOUR (4) EMERGENCY SIRENS IN THE CITY, AMENDING THE BUDGET FOR THE EXPENSE OF THE CONTRACTS, AND DECLARING AN EMERGENCY.

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

*Discussion: Councilmember Wilkins reiterated what she had stated in her report that the emergency is needed because one of the sirens is not working and the others are 30-40 years old.*

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

**OTHER BUSINESS:**

Councilmember Perry announced a Personnel & Labor Relations Committee meeting on Monday, February 27, 2023 at 5:15 p.m. in Council Chambers to discuss Mayor’s Requests for Legislation #23-11, #23-15, #23-16, #23-17, #23-18 and any other business that may come before them.

Councilmember Perry also spoke regarding the Councilmember candidate petitions that had been thrown out as it directly impacts this body. He said that becoming a candidate should be easier so that the voters can decide, and taking some of the voters out of it is shameful. It would have been four people affected, and we need strong leadership. Director of Law Howard explained that if you want to make any changes you have to change the Charter, and voters approve the Charter. It is not necessary to wait ten years for the mandatory review; it can be presented for review now. He said he also understood the concern as he was part of last two Charter reviews and hates to see someone who desires to be on the ballot and can’t be. He said he had thought long and hard about what we could do to add to what the Board of Elections provides to the candidates. We cannot require them to do anything other than what the Charter says, but he was sure they would be open to providing additional information and suggested the possibility of a meeting with the Board. He has heard the suggestion of increasing the instructions, and there are several ways to do that such as providing the exact language of what is in Charter. He said he would provide some information to the Board of Election’s office, which he can perhaps do in more formal way. Councilmember Wilkins explained what had happened in her case because she was initially appointed, and this was the first time she has run for a position. She believed she had everything when she was handed the sheet of instructions but there were no instructions for #21. That particular box is below the signature line, and since she did not have a committee but was a committee of one, she did not complete it. She felt there should have been instructions for #21. To the new person the process is very intimidating and it needs to be made easier. Councilmember Leopard noted that the Board had actually approved a petition where the candidate did not put down what position he was running for. President Boyle added she would love to see both Councilmember Jones and Wilkins return. Councilmember Jones said there is a Board of Elections meeting scheduled for Friday the 24<sup>th</sup> at 10:00 a.m.; the meeting on the 13<sup>th</sup> did not allow for any input. Mayor Iannantuono said she has been on the ballot many times over the years and has felt very intimidated but they can’t answer your questions. Unfortunately, they did not do a better job of stressing about the committee, and it is confusing and unfair.

**ADJOURNMENT:** 8:22 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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**COMMITTEE OF THE WHOLE:** The regular Committee of the Whole meeting was held Tuesday, February 21, 2023 at 6:47 p.m. in Council Chambers. Attending were Councilmembers Steve Lepard, Ken Jones, Kevin Roessner, Daniel Perry, Vickie Wilkins, Cheyane Thacker, and John Spahr, Jr. Also attending were Mayor Dawn Iannantuono, Director of Law Brent Howard, City Administrator Dale Thornton, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Nick Dutro.

Mayor Iannantuono requested suspension of Ord. 23-9 for the CRA of property transferred to new owners last year so we can now be compliance, as well as Ord. 23-11 in order to get better bids for the Hedges-Boyer Park Hillside Reconstruction project and have better flexibility in getting the work done. She also requested suspension of Ord. 23-12 since it is important to move ahead with authorizing the purchase and installation without going through the bidding process. There is a real and present emergency because one siren is inoperable, and the other three are 40-50 years old and difficult to maintain. Director of Law Howard explained that if we went through the normal bidding process it would .taken longer and public safety is in danger. Our Charter allows for this as long as Council approves the ordinance. He added that this has been done maybe a half dozen times in his 27 years working with Council, and it has to be for a very good reason,

**ADJOURNMENT:** 6:50 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_ Clerk of Council

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## MARCH 20, 2023 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. President Pro Tem Lepard 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Elizabeth Croak, and Police Chief David Pauly.

**MINUTES:** The minutes of the March 6, 2023 Regular and Committee of the Whole Meetings were approved as written.

### COMMITTEE REPORTS:

Councilmember Thacker reported that a Streets, Sidewalks, Sewers Committee meeting was held March 15, 2023 at 5:15 P.M. in the Tiffin City Hall Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, and Steven Lepard, along with City Engineer Matt Watson, City Law Director Brent Howard, Mayor Dawn Iannantuono, and City Administrator Nick Dutro. Thacker called the meeting to order. The purpose of the meeting was to discuss Mayor's Request for Legislation #23-19 - Sewer and Easement for Fairview Hill Condominium Development, the HSTS Elimination Project, and any other business presented. Item One: City Engineer Matt Watson informed the committee of Mayor's Request for Legislation #23-19 - Sewer and Easement for Fairview Hill Condominium Development. Infrastructure for the sewers has been installed and the developers are ready to turn it over to the City for long term maintenance. Roessner asked if there would be sidewalks on the property. Watson said there will be sidewalks along Euclid Avenue. Lepard asked about the retention pond and if it would have any boundaries. He was concerned it may be unsafe if it held water for a significant amount of time. Watson described the retention pond as having gravel, but would primarily be a dry basin that would dry relatively quickly. Roessner moved to have the law director prepare the necessary legislation, an Ordinance Authorizing the Mayor to Accept Permanent Easements from R & L Zeis Family Partnership III, LTD. for Sanitary and Storm Sewer Purposes in the Fairview Hill Condominium Development on Euclid Avenue in the Third Ward of the City, and Declaring an Emergency. Lepard seconded the motion. The motion passed 4-0.

Item Two: Watson informed the committee of the HSTS Elimination Project. The project came about in 2021 to eliminate septic systems in the City through a grant. One of the purposes of this grant was to improve water quality. At the time, there were 10 known septic systems in the City and the cost would be \$520,000.00, with a \$390,000.00 grant. Between the initial announcement of the project and current date, several other property owners alerted the City of additional septic systems to a total of 17 septic systems. Between inflation and the almost doubling of septic systems, the cost of the project has increased to 1.6 million dollars, but there is no increase in grant funding. Roessner moved for the law director to prepare legislation, an Ordinance Authorizing the Mayor to Accept Easements and Licenses for Sanitary Sewer Purposes for the Home Sewage Treatment Systems (HSTS) Elimination Project, and Declaring an Emergency. Jones seconded the motion. The motion passed 4-0. Because of the increase of funding necessary to complete the project, the budget must be amended. All inspections will be done by the City Engineer's office. Grant funding will go toward the sewer laterals to each property and the sewer funding will go toward the main structures. Steve asked about homes on 8th Avenue as some are in the City Limits and some are just outside. Howard mentions that he believes the City picked up a few more properties on a previous project. Howard asked Watson if he thought most of the new projects were unique and hard to reach. Watson confirmed that Howard was correct. Howard also noted that doing these sewer projects do a greater service for our whole community including benefits to health and environment. Lepard moved for the law director to prepare legislation, an Ordinance Authorizing the City Administrator to Prepare Plans and Specifications, Advertise for and Receive Bids, and Recommend and Execute for the Home Sewage Treatment System (HSTS) Elimination Project, Amending the Budget for the Expense of the Contract, and Declaring an Emergency. Roessner seconded the motion. The motion passed 4-0. With no further business the committee adjourned at 6:01 P.M. Respectfully submitted, Cheyane Thacker, Chairperson

No additional Committee of the Whole was scheduled.

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## REPORTS OF THE OFFICERS

### MAYOR DAWN IANNANTUONO:

Mayor Iannantuono first presented special guest Elizabeth (Liz) Croak, who was to start the next day as the City's new Director of Communication and Constituent Services. They will be taking around to meet the various departments.

The Mayor then introduced Police Chief David Pauly, who gave his annual update. **Chief Pauly opened with the 2022 statistics:**

- 12,074 calls for service (35/day)
- 2% increase in Part I more serious, violent crimes
- 645 accidents and 8 collisions with the Viaduct Bridge
- 989 parking tickets, and a 2-1 ratio of traffic warnings to citation because education is the best tool and improves traffic safety
- 18 missions by Black Swamp Emergency Services Unit
- 5,162 officer-initiated activities
- 3,000 hours of training – TPD has a great reputation of being well-trained
- 4.3 second call response time with 911 dispatch time reduced by .4 seconds

Chief Pauly said Sir Robert Peel wrote nine Principles of Policing in 1829 that are still relevant today, with #7 being the most important to him: “The Police are the Public and the Public are the Police”. He said that the key to preventing crime is earning public support, and every community member must share the responsibility of preventing crime. He then stated the department’s Vision Statement: “The Tiffin Police Department, utilizing 21<sup>st</sup> Century policing methods and strategies will be the best department of its size in the State of Ohio.”; Mission: The Tiffin Police Department is committed to providing a safe community by controlling crime through prevention, education and enforcement of the law”; and Values: “Fairness, Integrity, Respect, Service and Teamwork (F.I.R.S.T.)”. The current strength of sworn officers is 27, although by City Ordinance they are authorized to have 31 officers; they are currently advertising for two more. TPD has met 80% of its 2022 Goals; the remaining 20% were re-evaluated and half of them were re-assigned to the 2023 Goals. The top three for 2023 are: recruiting and retaining high caliber officers, wellness and resiliency and staff morale; and community engagement. Highlights for 2022 include setting up an Early Warning System; creating a Communications Supervisor position; two officers became licensed drone pilots and a state of the art drone was purchased; new body worn and in-car camera system; Back Swamp ERT collaboration; Case Management/CAD CFS Code System collaboration; earned top grade for Ohio Collaborative; earned a Gold Performance from Lexipol; and morale is on an upward swing. In 2022 the Patrol Division was comprised of one lieutenant, six sergeants, 15 patrol officers and one school resource officer. They handle welfare checks, downtown foot patrol, traffic stops, thefts, drug complaints, auto accidents, etc. Pauly noted that the crime rate is still lower than most cities our size in the state and across the nation. However, the Patrol Division is lacking in manpower since three police officers left the department in 2022 and have not yet been replaced, and the SRO is only available during the summer months. The Criminal Investigations Division is responsible for the investigation of major crimes both adult and juvenile. It consists of one lieutenant/detective and three detectives, one of whom is assigned full-time to the METRICH drug task. The SRO now reports to the Criminal Investigation Division’s lieutenant. This division saw a very large increase in the overall number of cases opened in 2022 vs 2021. 153 cases were opened and 158 cases closed, 201 of which were closed with arrests, which is on par if not better than state and national statistics. The Seneca County (METRICH) Task Force is a collaboration of the Tiffin Police Department, Seneca County Sheriff’s Office, the Fostoria Police Department and the Ohio National Guard. Tiffin had both a decrease in total drug overdoses and in fatalities, but a lot of it is because they are focused on getting the big folks. Chief Pauly said the Task Force continues to see Heroin/Fentanyl overdoses as the numbers also rise nationally, and Methamphetamine cases have picked up over the past three years as well. Also, there was a 56% increase in the number of firearms seized. The Black Swamp Emergency Services Unit was formed in September 2022 by a mutual aid agreement combining certain resources of the Tiffin Police Department, Fostoria Police Division and the Seneca County Sheriff’s Office. Tiffin supplied six SRT Operators and five CNT negotiators, along with two drone pilots. He said the combined team has proven to be an asset to all three participating jurisdictions. In 2023 they are planning a large sale training operation later in the year to hone the skills of all involved. The Communications Center is the central contact point staffed 24 hours a day by seven full-time dispatchers. During 2022 they handled or monitored 75,563 Police and Fire radio communications, handled 551 walk-in complaints and answered 4,833 calls to 911 with a response time of 4.3 seconds. Non-emergency phone line calls totaled

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41,804. Pauly noted that as a direct reflection of the training for all officers in de-escalation techniques, critical incident training and overall supervision, only 2.7% of all TPD arrests resulted in the need to respond to the arrested persons' aggression. Professional training in 2022 included Continual Professional Training mandated by the State of Ohio to maintain certification. Training is a necessary expense in the TPD budget, and officers did more than 3,000 hours of training in 2022. Equipment purchased in 2022 included newer Tasers, early warning system, body-worn cameras and in-car camera systems, a drone, BAC machine, upgraded servers and radios, an upgraded Phoenix Case Management System and CAD system, an Explorer for the police fleet and an SRT transport van. Chief Pauly then recognized employees who received special awards in 2022: Ofc. Michael Moore, Ofc. Andrew Stevens, Ofc. Kaden Wuescher, Lt. Jason Windsor, Sgt. Eric Aller, Sgt. Scott McDole, Ofc. Justin Nowak, Ofc. Marcus Somers, Ofc. Rebecca Timm, Ofc. Drew Westenbarger, Dis. Lanie French, Ofc. Elizabeth Mller and Dsp. Morgan Lynch. He also recognized former officers Richard Edelman and Gerald Sanders, who passed away in 2022. Chief Pauly outlined the various programs, services and information completed in 2022 and pointed out that members of TPD take opportunities every day to engage with the community. Councilmember Perry praised Ofc. Drew Westenbarger for his community engagement when he stopped and got the drone out to show it to 12 neighborhood children. Councilmember Thacker commended him on the mental health part which can be so overlooked. She asked if the Bola wraps were safer for all types of people and abilities; Chief Pauly it is like a bear hug to keep them from hurting somebody or themselves. City Administrator Dutro was part of a demonstration and said it is very non-invasive and you don't feel anything. Mayor Iannantuono said they use a laser so the officer knows where it is going. Chief Pauly report that they are rolling out the bike patrol and training two officers in May to be available at different events. They will have a rack on their vehicle and will pull it off when they hit a neighborhood. Chief Pauly also reported that he had selected Ofc. Liz Miller as the new K-9 officer, and they will get that program going again this year. President Pro Tem Leopard said he was very happy to have the K-9 Program back, and Pauly pointed out that a K-9 for the department is the community's best friend.

Mayor Iannantuono reported that there has been another resignation on the Seneca County Board of Health; she will be making a recommendation at the next meeting and the corresponding resolution will be one reading only. Also, the Ella St. road closure will be 8:30 a.m. to 2:00 p.m. with full closures after Labor Day for several utility jobs. The Mayor said she had met with a contingency of women from Moldova traveling through Northwest Ohio and Southern Michigan; the event was hosted by Jessica Wirth at Bailiwicks.

#### Events:

- March 22 at 9:50 a.m. there will be a Seneca County and statewide tornado drill for 3 minutes.
- The Chamber is holding the "Be a Tourist in Your Own Town" event March 24-26.
- Sign-ups are now available online for the Parks day camps.
- The annual park cleanup is April 15 at 9:00 a.m.
- Lifeguards and other positions will need to be filled for the summer season.

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

#### **DIRECTOR OF FINANCE KATHY KAUFMAN:**

Director of Finance Report for the month ending:	FEBRUARY 28, 2023
Total Receipts for the month:	\$3,249,442.75
Total Expenses for the month:	\$3,229,234.88
The General Fund unencumbered balance:	\$4,251,050.52

The income tax receipts for February 2023 are \$838,204.58. The total decrease in income tax receipts in February 2023 compared to February 2022 is \$23,767.36. The total year to date decrease is 10.18%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for February 2023 is \$104,338.98.

The unexpended balance for all funds is **\$36,283,246.55**, which is the same as the bank balances for the same time period.

Finance Director Kaufman noted that the January decrease was 14.92% and is now 10.18%, so she is watching it closely.

**3976**

Councilmember Roessner moved to accept the February financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Perry seconded.

*Discussion: Councilmember Jones asked about checks payable to John's Towing for three different departments: WPCC, Public Works and the Fire Department. Finance Director Kaufman explained that they were for repairs for some larger equipment and maintenance on others.*

On a voice vote, motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard followed up with the issue that arose at the previous meeting during Oral Communications when Jerry and Jeanie Green addressed Council about the use of their vehicle inside the City of Tiffin and provided pictures and a spec sheet. Since it was unclear in his mind as to what type of vehicle it was, he did some research, talked to them and requested a copy of the certificate of title for their vehicle from the Seneca County Title Office. It showed that it is a utility vehicle and defined in Ord. Section 4511.214 that we dealt with regarding golf carts. That code section on golf carts and utility vehicles states that they are not allowed in a municipality like ours unless licensed for use on certain city streets with a speed limit up to 35 mph. He said he informed Tiffin Police Department and the Greens that it is not allowed in the City of Tiffin. Councilmember Perry asked if there was any way to separate golf carts from utility vehicles. Howard said he believed you could separate them because they are different types. Perry said he thought it wise to do so because they are not the same thing. Councilmember Jones said three people in the Second Ward approached him about the golf cart issue and his opinion has changed with the Bird scooter problems in town. *President Pro Tem Lepard assigned the matter to the Streets, Sidewalks and Sewers Committee for further discussion.*

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-21 – Tax Incentive Review Council (TIRC) Recommendations

*On file in Clerk of Council's office; legislation prepared under Res. 23-15.*

Finance Director's Request for Legislation #F23-4 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the City Administrator and General Administration Budgets (\$12,400.00 + \$10,000.00)

*On file in Clerk of Council's office; legislation prepared under Ord. 23-19.*

Finance Director's Request for Legislation #F23-5 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Parks Budget (\$49,253.72 total various donations and grants).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-20.*

Finance Director's Request for Legislation #F23-6 to amend the 2023 Budget Ordinance 22-108 to appropriate additional funds into the budget for fund 284 (TIF II S. Shaffer Pk. Dr. +\$2,500.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-22.*

Finance Director's Request for Legislation #F23-7 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the City Administrator and Finance Office budgets (various amounts).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-21*

**ORAL COMMUNICATIONS:**

David Koehl addressed Council on his own behalf and not as member of the Board of Elections or the RNC on the issue of the Council petition process. He attended the evening's Committee of the Whole and thought Director of Law Howard had summarized everything very well. The Committee of Five in state law is optional, and although he himself had been opposed to it, the Charter Review Commission chose to make it a required Committee of Three and presented it to Council, and they and the voters approved it in 2011. Later some changes were made in 2019 which in 2021 Council and the voters also approved. He said he respects those decisions and it is important that the Board of Elections recognize the legislative intent. Koehl added that Board members are prohibited from rechecking petitions and noted that many candidates come to the Republican luncheons and ask for help. He also explained that the City petitions are separate and not a Secretary of State petition. Committees are not required under ORC. The first of the 19 points is to complete the petition. Seneca County Prosecutor Derek DeVine's opinion was that the petitions were substantially completed, but the majority of the Board felt otherwise. Mayor Iannantuono said she appreciated his explanation and his perspective, but the whole problem in this situation was that the Board gave people two different petitions with some getting the new version and some the old, and they knew it, so why not give them the benefit of the doubt and treat them fairly and the same. Councilmember Perry said it was obviously someone's job to update the instruction sheet. Nothing was said on the City application about a Committee of Three and it should have been on the instruction sheet.

**3977**

Executive Director of the Seneca Regional Chamber of Commerce Bryce Riggs asked for Council's approval of Ord. 23-10 for the renewal of the three-year service contract with Tiffin. He said that the Seneca County Commissioners just approved their contract, and it allows the Chamber to forecast their projects, especially since a lot are multi-year projects. Riggs added that they are a very committed organization and just received the Outstanding Chamber of the Year Award.

Jeanie and Jerry Green presented a formal request for legislation so that they can drive their utility vehicle in town. President Pro Tem Lepard said City of Tiffin law does not permit utility vehicles on the streets, but the Streets, Sidewalks and Sewers Committee has been assigned to look at it.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-15**, introduced by Steve Lepard and read for the first time.

RESOLUTION ACCEPTING THE RECOMMENDATION OF THE TAX INCENTIVE REVIEW COUNCIL TO CONTINUE CERTAIN TAX INCENTIVE AGREEMENTS WITH LOCAL BUSINESSES AND PROPERTY OWNERS, AND DECLARING AN EMERGENCY.

**ORDINANCES:**

**Ordinance 23-10**, introduced by Steve Lepard and read for the third time.

ORDINANCE APPROVING AND AUTHORIZING THE MAYOR TO SIGN A THREE-YEAR CONTRACT WITH THE SENECA REGIONAL CHAMBER OF COMMERCE FOR MARKETING AND TOURISM RELATED SERVICES, AND DECLARING AN EMERGENCY.

Councilmember Lepard moved for passage; Councilmember Perry seconded.

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

**Ordinance 23-14**, introduced by Daniel Perry and read for the second time.

ORDINANCE AMENDING CHAPTER 142 OF TIFFIN CODIFIED ORDINANCES REMOVING THE ALARM SYSTEM PERMIT AND CITY MONITORING PROVISIONS.

**Ordinance 23-15**, introduced by Daniel Perry and read for the second time.

ORDINANCE AMENDING CHAPTER 143 OF THE TIFFIN CODIFIED ORDINANCES REVISING CERTIFICATION REQUIREMENTS, RESIDENCY REQUIREMENTS FOR NEWLY APPOINTED FIREFIGHTERS, AND AGE LIMITS FOR ORIGINAL APPOINTMENT OF EMPLOYEES IN THE FIRE/RESCUE DIVISION, ADDING GENDER NEUTRAL LANGUAGE, AND DECLARING AN EMERGENCY.

**Ordinance 23-16**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT EASEMENTS AND LICENSES FOR SANITARY SEWER PURPOSES FOR THE HOME SEWAGE TREATMENT SYSTEMS (HSTS) ELIMINATION PROJECT, AND DECLARING AN EMERGENCY.

**Ordinance 23-17**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT PERMANENT EASEMENTS FROM R & L ZEIS FAMILY PARTNERSHIP III, LTD. FOR SANITARY AND STORM SEWER PURPOSES IN THE FAIRVIEW HILL CONDOMINIUM DEVELOPMENT ON EUCLID AVENUE IN THE THIRD WARD OF THE CITY, AND DECLARING AN EMERGENCY.

**Ordinance 23-18**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE HOME SEWAGE TREATMENT SYSTEM (HSTS) ELIMINATION PROJECT, AMENDING THE BUDGET FOR THE EXPENSE OF THE CONTRACT, AND DECLARING AN EMERGENCY.

**3978**

**Ordinance 23-19**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$12,400.00 INTO THE GENERAL ADMINISTRATION BUDGET AND \$10,000.00 IN THE CITY ADMINISTRATOR CAPITAL BUDGET FOR COMPUTER EXPENSES.

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

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

**Ordinance 23-20**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$49,253.72 OF DONATIONS AND GRANTS RECEIVED INTO THE PARK BUDGET.

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

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

**Ordinance 23-21**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$50,870.00 INTO THE CITY ADMINISTRATOR AND FINANCE OFFICE BUDGETS FOR RETIREMENT AND OTHER PERSONNEL EXPENSES.

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

*Discussion: Councilmember Jones explained that the three-reading rule was being suspended to get the money paid timely.*

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

**Ordinance 23-22**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$2,500.00 INTO BUDGET FOR FUND 284-TIF II S. SHAFFER PARK DRIVE FOR INCOME TAX REVENUE SHARING WITH HOPEWELL-LOUDON SCHOOL DISTRICT.

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

**OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on Tuesday, March 28, 2023 at 5:15 p.m. in Council Chambers to discuss utility vehicle and golf cart usage in the City of Tiffin and any other business that may come before them.

Councilmember Perry addressed the council petition issue again regarding the signature line not being under the under the Committee of Three section. Director of Law Howard said the order of the petition is in the Charter under Article 10: "The form shall be substantially as follows..." so the petition is exactly what is laid out. If you want to make a change, you will have to ask voters to approve it. He cautioned Council to make sure it achieves what you want, or perhaps there are other parts of Article 10 that achieve what you want. Councilmember Perry said that having to sign above the Committee section caused confusion. Another change would be not to let the Board of Elections pass out instructions and we should do it. If the petitioner is an independent and they pass away, it's on the application and it goes to them or a Central Committee. Howard said that one way to deal with latter would be to change one word, i.e. the Committee "may" versus "shall". Perry was concerned that it might leave it up to objection. Howard suggested another Committee of the Whole meeting to give him time to think about it. He said using the word "may" is permissive, so perhaps they could work on the language to make it absolutely clear to the Board of Elections. President Pro Tem Lepard asked Councilmember Perry to put his ideas on how to improve it on paper and provide a copy for all to review.

President Pro Tem Lepard announced that the Monday, April 3, 2023 Committee of the Whole meeting would begin at 6:15 p.m. in order to continue discussion of the Council petition process.

**3979**

**ADJOURNMENT:** 8:52 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

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

Clerk of Council

**APRIL 3, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Elizabeth Croak, and Fire Chief Rob Chappell.

**MINUTES:** The minutes of the March 20, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:**

Councilmember Thacker reported that a Streets, Sidewalks, Sewers Committee meeting was held March 28, 2023 at 5:15 p.m. in the Tiffin City Hall Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, Daniel Perry and Steven Lepard, along with Council Members Vickie Wilkins and John Spahr, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, Communications Director Liz Croak, and Chief Pauly. Also attending were the following members of the community: Lee Wilkinson, Jerry and Jeanie Green, Bob Scheiber, Todd Sarka, Urb Elchert, Jim Lang, and Kevin Hughes. Thacker called the meeting to order. The purpose of the meeting was to discuss utility vehicle and golf cart usage on City streets and any other business presented. Lively discussion was had by all members of Council. Jones mentioned that he was previously against a golf cart ordinance because the chief of police did not find golf carts to be safe on the road. He had only one constituent contact him previously to say they were for a golf cart ordinance. He has changed his mind and is now in favor of an ordinance allowing golf carts because he has had several people contact him in support. Jones has a grandson who used to drive a three-wheel vehicle with no issues. Roessner asked questions about the last time this measure was considered. Council has discussed the issue several times in the last few years, beginning in 2019. Roessner asked about the cost of getting a permit on a vehicle. Council would decide the permit cost. Roessner is in support of separating golf carts from utility vehicles and what is permissible in a potential ordinance. He has not had issues in other municipalities that allow golf carts on the roadway. Lepard expressed his concern for allowing golf carts on city streets. If an ordinance is passed, he will be in favor of several safety measures being included, such as no rear facing passengers, seatbelts, led lights, brake lights, turn signals, etc. He also told a story of a custom golf cart salesman from Attica who told him allowing golf carts on city roadways is a bad idea. Lepard was in favor of utility vehicles because they are similar to cars. Perry had no issue with golf carts and other utility vehicles being on city streets, but would be in favor of some safety measures or potentially not allowing them on streets at night. Howard said he would encourage Council to work with the Tiffin Police Department on criteria Council may require and make TPD the local law enforcement agency to do the inspection. Howard said the ability to have under speed vehicles is limited by the state of Ohio to streets under 35 mph, but Council could make other restrictions. Perry asked if any city around Tiffin had repealed their golf cart measure. Howard said he was not aware of any municipalities that had. Wilkins was in favor of golf carts on the roadway and felt they were safer than bikes. Wilkins said that each person must make an individual choice about their own risks. The Mayor is worried having golf carts on the city streets will be dangerous, slow down traffic and add to the congestion with all of the road work being done in the next few years. Perry said he thinks you would treat golf carts like a car and slow down behind them just like any vehicle or bike. Mayor Iannantuono said it is easier to get around a bike than a golf cart. Police Chief Pauly gave a report from his conversations with ten police departments in other municipalities and research on crashes from the Ohio State Highway Patrol involving Golf Carts. Most of the chiefs he talked with from other communities said the main issue is education for drivers within the first few months with permits and inspections. Some of the communities had used a pilot program. Chief Pauly's preference was that TPD be the agency issuing permits and doing inspections and that the limit would be on streets that are 25 miles per hour or less. Members of the community, Jerry and Jeanie Green, spoke about how they hope Council will consider treating golf carts and utility vehicles as different vehicle types. They live in Hopewell Township and like to drive into town in their utility vehicle for date night and errands. They encouraged the Council to allow utility vehicles to drive up to 35 miles per hour. Bob Scheiber was in favor of a pilot program with some restrictions for safety. Kevin Hughes spoke on his previous attempts to get golf carts on city streets, starting in 2019. He offered to bring back research he had previously given to Council. Lepard asked for copies of previous ordinances drafted by the law director referencing golf

carts. Perry asked to see ordinances passed by other similar communities. Jones is in favor of separating restrictions for utility vehicles and golf carts. The committee decided to do some more research on past ordinances prepared by Howard, ordinances passed by other communities, and discuss the topic again on April 17th at 6 pm. Thacker will announce the meeting during the regular City Council meeting on April 3, 2023. With no further business the committee adjourned at 6:57 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono introduced guests from the Kiwanis Club of Seneca County, which is spearheading the K9 fundraising campaign for the Tiffin Police Department. She also presented Ofc. Liz Miller who will be the dog's handler. Ofc. Miller hosted a bake sale and raffle to kick off the fundraising. She said having a K-9 unit will be beneficial for detecting and getting drugs off the street, for schools and for locating missing children. The goal is to raise a minimum of \$10,000 in the first campaign through several avenues. Donations can be made via Venmo, Zella and checks sent to the Kiwanis Club, 23 S. Washington St. She thanked Bolte Realty for their \$1,000 donation and said they are also applying for a matching grant. Details can be found on the Kiwanis of Seneca County Facebook page. Mayor Iannantuono thanked Kiwanis for stepping up and presented a donation to them from she and her husband Dan.

The Mayor then introduced Michelle Hess from CASA to speak on their need for volunteers. She said she was impressed with all they do on a limited budget. Hess said that CASA serves Seneca, Sandusky and Wyandot counties as special advocates for abused and neglected children. These children need someone speaking in court on their behalf. CASA saves the county thousands of dollars and also cover volunteer training. On April 25 at 5:00 p.m. there will be a meet and greet for a five-week training course at Tiffin CASA office. They are in dire need of volunteers since they are hounded with cases. Of the 99 cased in Seneca County alone, they had 16 children that went unserved, and they are going to come close to that number again this year. Councilmember Jones asked what age group they cover and Hess said that from birth to 18 years old. Councilmember Thacker asked if they had done a call out on social media or flyers to help get the word out and said she would help share the information. Councilmember Perry asked what kind of schedule commitment there was if someone were to volunteer. Hess said they leave it up to the volunteer but ask that they commit to two years, since the court gives the family one year to address the situation and if they are making progress it will give two six-month extensions. The average time per month is five to eight hours. If a volunteer would want to foster or adopt a child, they would have to be removed as a volunteer because of the more emotional connection.

Mayor Iannantuono read a proclamation declaring the month of April as 911 Education Month in Tiffin.

Mayor Iannantuono reminded everyone that effective April 4<sup>th</sup> the use of cell phones when driving must be totally hands free.

The Mayor then introduced Fire Chief Rob Chappell, who presented his annual update on the Tiffin Fire/Rescue Division. Chief Chappell opened by showing the promotional video done in 2022 highlighting the Fire/Rescue Division to the community and to assist with recruitment efforts. Community outreach and events included: TCS Reach Program; Handle with Care; a BRAG (Bridging Readiness After Graduation) Program with job shadowing; the Kiwanis Club cooking show where he and Chief Pauly served as celebrity chefs; Touch-a-Truck at Lincoln Elementary; third-grade city-wide tours; Breakfast at Kiwanis Manor; Shark Tank Event at Tiffin Middle School and .Public Safety Career Day with Vanguard-Sentinel. Summer events included: Tiffin University forensics camp; Youth Fire Academy Resident Advisor training with Tiffin University; Fire Department family picnic; Safety City with TPD; G Out to Walk at Washington Elementary; Downtown Trick-or-Treat and parade; assisted with CERT class testing and a mock disaster drill and Senior Bingo at various facilities. It is important to interact with the public to let them know who could be showing up in case of an emergency. Highlights from 2022 include: implementing a new record management system allowing them to pool the resources they must track under one platform; accepted an AFG award from FEMA for RIT Rapid Intervention paks; reviewed the EMS billing process and decided to continue with the current provider; ordered a new ambulance in February with expected delivery in February 2024 with the goal of maintaining four ambulances instead of three; Board of Pharmacy and BWO site impromptu inspections with just requests for a few documents; with the retirement of Dr. Fitzgerald a new medical director was selected; re-implemented the Chaplain Program when department retiree

George Morgan offered to do it; training fire on the Tiffin University campus in conjunction with their Drone Academy; an in-house paramedic refresher course; launched a YouTube page for in-house training purposes; and a new collective bargaining agreement was established through 2025. Fire Chief Chappell also spoke in memory of EMT Joseph Scherger, former Chief Thomas Huss and Firefighter/Paramedic Sean Tyler. Chappell then addressed the emergency response statistics: with a call volume in 2022 the trend is upward with a 19.7% increase since 2020 when the volume decreased sharply due to Covid; by districts, Wards 1, 2 and 3 had steady increases with Ward 4 slightly decreasing and the county still busy. EMS services have also increased since 2020.

Recruiting and staffing update: There are 14 people with 15 years or more of service, and everyone else is under that which gives us a relatively young staff. When those with 25+ service years leave, they take a lot of knowledge with them. He said he hoped to close the gap through the new collective bargaining agreement, with a starting pay improvement and probie pay no less than 10% of what they would make at first year rate. Plans for 2023 include bringing training opportunities into the department. Deputy Chief Mike Homan is reaching out to the State Fire Academy for training trailers, and they are also inviting county and Fostoria fire departments, as they also help with mutual aid events. Regarding the ambulance engine that blew up and has been at Tiffin Ford since last October, he just got the call that the new motor has arrived and they are putting a rush on it to get it back into service. Plans and preparations are also being made for the April 8, 2024 total solar eclipse. He has applied for a FEMA AFG to purchase all new self-contained breathing apparatus; the current equipment is ten years old and considered obsolete by FEMA. With the grant they could purchase 38 packs. They have also applied for the FEMA Safer Grant for staffing. They are looking for five people to get up to the maximum of 39 authorized. They need to get people to have three years' experience before others retire. This is a very competitive grant that would cover all wages benefits and pension for all five positions for three years at a cost of \$1.6 million. They are making continued efforts on employee wellness; they raise some money through "garage sale" money went to the Fire Department budget for about \$40,000 of workout equipment to use between the two stations and is available for use by all City employees. After 20 years of working with Mercy Hospital on physicals, they are now going with Life Scan Wellness for three-hour physicals. On November 18 they are welcoming Frank Viscuso, who is a great speaker on leadership with a firefighters undertone. They are working to select an architectural firm for a new fire station. There has been talk since 1962 of a third station, but the department isn't big enough to staff three fire stations. For right now the construction of a much needed new station on the west end is likely, and there will be meetings over the next couple of weeks for the preliminary work. Councilmember Lepard asked if we were continuing with chlorine training since WPCC has eliminated chlorine from their system. Chappell said we still have some in the area with the YMCA and the Holiday Inn, but nothing like WPCC had before. Lepard also asked about the proximity of college students to the railroad tracks and if there was any kind of safety system in place for derailments and hazardous spills. The Chief said that we do have the county plan on how to handle these, and we would rely on the county for evacuations, etc. Three years ago there was one on Miami St., and fortunately there were no spills; CSX was on the scene quickly. Heidelberg and Tiffin University send out text message alerts if there is an emergency. Councilmember Perry stated how lucky we are to have such great department heads in Tiffin. He also noted that the chart showed a lot of young people in the department now and asked how long it takes for one to get up to speed. Chappell explained that with the staffing module we always have three people assigned to equipment, and we are doing a better job today than before in refining the curriculum and development.

#### Mayor's Updates:

- She has selected John Bing to fill the recent resignation on the Seneca County Board of Health. She has worked with him on various committees and feels he will be a good addition to the Board.
- Road closures will continue throughout the city due to several utilities.
- City Hall will be closed Friday, April 7 for the Easter holiday.

#### Events:

- The Parks online sign-up for day camps will begin Wednesday, April 5.
- Oakley Park cleanup will be held April 15 at 9:00 a.m. Parks Department is in need of lifeguards and other seasonal employees, and Public Works also needs two seasonal employees.
- On April 11 she will participate in the United She Stands podcast on the novelty of being a woman mayor in the state of Ohio
- April 13-14 the Tree Commission Academy resumes training at NCOESC. She will attend the sophomore class along with Public Works representatives.
- Cycling Without Age will be hosting the "Wind in Your Hair" 5k on April 18 at Hedges-Boyer Park.
- Parking along the downtown streets will be closed Thursday for removing the snowflakes.

**3987**

Councilman Perry asked the Mayor how she chose John Bing for the Board of Health. She said he has a thorough resume, and she has worked with him off and over the years and she thought that he would be a good fit for what they need.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard reported that City Administration would be holding a meeting that week with the developer of Tiffin River Front Development Project, in particular to discuss the status of the financing he is trying to obtain and to continue discussion on his contribution towards the parking lot and the river wall. We have made a proposal regarding the TIF contribution Council had approved. Eventually it will come back to Council for legislation, and it can be withheld if not satisfactory. Howard said he would report back at a future meeting.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-22 – Appointment to Seneca County Board of Health (John Bing)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-23 – ODOT Resurfacing

*Referred to Streets, Sidewalks & Sewers Committee*

Finance Director's Request for Legislation #F23-8 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Street and Sewer Maintenance Dept. Budgets (\$55,749.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-24.*

Letters of interest in the Seneca County Board of Health vacancy (John Bing, Kimberly Carpenter, Matt Wolph and Mary Franks).

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

**ORAL COMMUNICATIONS:**

David Koehl addressed Council on his own behalf and not as member of the Board of Elections or former head of the Republic Central Committee about the Council petition process. He attended the evening's Committee of the Whole and noted that Council is interested in doing a separate instruction sheet from what the Board of Elections gives out to candidates for other offices. He said the Board of Elections will hold a meeting on April 12 at 3:00 p.m. and this item is already on the agenda for review. He noted that the instruction sheet had not been changed in the eight years he has been on the Board. He said that during the meeting it was mentioned about having a meeting on May 1 with the Board of Elections, but that is the night before the May 2 primary. President Boyle noted that since the Board is having a meeting on this issue in a couple of weeks, it probably did not make sense to hold the meeting on the 1<sup>st</sup> until we see what changes they make. Koehl also pointed out that a candidate may obtain signatures on their petition by any Republican, Democrat or Independent resident. He also said that there is no Democratic ballot in the county on May 2. He and Nancy Grandillo will be sending a letter to the Advertiser-Tribune to explain that if voting in a township it is only a Republic ballot as there are two candidates for Municipal Court Judge. The Democratic judge candidate goes on the fall ballot automatically in the townships. In Tiffin there will be a Republican ballot with all three mayoral and two judge candidates; if the voter is a Democrat or Independent they will get a non-partisan ballot for the mayor but not the judges. A Democrat or Independent will get a non-partisan ballot to vote for mayor but not the judges. Director of Law Howard clarified that it's not that there is no Democratic ballot but that all voters in Tiffin have the opportunity to vote for the Mayor's race. President Boyle canceled the proposed May 1 Committee of the Whole meeting at 6:00 p.m. in order to have more people involved. Councilmember Spahr asked Koehl if there would be a decision made about the document at the Board's April 12<sup>th</sup> meeting or would it be an ongoing discussion. Koehl said it was just for review, not for a decision. Councilmember Thacker stated that she did not want any potential inaction on somebody else's part so she wanted to proceed with our process.

**MOTIONS:** None.

3988

**RESOLUTIONS:**

**Resolution 23-15**, introduced by Steve Lepard and read for the second time.

RESOLUTION ACCEPTING THE RECOMMENDATION OF THE TAX INCENTIVE REVIEW COUNCIL TO CONTINUE CERTAIN TAX INCENTIVE AGREEMENTS WITH LOCAL BUSINESSES AND PROPERTY OWNERS, AND DECLARING AN EMERGENCY.

**Resolution 23-16**, introduced by Steven Lepard and read for the first time.

RESOLUTION APPROVING AND ADOPTING THE CITY OF TIFFIN'S AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

**ORDINANCES:**

**Ordinance 23-14**, introduced by Daniel Perry and read for the second time.

ORDINANCE AMENDING CHAPTER 142 OF TIFFIN CODIFIED ORDINANCES REMOVING THE ALARM SYSTEM PERMIT AND CITY MONITORING PROVISIONS.

Councilmember Perry moved for passage; Councilmember Thacker seconded.

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

**Ordinance 23-15**, introduced by Daniel Perry and read for the second time.

ORDINANCE AMENDING CHAPTER 143 OF THE TIFFIN CODIFIED ORDINANCES REVISING CERTIFICATION REQUIREMENTS, RESIDENCY REQUIREMENTS FOR NEWLY APPOINTED FIREFIGHTERS, AND AGE LIMITS FOR ORIGINAL APPOINTMENT OF EMPLOYEES IN THE FIRE/RESCUE DIVISION, ADDING GENDER NEUTRAL LANGUAGE, AND DECLARING AN EMERGENCY.

Councilmember Perry moved for passage; Councilmember Spahr seconded.

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

**Ordinance 23-16**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT EASEMENTS AND LICENSES FOR SANITARY SEWER PURPOSES FOR THE HOME SEWAGE TREATMENT SYSTEMS (HSTS) ELIMINATION PROJECT, AND DECLARING AN EMERGENCY.

**Ordinance 23-17**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT PERMANENT EASEMENTS FROM R & L ZEIS FAMILY PARTNERSHIP III, LTD. FOR SANITARY AND STORM SEWER PURPOSES IN THE FAIRVIEW HILL CONDOMINIUM DEVELOPMENT ON EUCLID AVENUE IN THE THIRD WARD OF THE CITY, AND DECLARING AN EMERGENCY.

**Ordinance 23-18**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE HOME SEWAGE TREATMENT SYSTEM (HSTS) ELIMINATION PROJECT, AMENDING THE BUDGET FOR THE EXPENSE OF THE CONTRACT, AND DECLARING AN EMERGENCY.

**Ordinance 23-23**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2023 ENERGIZED COMMUNITY GRANT, AND DECLARING AN EMERGENCY.

**Ordinance 23-24**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$55,749.00 INTO THE STREET AND SEWER MAINTENANCE DEPARTMENT BUDGETS FROM A GRANT RECEIVED FROM NOPEC.

**3989**

**OTHER BUSINESS:**

President Boyle announced that early start to the May 1<sup>st</sup> Committee of the Whole would be moved to Monday, April 15 at 6:00 p.m. to continue discussion on the city candidate petition process with regards to the instruction sheet, FAQs and initial dialogue regarding the Charter Review.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on Monday, April 17, 2023 at 6:00 p.m. in Council Chambers to continue discussion of utility vehicle and golf cart usage in the City of Tiffin, Mayor's Request for Legislation #23-23 regarding ODOT Resurfacing, and any other business that may come before them.

Councilmember Perry said that he would announce a Personnel & Labor Relations Committee meeting in the near future regarding Mayor's Request for Legislation #23-22.

**ADJOURNMENT:** 8:52 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

3992

**APRIL 17, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Elizabeth Croak, and Parks Director Bryce Kuhn.

**MINUTES:** The minutes of the April 3, 2023 Regular and Committee of the Whole Meetings were approved with the correction submitted in the April 17<sup>th</sup> Agenda Change Memo.

**COMMITTEE REPORTS:**

Councilmember Perry reported that a Personnel & Labor Relations meeting was held on April 10<sup>th</sup> starting at 5:15 p.m. at the Council Chambers to discuss Mayor's Request for Legislation #23-22 appointing John Bing to the Board of Health and any other business to come before the committee. In attendance were Councilmember Perry, Councilmember Thacker, Councilmember Spahr, Mayor Iannantuono, Law Director Howard and City Administrator Dutro. Mayor Dawn explained she picked John because she liked the common sense approach he would bring and how his heart is always in the right place. Dutro explained the thought process behind releasing the other candidates' resumes and their letters of intent was to continue to always promote transparency between the city and government. Perry explained he thought Bing's resume would be perfect if this was a spot for the Arts Commission, but his resume lacked any kind of medical background for a spot on the Board of Health. Spahr mentioned that there didn't seem to be any requirements for the appointment to the Board of Health and also said while he and Bing differ very much on policy, he did not see a reason to vote no on this legislation. Spahr also mentioned we were not there to talk about the other candidates, only to confirm or deny the Mayor's appointment of John Bing. Thacker echoed Spahr's comments and said our job is to confirm or deny and it's the Mayor's job to make the appointment. Perry acknowledged that it's the Mayor's job to make the appointment but explained he didn't feel good about Bing's resume, especially when compared against the other candidates and thought Mary Franks would have been the choice after the last appointment. Mayor Dawn explained John Bing would be replacing Bonnie Boroff who is just a regular citizen. She also went on to say that she tries to make appointments based on the person regardless of political party. Mayor Dawn stated she felt that given Mary Franks' decision to run for mayor, that the seat would have to be filled again shortly if she were to win and it may give her an unfair advantage in the Mayor race if she were to get this appointment. The Mayor also noted Mary has been chosen to be on the ADA Board and that she is a great fit for that board. Perry said when he thinks of a person for the Board of Health, they should have some sort of background in that field. Howard reiterated that it was our job to confirm or deny the appointment and would have to set aside the other candidates. He went on to explain that diversity on a board is good because it can bring in good ideas and a certain way of thinking. Perry acknowledged he did not know the makeup of the Board of Health but felt it was important that between the representatives that Tiffin chooses, they should have different points of view on topics of health. Perry also said he did not feel John Bing was the best representation of what an everyday Tiffinite would want in someone for this position, Thacker asked about the timeline of the nomination to which the Law Director explained this will be read three times. Spahr asked about when the Mayor received word John wanted to be considered, and she explained she had gotten a call from John before the deadline expressing his interest and she told him it would be best to put something in writing. Thacker motioned to approve the Mayor's appointment to the Board of Health and Spahr seconded. During discussion Perry explained he will be voting no because of the lack of guidelines of what makes up the Board of Health, and we have to come up with our own criteria. The fact Bing did not have any health background was the main reason for his vote. Thacker felt Bing doing research at Heidelberg and being able to analyze data was in fact a health background. Spahr mentioned Scott Lyons who has no health background but is a restaurant owner who is a good member of the board and again could see no reason to vote no on this appointment. The vote passed 2-1 with Thacker and Spahr voting yes and Perry voting no. Hearing no other business, the meeting adjourned at 5:47 p.m. Respectfully submitted, Daniel Perry, Chair.

No additional Committee of the Whole was scheduled.

**REPORTS OF THE OFFICERS****MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono read a proclamation declaring April 17, 2023 Tiffin Columbian Cheerleading Day in honor of the squad's Division III state championship wins on March 24. Jami Hepp, who is in her 28<sup>th</sup> year as coach, said she has coached done this since returning to Tiffin after college as her way of giving back to the community so that people don't have to pay for the services. She thanked Tiffin for their support, as well as Tiffin University for allowing them to practice for the competition since Tiffin City Schools does not have the facilities for competition cheer practices.

The Mayor then introduced Parks Director Bryce Kuhn, who presented his annual update on the Tiffin Parks and Recreation Department. Kuhn it shows that Tiffin loves its parks and thanked Council for their support and additional funding when needed. He first recognized Roger Barney from the Seneca Opportunity Center Inclusion Program and his supervisor Janet Zilch as 2022 Parks and Recreation Volunteers of the Year for their work at the East Green twice a month. He said they are two of many individuals who love to help out at the City parks. Kuhn then reported on the Parks' 2022 capital projects, which included the digital sign in front of the pool, the large inclusive playground at Hedges-Boyer Park, Nature Trails Park remodel, updated barn siding and new lights, and improved WiFi at Hedges-Boyer in cooperation with Bascom Communications, striped parking lots at three parks, updated restrooms at Hedges-Boyer, updated picnic tables for ADA at the shelters, taking over the Junior Home Memorial Park, and an updated PA system at the pool. 2022 events included three NOPEC Party in the Parks, Oakley Park cleanup, Band Bash, Thursday Night Tunes at East Green, special needs community swim days, 4<sup>th</sup> of July/Bicentennial Celebration with a car show, yoga at the East Green and the fishing derby Izaak Walton. Day Camps include partnership camps like the Culinary Camp with Sentinel, the Equestrian Camp with Lane of Dreams, the Tennis Camp at TU, and the Golf Camp at Mohawk Country Club. Other camps at Hedges-Boyer are Xplore the World, Xplore Art, Xplore Nature and Xplore Space. Capital projects for 2023 are the Hillside Project including widening the sidewalk, doing hardscape and repaving the Summit Street Hill entrance to Hedges-Boyer Park, sidewalk update at Riverview Park for ADA compliance, basketball resurfacing at Oakley and Riverview, updating the electric to the center of the Hedges-Boyer Oval, design work for the Wetlands Project at Hedges-Boyer, as well as widening the Schekelhoff Park parking lot to assure handicapped compliance. Upcoming 2023 events are the pool opening on May 29, NOPEC party and sponsorship of the inflatables on July 4<sup>th</sup>, Oakley Park Cleanup was last weekend, the Band Bash at East Green with local marching bands, Thursday Night Tunes at East Green begin June 22, the 4<sup>th</sup> of July car show and the fishing derby. President Boyle gave kudos to his team for always getting it done. Kuhn said he has a really good, small but efficient team. Councilmember Lepard asked if he still received any funding from the Kellogg Foundation for upgrades or maintenance; Kuhn said it is through the Tiffin Community Foundation Access to Recreation Grant related to handicapped accessibility and pavements, and we have gotten a good amount of funding in past years. Director of Law Howard said an endowment was required when that fund was created so it keeps providing funds for the City. Parks Director Kuhn then introduced Mike Pinkston, Chair of the Shade Tree and Beautification Commission. Pinkston explained that there are five commissioners on the Commission, and it holds monthly public meetings in Council Chambers on the first Wednesday of the month at 9:30 a.m. They encourage all the participation they can of garden clubs, civic groups, any service clubs and general members of the community. They oversee certain projects to maintain the City's status as a Tree City. They are attending the Tree Commission Academy, which is a series of four classes of formal training from the Division of Forestry to volunteer Tree Commissioners, Public Works staff, the Mayor and a Council member. The Commission works to take soil samples and make site notes to develop a master plan for the City infrastructure as a resource for future planting and to help find support from private and public sources; this master plan is needed to obtain funding. The Commission also helps organize the Historic District hanging flower plants, the large flower pots, the flower beds around town, and the various Welcome to Tiffin locations. It selects the flowers and recruits and organizes the volunteers who help with the planting, weeding and nightly watering. They will also be working with Ohio Department of Human Resources, City Administration and the Law Director to make a recommendation to City Council for a mutilation ordinance for consequences when the City's tree infrastructure is damaged by vendors, subcontractors or individuals: a related management policy suggestion will be included. Arbor Day will be held April 28<sup>th</sup> at 1:30 p.m. on the Benner Street Trail at the corner of Benner and Adam Streets. Noble Elementary students will help plant trees. Pinkston noted that the first tree ordinance was signed March 19, 1973 so we are celebrating 50 years of having a Tree Commission. We were named a Tree City a few short years after Dr. Percy Lilly joined the Commission, and in May we will receive our 43<sup>rd</sup> designation as Tree City USA. Heidelberg University is working towards a campus tree designation and will name their trees the Percy Lilly Collection. Tiffin University is also working towards campus tree designation. He thanked the City for its support and Public Works and Parks and Recreation professionals for all the work they do.

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Mayor's Updates:

- Road closures continue throughout the City so please be patient.
- Regarding the K9 Project, the Mayor stated that Kiwanis of Seneca County had raised \$4,600 and Ofc. Liz Miller and her family \$3,300 at the bake sale. T-shirts are now available and can be purchased for \$20 from Kiwanis Club of Seneca County. In addition \$3,950 is going into the Budget for the K9 Program.
- Road closures will continue throughout the city due to several utilities.

Events:

- The Third Thursday Artist Stroll will be from 5:00-8:00 p.m. downtown. The Parks Dept. is sharing its Thursday Tunes licensing with the Artist Stroll.
- As part of local Earth Day activities, Downtown Clean Up will be at Cherry Alley on April 22 at 9:00 a.m.
- The Chamber's annual Legislative Breakfast will be held Saturday from 8:00 to 9:30 a.m.
- Arbor Day is April 28<sup>th</sup>,
- Tomorrow the 18<sup>th</sup> is the last day to submit income taxes.

City Administrator Dutro said he met with Destination Seneca County regarding the Total Solar Eclipse, and they will be asking for an appropriation for this and next year to show off the city for events to showcase Tiffin and Seneca County. Normally it would come out of the bed tax; there are more details to come. He also said Councilmember Spahr would be speaking later in June regarding EMA's role.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Report for the month ending:	MARCH 31, 2023
Total Receipts for the month:	\$4,807,946.57
Total Expenses for the month:	\$3,421,250.31
The General Fund unencumbered balance:	\$4,750,206.03

The income tax receipts for March 2023 are \$954,886.15. The total annual increase in income tax receipts in March 2023 compared to March 2022 is \$48,272.11. Year to date income tax receipts are down 5.67%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for March 2023 is \$112,649.14.

The unexpended balance for all funds is **\$37,669,942.81**, which is the same as the bank balances for the same time period.

Mayor Iannantuono noted that we are down a little but doing really well. In early 2022 we were coming out of Covid and now people are back out.

Councilmember Roessner moved to accept the March financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Lepard seconded.

*Discussion: Councilmember Jones asked about a check payable to DLZ Ohio Inc., and City Administrator Dutro explained that this is the firm we have worked with as construction engineer for the main interceptor project; this is the payment on that project that Council approved previously. Jones also asked about 23 outstanding checks that issued but showing no names. Finance Director Kaufman explained that we changed our process on how to do refunds this year, and instead of importing one by one, all income tax refunds were imported together. The same happened with the 81 cashed checks with no names. The next time they should all be properly labeled.*

On a voice vote, motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard provided an update on the River Front Project. He and the City Administration met with the developer to discuss pending issues. The developer wanted a significant number of parking spaces in Lot 6 for his apartment building; it is contrary to the City's policy to keeping the lot open to the public so it is not acceptable to the City. Also, using TIF financing is going to be more expensive than the developer originally thought, and he is looking at alternatives and may not need the TIF for now. Regarding the parking, Howard said

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the developer is looking at other opportunities such as remote private parking with valet parking. He would have to comply with zoning, as the Zoning Code allows private parking but only in certain districts. Howard said he has urged their attorney to check with the Zoning Department. Their timetable is still uncertain.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-24 – Appointment to Shade Tree Commission (Dr. Susan Carty)

*Referred to Personnel & Labor Relation Committee*

Mayor's Request for Legislation #23-25 – WPCLF Loan for EPA Projects

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-26 – TMAC Community Placemaking Grant and Artistic Development Grant – *Referred to Law & Community Planning Committee*

Finance Director's Request for Legislation #F23-9 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police Budget (\$3,950.00 + \$714.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-25.*

Finance Director's Request for Legislation #F23-10 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Fire Claims Escrow Budget (\$16,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-27.*

**ORAL COMMUNICATIONS:**

Joy Walters, Fostoria, addressed Council saying that she agreed with Councilmember Perry that John Bing had a lack of knowledge of Board of Health issues. She suggested reaching out to the Board president for suggestions as to who could serve since the Board is making decisions over lives and families, and citizens deserve to have their voices heard.

Eve Bulkowski, Fostoria, also addressed Council in opposition to the appointment of John Bing.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-15**, introduced by Steve Lepard and read for the third time.

RESOLUTION ACCEPTING THE RECOMMENDATION OF THE TAX INCENTIVE REVIEW COUNCIL TO CONTINUE CERTAIN TAX INCENTIVE AGREEMENTS WITH LOCAL BUSINESSES AND PROPERTY OWNERS, AND DECLARING AN EMERGENCY.

Councilmember Lepard moved for passage; Councilmember Perry seconded.

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

**Resolution 23-16**, introduced by Steven Lepard and read for the second time.

RESOLUTION APPROVING AND ADOPTING THE CITY OF TIFFIN'S AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

**Resolution 23-17**, introduced by Daniel Perry and read for the first time.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF JOHN BING TO SERVE AN UNEXPIRED TERM ON THE SENECA COUNTY BOARD OF HEALTH FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.

**Resolution 23-18**, 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 PLANNING OF WASTEWATER FACILITIES INVOLVING THE EQ BASIN 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 Roessner seconded.

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

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**Resolution 23-19**, 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 PLANNING 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 Lepard seconded.

*Discussion: Councilmember Jones asked for the reason for requesting suspension. Councilmember Thacker explained that these interceptor projects have been discussed for a long time to stay on track with our Ohio-mandated EPA Long-Term Control Plan. We have to be able to get these low-interest rate loans to pay for the project. While they will pay back to the City through the loan, whatever we pay out before we get that loan it would be better for the City not to have to be repaid that amount if it goes out further.*

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

**Resolution 23-20**, 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 PLANNING OF WASTEWATER FACILITIES INVOLVING THE BENNER 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 Spahr seconded.

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

#### **ORDINANCES:**

**Ordinance 23-16**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT EASEMENTS AND LICENSES FOR SANITARY SEWER PURPOSES FOR THE HOME SEWAGE TREATMENT SYSTEMS (HSTS) ELIMINATION PROJECT, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Wilkins seconded.

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

**Ordinance 23-17**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT PERMANENT EASEMENTS FROM R & L ZEIS FAMILY PARTNERSHIP III, LTD. FOR SANITARY AND STORM SEWER PURPOSES IN THE FAIRVIEW HILL CONDOMINIUM DEVELOPMENT ON EUCLID AVENUE IN THE THIRD WARD OF THE CITY, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Spahr seconded.

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

**Ordinance 23-18**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE HOME SEWAGE TREATMENT SYSTEM (HSTS) ELIMINATION PROJECT, AMENDING THE BUDGET FOR THE EXPENSE OF THE CONTRACT, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Lepard seconded.

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

**Ordinance 23-23**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2023 ENERGIZED COMMUNITY GRANT, AND DECLARING AN EMERGENCY.

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

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*Discussion: Councilmember Jones explained that the suspension was requested to get the money into the coffers; Mayor Iannantuono added that there was a timeline to meet.*

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

**Ordinance 23-24**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$55,749.00 INTO THE STREET AND SEWER MAINTENANCE DEPARTMENT BUDGETS FROM A GRANT RECEIVED FROM NOPEC.

**Ordinance 23-25**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$4,664.00 INTO THE POLICE DEPARTMENT BUDGET WITH A DONATION RECEIVED IN THE AMOUNT OF \$3,950.00 FOR THE K9 PROGRAM AND A REIMBURSEMENT IN THE AMOUNT OF \$714.00 FROM THE SALE OF SCRAP.

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

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

**Ordinance 23-26**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE CONSENTING TO THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) TO PERFORM AND COMPLETE A PROJECT TO RESURFACE A PORTION OF SR-18 IN SENECA COUNTY; PERFORM NECESSARY RELATED WORK (PID NO. 92371 COUNTY/ROUTE/SECTION SEN SR 18 2.45/8.94 RESURF), AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Lepard seconded.

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

**Ordinance 23-27**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$16,000.00 INTO THE FIRE CLAIMS ESCROW BUDGET IN ORDER TO RECORD A RECENT DISBURSEMENT IN THE ACCOUNTING SYSTEM.

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

*Discussion: Councilmember Jones asked why we have to put 10% into escrow if there is a fire and the structure is insured. Finance Director Kaufman explained that we need to show it in order to make the escrow that we are holding the funds until the building is made safe and we have the Fire Chief's approval to reimburse.*

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

### **OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on Monday, May 1, 2023 at 6:00 p.m. in Council Chambers to continue discussion of utility vehicle and golf cart usage in the City of Tiffin, Mayor's Request for Legislation #23-25 regarding the WPCLF loan for EPA Projects, and any other business that may come before it. Director of Law Howard said he would get a draft of golf cart/utility vehicle legislation for everyone to see; it will not be a finished document for input at this committee meeting before legislation is introduced.

Councilmember Lepard announced a Law & Community Planning Committee meeting on Monday, May 1, 2023 at 5:30 p.m. to discuss Mayor's Request for Legislation #23-26 regarding TMAC grants, and any other business that may come before it.

Councilmember Perry asked if there were any objections from members of the Personnel & Labor Relations Committee to the appointment of Dr. Susan Carty to the Shade Tree Commission per Mayor's Request for Legislation #23-24. There being none, he said no committee meeting would be held and asked the Law Director to proceed with legislation.

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**ADJOURNMENT:** 8:23 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## MAY 1, 2023 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Elizabeth Croak, and Public Works Superintendent Brandon Burner.

**MINUTES:** The minutes of the April 17, 2023 Regular and Committee of the Whole Meetings were approved as written.

### COMMITTEE REPORTS:

Councilmember Thacker reported that a Streets, Sidewalks and Sewers Committee meeting was held April 17, 2023 at 6:00 P.M. in the Tiffin City Hall Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, Daniel Perry and Steven Lepard, along with Council Members Vickie Wilkins and John Spahr, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, City Engineer Matt Watson, and Chief Pauly. Thacker called the meeting to order. The purpose of the meeting was to discuss utility vehicle and golf cart usage on City streets and any other business presented. Item One: Watson presented information to the committee regarding the necessity of consent legislation to be passed for ODOT to pave a portion of State Route 18 that has been annexed by the City. This is the section in front of Walmart. The project will be done by ODOT at no cost to the City. ODOT will bid the project in November of 2023 and construction will likely begin in 2024. Roessner moved to have the Law Director's previously prepared legislation be presented at the regular meeting of that same night (i.e. Ordinance 23-26). Lepard seconded the motion. The motion passed 5-0. Item Two: Watson presented information to the committee regarding legislation necessary to continue the sewer projects: EQ Basin, Benner Interceptor Project, and the Main Interceptor project, presented that night as Resolutions 23-18, 23-19, 23-20, to pursue planning loans for WPCLF for each of the contracts. The loans would have low interest rates to help keep sewer costs lower for citizens. WPCLF will reimburse the City for any upfront costs before the loan is distributed, Watson requested Council pass these ordinances with an emergency and bypass Council's three reading rule. Lepard moved to have said ordinances presented at the same meeting. Roessner seconded the motion. The motion passed 5-0. Item Three: Lepard asked if we would like to consider separating utility vehicles and golf carts. Perry said he would like to separate them. Jones concurred. Lepard thinks utility vehicles would be a useful tool for public works and that by codifying the use of utility vehicles, Heidelberg and Tiffin University would be brought into compliance as they currently use these vehicles on their campuses. Perry agreed. Howard asked for more information on inspection requirements. Chief Pauly presented a potential guideline for inspections and passed it out. The Mayor's concerns for the golf carts is that they may slow down traffic and also safety. She asked Chief Pauly if he would take his children on a golf cart in downtown Tiffin. Pauly said he has been trying to do his best to not give his opinion, but instead offer facts based on accident reports and how other cities are managing golf carts. He wanted to lay out the risks, and said all people have a risk/reward balance. He said as he has gotten older and now in charge of other people, his risk mitigation is higher so he would not ride a golf cart in the downtown area based on his experiences. He would prefer that we do not permit golf carts on 35 mile per hour roads. Roessner said he was on the fence but leaning yes. He is in favor of time restrictions and is worried about golf carts ending up on sidewalks. Perry asked if we could talk about specifically utility vehicles. Howard asked if Council would have the same inspection sheet for both types of vehicles. Perry thought it could be good to start that way and potentially expand in the future. Steve was in favor of separating them and wanted golf carts to have the following requirements in addition to what was listed on the sheet provided by Chief Pauly: led lights, no rear facing passengers, no three wheel golf carts, 25 miles per hour only, and brake lights higher than 36 inches. Lepard also hoped this would be passed as a pilot program until the end of the year. Thacker was in favor of a pilot program. Jones is in favor of separating the two. He followed a large tractor on the way to the meeting and thought it would be similar for people following behind a golf cart. He would take his children in a golf cart. Roessner is in favor of a pilot program. Members of the community, Jerry and Jeanie Green, spoke about how they hope Council will consider treating golf carts and utility vehicles as different vehicle types. They also don't want it to be a yearly inspection and fee. They think few

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people will take advantage of the program. Bob Scheiber was in favor of a pilot program with some restrictions for safety and for vehicles to be insured. The committee decided to have Howard draft an ordinance to review at the next committee meeting on May 1st, 2023 at 6 pm. Thacker will announce the meeting during the regular City Council meeting on April 17th, 2023. With no further business the committee adjourned at 6:44 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

## REPORTS OF THE OFFICERS

### MAYOR DAWN IANNANTUONO:

Mayor Iannantuono introduced Police Chief David Pauly, who presented special awards to showcase the extraordinary work accomplished by some of the TPD staff and a member of the public. The first was the Perfect Attendance Award presented to Officers Michael Moore (his 10<sup>th</sup>), Kaden Wuescher (1st) and Andy Stevens (2<sup>nd</sup>). The Lightning Bolt Award for apprehending an offender and recovering a stolen vehicle was presented to Lt. Jason Windsor (his 3<sup>rd</sup>) in recognition for his actions on September 12, 2022. Dispatcher Morgan Lynch received her second Life-Saving Award for providing life-saving guidance to a mother in dislodging a coin from her daughter's airway until the EMS arrived. Ofc. Cadin Emshoff also received a Life-Saving Award for taking over chest compressions on an unresponsive man until he was able to breathe on his own again and be transported to the hospital. Sunshine Jones received a Civilian Life-Saving award for her actions in this same incident by doing chest compressions on her neighbor until Ofc. Emshoff arrived. Dispatcher Lanie French was presented with the Dispatcher of the Year Award for 2022 (her 2<sup>nd</sup>), and Ofc. Drew Westenbarger was presented with the Officer of the Year Award for 2022.

Mayor Iannantuono then presented three proclamations. The first declared May 14, 2023 as Childhood Apraxia Awareness Day in Tiffin. Scarlett Ybarra's mother Brianna Ybarra explained that she has Childhood Apraxia of Speech, which prevents her brain from telling her mouth how to move for typical speech. A second proclamation declared May 2023 as Brain Tumor Awareness Month, noting that only 4% of federal funding is for childhood cancer. She also declared May 17<sup>th</sup> as DIPG (Diffuse Intrinsic Pontine Glioma) Awareness Day. The third proclamation was for May as Motorcycle Awareness Month, which was presented to Ed Schetter, executive director of ABATE (American Bikers Aiming Towards Education) of Ohio, who was taking it to the state capital as part of all the proclamations from throughout the state to be presented to the governor's office.

The Mayor then introduced Public Works Superintendent Brandon Burner, who presented his annual update on the department. Brandon first explained a couple of changes in personnel, including the upcoming retirement of electrician Mike Tschanen, the seasonal employment of Tim Parkins for downtown special projects, hiring of Josh Spears with Landon Snyder's move to the Parks Department, and assistant arborist Nick Moses receipt of his TRAQ (tree risk assessment) certification. He reviewed the various street, sewer, arborist, electrical and mechanical work they cover and noted under 2022 Highlights that their completion rate of a total of 998 work orders generated had increased by 7% to 95%. The sweeping of roads increased, as well as the sale and pick up of leaf bags. He said we need to look at a how we do the leaf pick up in the future. Only one tree was planted in 2022, but that was design; they are creating a master plan for getting trees in the right spots. 858 trees were pruned, over 200 more than last year. Several tree removals were contracted out. 1625 linear feet of sewers were replaced. A total of 12.6 miles of stone alleys were graded and graded; the remained need full remediation. Sidewalk repair was much less than in 2021, with a tradeoff to focus on alleys and street sweeping. Contracted asphalt repairs were up, mainly on Ann Street, and they saved around \$12,150 by doing some 80 tons in-house. Crack sealing was done on centerline joints for one-year old pavements. He noted that the application rate dropped substantially due to prior applications, lack of Year 9 roads, and the addition of preemptive centerline sealing. Regarding equipment, the 25 year-old F150 was replaced, the new single-axle dump truck and tree truck are still pending, the WPCD Dri-Prime pump and hose enables interceptor cleaning and sewer replacement by-pass, and there was an upgrade to a larger and tracked skid steer. Under Personnel, a seasonal hire was made for primarily downtown support. Facility improvements included the replacement of the failing half of the roof and ADA and efficiency improvements to the reception area. Street highlights included snow plowing, Riverside Drive vegetation and sediment removal, the alley drag/grade program, the Mohawk St. culvert rehabilitation by removing invasive vegetation and replacing a failing culvert, and the establishment of twice a year street sweeping. Sewer highlights covered were the Riverview Force Main Valve Repair, Charlotte St. and Third St. Sewer Replacement, Second Ave. Manhole Lining Project, the Clay St. Sinkhole Repair, the Riverview Estate

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Sewer Investment, and the Interceptor Cleaning between Kiwanis Manor and WPCC, which is about 45% complete after eight weeks. The City arborist has initiated the Master Planting Design, completed the first of six pruning sectors and clearing of the S. Trail River Overlook. The City Electrician has made traffic signal updates at the intersections of Main and South Washington Streets as well as Wentz and West Market Streets, and installed a decorative light pole GIS layer. Other work has been done to seal and stripe City parking lots 1, 2 3, 5 and 7, the Touch a Truck event, and prepare public records requests. Burner then went on to outline an extensive list of other important work they began and are ahead. He gave special thanks to all those involved for assistance with these projects. Councilmember Roessner asked if the leaf mulch could be mixed in the dumpster with the street sewer pile, but it is not allowed per EPA. Roessner also asked about the growing potholes in the 300 block of Ella Street, and Burner said he would look at it. Councilmember Perry said the river looks great and also asked about being able to put leaves out by the road for a truck to suck up. Burner said he was not sold on it because it is a machine that is run once a year, and the upfront costs and parts are costly. Councilmember Lepard noted that sucking up the leaves off the curb happened on Park Avenue one year, and they had a shovel in there and shut down Public Works for a long time; it's also a battle getting leaves out of the streets in winter. Mayor Iannantuono noted that she doesn't think Tiffin realizes how much they do and said she is very appreciative.

### Mayor's Updates:

- The Third Thursday Art Stroll was a big hit.
- During the Arbor Day celebration at Adam and Benner Streets, she read a proclamation honoring Percy Lilly who was an original founding member.

### Events:

- Remember to vote tomorrow May 2<sup>nd</sup>. You will be asked to choose a Republican ballot with both the mayoral and Municipal Court judge races, or a non-partisan ballot with just the mayoral candidates.
- May 7<sup>th</sup> is the Handle with Care event at Meadowbrook Park.
- On May 9<sup>th</sup> she and our two arborists will travel to Wauseon to receive the Tree City Award for 2022, which is our 42<sup>nd</sup>.
- On May 11<sup>th</sup> all third graders from Tiffin City Schools will be make the Third Grade Tour of the city.
- Also on May 11<sup>th</sup>, there will be a ribbon cutting at Hedges-Boyer Park for the new high-speed WiFi.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

### **WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-27 – Request for Approval of Credit Card Increase

*Referred to Finance Committee.*

Revised Finance Director's Request for Legislation #F23-8 (received April 18, 2023) to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Street and Sewer Maintenance Dept. Budgets (\$31,346.00).

*See Substitute Ord. 23-24*

Finance Director's Request for Legislation #F23-11 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police, Park and Director of Communications Budgets (\$5,000 + \$268.99 + \$510.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-28.*

Finance Director's Request for Legislation #F23-12 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the General Administration Budget (\$10,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-29.*

Communications received in support of John Bing's appointment to the Seneca County Board of Health from Barry Fanning, Mary Jacoby Smith and William Reyer.

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

### **ORAL COMMUNICATIONS:**

John Bing, Tiffin, spoke to Council about to answer any questions members might have about his appointment to the Seneca County Board of Health. Councilman Perry said his biggest opposition was his background and asked him why he felt he was the best fit. Bing said he doesn't aggressively seek positions but does so when asked, and the Mayor asked him to serve. He explained that he has done a number of surveys, some of which were about

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human problems in the county. He also spent three years in East Africa and experienced the extreme public health issues there. He said he has spent his life in an attempt to help people utilize information effectively in making decisions. He understands that people have firm beliefs about issues facing the Board of Health but he does not represent a group of have a particular position at this time. He said he would do the best job possible to study all available information and make a decision he thought would be in the best interest of Seneca County. When asked if he was for mandatory masking or no mask sat all, Bing said he was not for either because you have to look at the particular circumstances and situation. In terms of his own values he would like to give people the maximum choice. He said he is always willing to reconsider a position in light of new and useful information. As head of the Parks Board for 40 years, they were able to achieve remarkable unanimity from both parties as politically it really didn't matter, and they were able to develop a new park system for the city. To Councilmember Jones' request for an example how he keeps up with latest events, Bings said he follows the news, does a lot of reading and talks to concerned people, but he is cautious about making up mind prematurely. Mayor Iannantuono said a lot of communications received were from outside of Tiffin; all letters received in support of John Bing were from Tiffin. Councilmember Thacker said she looked up the people who messaged her, and most do live outside of Tiffin. She noted that the Board of Health represents all of the city but understands where the concerns are coming from. However, they have representatives in other ways, through the Fostoria mayor and representatives from villages and townships, and we need to take care of the people who live in our city. Councilmember Spahr said that was an excellent point because when the Board makes a decision we can't say it doesn't apply because we are adding our voice to the Board. He said he reviewed the original contract, and it looks like it is up to the Board as to how many votes we get, which they can change at will. He said he feels there is a hole in the contract from the early '70s and he does not like it; he thinks we and Fostoria are stuck and need to take a look at it in the future.

## MOTIONS:

- A) Councilmember Roessner moved to amend by substitution Ordinance 23-24; Councilmember Perry seconded. Roll call vote was taken, and the motion was approved 7-0.
- B) See under "Other Business".

## RESOLUTIONS:

**Resolution 23-16**, introduced by Steven Lepard and read for the third time.

RESOLUTION APPROVING AND ADOPTING THE CITY OF TIFFIN'S AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

Councilmember Lepard moved for passage; Councilmember Thacker seconded.

*Discussion: Councilmember Lepard thanked City Engineer Matt Watson for his many years of work in developing this transition plan manual.*

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

**Resolution 23-21**, introduced by Daniel Perry and read for the first time and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF DR. SUSAN CARTY TO SERVE THE REMAINDER OF AN UNEXPIRED TERM ON THE TREE COMMISSION FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMER 31, 2024.

Councilmember Perry moved for passage; Councilmember Wilkins seconded.

*Discussion: Councilmember Jones commented that she is very knowledgeable and will make a good addition to the Tree Commission.*

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

## ORDINANCES:

**Substitute Ordinance 23-24**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$55,749.00 INTO THE STREET AND SEWER MAINTENANCE DEPARTMENT BUDGETS FROM A GRANT RECEIVED FROM NOPEC.

Councilmember Roessner moved for passage; Councilmember Lepard seconded.

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

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**Ordinance 23-28**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$5,778.99 INTO THE POLICE, PARK AND RECREATION, AND DIRECTOR OF COMMUNICATIONS BUDGETS.

**Ordinance 23-29**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$10,000.00 INTO THE GENERAL ADMINISTRATION BUDGET FOR SPECIAL EVENT PLANNING REGARDING THE SOLAR ECLIPSE.

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

*Discussion: Councilmember Jones asked the reason for the suspension since this event occurs in 12 months and is only a few minutes long. President Boyle stated that during the Committee of the Whole it explained that Destination Seneca County is planning events around the Total Eclipse, and they want to move forward with required deposits required in order to have successful events around it.*

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

**OTHER BUSINESS:**

Given that time had run out on the Streets, Sidewalks and Sewers Committee meeting that took place prior to the regular meeting, President Boyle wanted to continue discussion of golf cart usage downtown. She asked if Council wanted to require a rear bumper, and Councilmember Wilkins stated that she would like to see some sort of safety mechanism, whether it was a bar or a steel plate. Councilmember Perry thought that people should be able to assess their own risk and make their own decisions as to what type of mechanism it would be.

Councilmember Spahr said Council needs to define the safety measure because Chief Pauly is looking for us to provide him guidance to follow when inspecting the golf carts to approve them or not. Law Director Howard concurred that he needs something that the law requires him to follow and then enforce it. Discussion continued as to whether a bumper should be required since it is a pilot program, and if so, how to define what a bumper should be. Councilmember Lepard suggested we pass legislation for the pilot program until the end of the year and see it goes. Mayor Iannantuono said she felt comfortable with a bumper, and if they don't want to have it then they don't put people in the rear-facing seat. Councilmember Perry moved that Law Director Howard prepare legislation for a pilot program for golf carts to have four wheels, no grab bar or bumper, allowing rear-facing seating, and having an emergency for a full three readings to allow for public input; Councilmember Spahr seconded. Roll call vote was taken on the motion, which was approved 5-2 with Councilmembers Lepard and Thacker voting against it.

President Boyle reminded Council to be prepared to discuss the checklist for the candidate preparation document to be reviewed at the next Committee of the Whole meeting that will start at 6:00 p.m. Director of Law Howard said he would send further changes to it as well since the language in it now talks about a partisan primary and political parts, but ours is an open primary.

Councilmember Roessner announced a Finance Committee meeting on Monday, May 15, 2023 at 5:45 p.m. to discuss Mayor's Request for Legislation #23-27 for the approval of a credit card increase and any other business that may come before it.

**ADJOURNMENT:** 9:07 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**4006**

**MAY 15, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Steve Lepard (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Elizabeth Croak, and Water Pollution Control Center Superintendent Kevin Hughes.

**MINUTES:** The minutes of the May 1, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:**

Councilmember Lepard reported that a Law and Community Planning Committee meeting was held May 1, 2023 at 5:30 P.M. in City Council Chambers. Attending were committee members Steve Lepard, Dan Perry and Vickie Wilkins, Mayor Iannantuono, Director of Law Howard, City Administrator Nick Dutro, Director of Communications Liz Croak and Councilmember Cheyane Thacker. Lepard stated that the purpose of the meeting was to discuss the Mayor's Request for Legislation 23-26 TMAC Community Placemaking Grant and Artistic Development Grant. City Administrator Dutro stated that TMAC (Tiffin Municipal Arts Commission) has requested that city council pass legislation in order to fund the Community Placemaking and Artistic Development. The Community Placemaking Grant supports activities involving dance, theater, music, visual arts and literature, as well as the creation of public art and commissioning fees. The Artistic Development Grant is aimed at covering professional development expenses for artist at any state in their career while they are residing or attending school within the city. City Administrator Dutro stated that TMAC will use funds appropriated by Tiffin City Council for the grant programs and will only be used for a public purpose. TMAC is not a profit organization. TMAC Community Placemaking Grants range from \$500-\$3,000 and are geared towards individual, independent artists, rather than established organizations. The TMAC Artistic Development Grant has a range of \$250-\$1,500 and is aimed at covering professional development experiences and materials for artists at any stage in their career while residing in or attending school in the City of Tiffin. The committee reviewed the Grant Program outline which included eligible and ineligible activities, events and costs, application process and grant conditions. Councilmember Perry introduced a motion to accept the RFL as presented, the motion was seconded by Councilmember Wilkins and passed by a vote of 3-0. With no further business, the meeting adjourned at 6:00 P.M. Respectfully submitted, Steven Lepard, Chairman.

Councilmember Cheyane Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held May 1, 2023 at 6:00 P.M. in the Tiffin City Hall Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, Daniel Perry and Steven Lepard, along with Council Members Vickie Wilkins and John Spahr, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, Elizabeth Croak and Chief Pauly. Thacker called the meeting to order. The purpose of the meeting was to discuss utility vehicle and golf cart usage on City streets and any other business presented. Jones and Perry were in favor of rear facing passengers. Lepard was in favor of rear facing passengers after seeing Bob Scheiber's golf cart that had a handlebar and bumper. Lepard was in favor of several safety features such as seatbelts, LED lights, rearview mirror, and did not want any three-wheel golf carts. Wilkins asked if the LED lights would be expensive. Lepard thought it wouldn't be too cost prohibitive for golf cart owners. Chief Pauly revised the inspection sheet and shared it with the committee. The committee was split on bumpers and the definition of a bumper and chose to finish the conversation later that evening during the regular meeting under other business. With no further business the committee adjourned at 6:44 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

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## REPORTS OF THE OFFICERS

### MAYOR DAWN IANNANTUONO:

Mayor Iannantuono presented a proclamation declaring May 2023 as National Historic Preservation Month to Mary Lewis, who said that she has been with the Tiffin Historic Trust since its beginning in 1976. She noted that a lot has been happening with programs such as the Downtown Façade Enhancement Program, and Tiffin should be very proud of what we have done. Now we need to start working on the neighborhoods.

Mayor Iannantuono also proclaimed the week of May 21-27, 2023 as Emergency Medical Services Week and recognized Sean Tyler for his service as paramedic and asking that his memory be kept close. Deputy Fire Chief Mike Hohman said there would be an open house at Fire Station 1 on Sunday the 21<sup>st</sup> and hands-only CPR training would be available. The Mayor said she was very proud that all our firefighters are cross-trained as paramedics.

Mircea Handru, Executive Director of the Mental Health & Recovery Services Board of Seneca, Ottawa, Sandusky and Wyandot Counties, gave an update on the OneOhio Recovery Foundation, which was set up a year and a half ago to handle the distribution of the opioid litigation settlement funds for Ohio. Handru serves as the Seneca County representative in Region 17. Funding requests have to be taken by him to the region, which then vets the request for approval before sending it to the state level before the OneOhio Foundation. If approved there, the Foundation sends funds to the project. The funds are restricted to opioid treatment and come from an \$808 million settlement with three of the largest distributors of opioids that Ohio received this year. Tiffin has been allocated about \$14,000 and will receive additional funds for the next 17 years. 55% goes to OneOhio for distribution to the 19 regions, 30% to local governments for immediate needs and community recovery, and 15% stays with the State of Ohio. Law Director Howard asked why the funds are distributed over 17 years and Handru explained that it is done in order for the services to be ongoing. The foundation has the ability to do investments, and last month they made \$195,000 in interest. Howard commented that the application would go live this next year and if there was any value in working with other political subdivisions in our county to receive funding. Handru said yes, it would be advantageous and they encourage it.

The Mayor then introduced Water Pollution Control Center Superintendent Kevin Hughes, who gave his annual update on the department. Hughes first noted the value of having three employees with Class 3 operator licenses, which is noteworthy for the size of Tiffin. He also presented a brief history of the center, noting that the initial idea began in 1936 but took about 19 years for the plant to be built. Upgrades were done in 1968, 1988, 2015, 2021 and 2023, with the most recent including the installation of a 10.5-million-gallon EQ basin. They have treated approximately 1.5 billion gallons of wastewater with no violations from the EPA. He also spoke about the center's brush and compost collection, which last year collected 13,000 cubic yards of brush equal to 4,125 cubic yards once it was ground down. The center also received 383 cubic yards of leaves for composting, with 156 cubic yards given to the public. Hughes also spoke about the Downspout Removal Grant program, which will assist Tiffin residents in getting their downspouts removed if they are connected to the city's sewer system.

Mayor Iannantuono introduced OSS district director Gary Baty, who spoke regarding the request to suspend Res. 23-22. He said he had just been with Rumpke in Mansfield, where Tiffin's recycling goes. He went over the highlights of the plan and discussed the special collections at each fairground for tires, TVs, electronics, appliances and hazardous materials, which are free to county residents. They also do an educational program for grades K-5 and billboard awards for 5<sup>th</sup> graders. Educational programs are done at Kiwanis and Lions meetings and businesses. He also discussed the increase in programs planned from 24 to 51 under the new draft plan. He mentioned the competitive grant program available for a \$100,000 split. Last June Seneca County and Tiffin all got their grants approved for just over \$36,000. Councilmember Leopard asked when we were going to get back to recycling AA, AAA, etc. batteries. Baty said Rumpke and Republic both have programs; residents can toss them in the garbage but these companies will send you a bag for a fee.

### Mayor's Updates:

- May 7<sup>th</sup> was the Handle with Care event at Meadowbrook Park. She read a proclamation, and there was a kickball game with members of the Tiffin Police Department.
- On May 9<sup>th</sup> she and Liz Croak went to Tree City USA with our arborists and received our Tree City Award for 2022; this is our 42<sup>nd</sup> year.
- May 11<sup>th</sup> she hosted all TCS third graders at City Hall. She also attended the ribbon cutting for the new high-speed hookup at Hedges-Boyer Park.

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### Events:

- Thursday, May 18 is the Third Thursday Barking Lot Party.
- K9 T-shirts are still available at the Fire Department.
- The Farmers Markets will begin May 20<sup>th</sup> on Madison St. and run every Saturday through October.
- The Fire Department is hosting an open house on Sunday, May 21 at Fire Station No. 1.
- The Memorial Day Parade will be held May 29 at 10:00 a.m. with a service afterwards on Frost Parkway.
- City Hall will be closed Monday, May 29<sup>th</sup> for Memorial Day.
- Ella Street will close May 30 into December for bridge replacement.
- The Perry Street full rebuild will require one lane closings into October.
- Ella Street will be closing from 9:00 a.m. to 2:00 p.m. in preparation for the shut down for the bridge replacement.
- Yesterday May 14 was the start of National Police Week.

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

### **DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Report for the month ending:	APRIL 30, 2023
Total Receipts for the month:	\$4,313,432.29
Total Expenses for the month:	\$3,749,986.86
The General Fund unencumbered balance:	\$5,388,676.08

The income tax receipts for April 2023 were \$1,701,504.79. The total annual increase in income tax receipts in April 2023 compared to April 2022 is \$126,710.94. Year to date income tax receipts are down 1.07%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for April 2023 is \$208,050.80.

The unexpended balance for all funds is **\$38,233,388.24**, which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the April financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Spahr seconded. On a voice vote, motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

### **WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-27 – OSS Plan Ratification, with 3/3/2023 letter from OSS Solid Waste District - *On file in Clerk of Council's office; legislation prepared under Res. 23-22.*

Finance Director's Request for Legislation #F23-13 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Muni-Court Probation Budget (\$34,360.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-31.*

Finance Director's Request for Legislation #F23-14 to amend the 2023 Budget Ordinance 22-108 to appropriate Funds into the Street Dept. Budget (\$1,000.00 + \$12,827.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-32.*

Finance Director's Request for Legislation #F23-15 to amend the 2023 Budget Ordinance 22-108 to appropriate Funds into the Capital Improvement Budget (\$5,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-33.*

Councilmember Steve Lepard's letter of resignation from Council effective May 19, 2023.

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

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

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**RESOLUTIONS:**

**Resolution 23-17**, introduced by Daniel Perry and read for the third time.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF JOHN BING TO SERVE AN UNEXPIRED TERM ON THE SENECA COUNTY BOARD OF HEALTH FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.

Councilmember Lepard moved for passage; Councilmember Roessner seconded.

*Discussion: Councilmember Jones said he would be voting "no" based on the number of constituent comments received. Councilmember Roessner said his would be a "yes" vote based on the voices in his ward which all supported Mr. Bing, as well as the Mayor's support, which for him holds the greatest weight. Councilmember Perry stated that he did not feel it was a correct fit for Seneca County because he needed to hear an absolute no on the question of masking.*

Roll call votes were taken on the emergency and passage, and both failed 3-4, with Councilmembers Wilkins, Jones, Perry and Spahr dissenting.

**Resolution 23-22**, introduced by Kevin Roessner and read for the first time.

RESOLUTION TO ADOPT THE SOLID WASTE MANAGEMENT PLAN FOR THE OTTAWA-SANDUSKY-SENECA JOINT SOLID WASTE MANAGEMENT DISTRICT, AND DECLARING AN EMERGENCY.

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

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

**ORDINANCES:**

**Ordinance 23-28**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$5,778.99 INTO THE POLICE, PARK AND RECREATION, AND DIRECTOR OF COMMUNICATIONS BUDGETS.

**Ordinance 23-30**, introduced by Daniel Perry and read for the first time.

ORDINANCE ENACTING CHAPTER 343 OF TIFFIN CODIFIED ORDINANCES ALLOWING AND REGULATING UNDER-SPEED AND UTILITY VEHICLE USE WITHIN THE CITY OF TIFFIN, AND DECLARING AN EMERGENCY.

**Ordinance 23-31**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$34,360.00 INTO THE MUNI-COURT PROBATION FUND FOR THE CHANGES IN INSURANCE, DENTAL, AND VISION SINCE THE BUDGET WAS PREPARED LAST FALL.

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

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

**Ordinance 23-32**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$13,827.00 INTO THE STREET DEPARTMENT BUDGET.

**Ordinance 23-33**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$5,000.00 INTO THE CAPITAL IMPROVEMENT BUDGET TO REPLACE DETECTION LOOPS AT RAILROAD CROSSINGS.

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

*Discussion: Councilmember Jones asked which crossing and why it needed repair if only a year old. City Administrator Dutro explained that the Nelson and Wall St. crossing was not in need of repair, but per the agreement with CSX we need to replace the detection loops whenever any maintenance is done. He said this is something we have to consider as we do work on the Quiet Zones, and we need to put funds away in the future to*

**4010**

*have them available. He said the replacement will need to be done in the next few months; repaving will also be required. He added that CSX maintains our intersections and added that we were able to get the loops at a lower price point. Councilmember Perry asked if we would have to do replace these every year if needed. Dutro explained that if we do not do the replacement, we would forego our Quiet Zone.*

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

**Ordinance 23-34**, introduced by Steven Lepard and read for the first time.

ORDINANCE APPROVING THE COMMUNITY PLACEMAKING GRANT AND THE ARTISTIC DEVELOPMENT GRANT PROGRAMS TO BE ADMINISTERED BY THE TIFFIN MUNICIPAL ARTS COMMISSION.

**Ordinance 23-35**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING THE CITY’S CREDIT CARD POLICY TO INCREASE CREDIT LIMITS, AND DECLARING AN EMERGENCY.

**OTHER BUSINESS:**

Mayor Iannantuono said she would greatly miss Councilmember Lepard’s leadership, knowledge and support over years and thanked him for his service. Council President Boyle found him to have a wise and well thought out perspective and thanked him for his support. Director of Law Howard noted that of all Council members, Lepard probably has attended more meetings with him and has been the most prepared he has ever worked with; he said Lepard took the job seriously and did his investigation, talked to people and looked beyond himself and tries to look at things in the interest of the community. Howard said he was a great example of what a council member should be. Councilmember Perry said it had been a joy work with him, his ideas were well thought out and he was an even-keeled leader. Councilmember Roessner said he had newly joined Council last year, and Lepard was very gracious in helping to mentor him. Councilmember Wilkins thanked him for his guidance and setting an example, noting he thought of things from the community’s perspective. Councilmember Jones added that he had been very helpful and was a doer who could get things done. Councilmember Spahr said he appreciated his service and thanked him for his time.

**ADJOURNMENT:** 8:24 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## **JUNE 5, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Director of Law Brent Howard called the meeting to order at 7:00 p.m. and explained that Council was in a unique situation. President Boyle was absent, and there was a vacancy in the President Pro Tempore position due to the recent resignation of Councilmember Steve Lepard. Howard said that as Director of Law he would facilitate the election of that position, which would be held until the end of the year. He stated he had prepared a resolution for Council to introduce the person interested and one blank for anyone else interested.

The invocation was given, and the Pledge of Allegiance was recited.

**ROLL CALL:** Clerk of Council Ann Forrest recited roll call, and five councilmembers were present: Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large); Vickie Wilkins (At Large) was absent. Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Elizabeth Croak.

Director of Law Howard then asked the Clerk of Council to read the corresponding resolution:

**Resolution 23-23**, introduced by John Spahr and read for the first time and only time required.  
RESOLUTION APPOINTING CHEYANE THACKER PRESIDENT PRO TEMPORE OF TIFFIN CITY COUNCIL BEGINNING IMMEDIATELY AND ENDING DECEMBER 31, 2023.  
Councilmember Roessner moved for passage; Councilmember Spahr seconded.  
Roll call vote was taken, and motion was approved 5-0.

Director of Law Howard then administered the oath to Cheyane Thacker as President Pro Tempore.

**MINUTES:** The minutes of the May 15, 2023 Regular and Committee of the Whole Meetings were approved as written.

### **COMMITTEE REPORTS:**

Councilmember Roessner reported that a Finance Committee was held May 15, 2023 at 5:47 p.m. in the Tiffin City Hall Council Chambers. Attending were committee members Kevin Roessner, John Spahr and Steven Lepard, along with Council President Bridget Boyle, Council member Kenneth Jones, City Law Director Brent Howard, and Finance Director Kathleen Kaufman. Roessner called the meeting to order. The purpose of the meeting was to discuss Mayor's Request for Legislation #23-27 – Request for Approval of Credit Card Increase, and any other business that comes before the committee. Roessner asked Kaufman to provide an overview of the request. She reported there have been problems occurring with the credit cards. Departments generally have their own individual limits. There is also a company limit of \$10,000. This limit is no longer meeting needs so she asked the limit be increased to \$25,000. An example is when an employee (is) at a hotel traveling for training, she has had to authorize in two different cases. Roessner asked Kaufman when the current limit was established and she said it has been in place at least as long as she has been in her position. Since then, payment methods have evolved. Old payment methods often involved bringing a check along. Credit cards are now used as a matter of convenience. Spahr asked Kaufman how many cards there are and if all have the same limit. Not all department heads have cards, but more department heads have cards since the original policy was implemented. Most are at a \$1,000 limit, where police/fire/mayor would be higher. Spahr followed up asking if the new limit would increase the individual limits and Kaufman responded that this will be the case. Howard clarified the limits are at \$1,000 for each department presently; this ordinance will increase the limits for police and fire to \$3,000 each due to their activity. Lepard moved to authorize the Ordinance which has already been prepared for the evening's meeting for the Mayor's Request for Legislation #23-27 – Request for Approval of Credit Card Increase, and was seconded by Spahr. The motion was carried unanimously. With no further business the committee adjourned at 5:52 p.m. Respectfully submitted, Kevin Roessner, Chairperson.

No additional Committee of the Whole was scheduled.

**REPORTS OF THE OFFICERS****MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono first offered to kudos to future K-9 handler Ofc. Liz Miller for all of her hard work, commitment and dedication to the fund-raising effort to restart the K-9 program. She raised over \$3,300 for the K-9 program by holding a bake sale at Walmart, \$170 from a cardio drumming event, and selling K-9 T-shirts at the Kiwanis Club of Seneca County both during Third Thursday's Barking Lot.

She then introduced former Councilmember Steve Lepard and guests from his past who wanted to attend. Former Council President Rich Focht thanked him for his service and for being an effective member of Council, for always being prepared and honest, and everything he has done to make this a better community. Recently retired City Administrator Dale Thornton said he had the privilege of being city administrator for seven years and learned a lot from Councilman Lepard, who is an honest person with great integrity and who loves the City of Tiffin. He has spent countless hours doing the right thing for the City; it was never about the politics. He also thanked Lepard's wife Bev for her sacrifices and support. Thornton said there have been a lot of wonderful people who have served on Council, such as Rich Focht, Jim Roberts Mark Hayes and Steve Lepard, and they are all great examples of how to lead with integrity. It is such a loss to no longer have him on Council. However, it was the right decision because there are things we need to do in our lives, and he was happy he would have more time to spend with Bev, and he wished him a long life and a lot of happiness in his retirement. City Administrator Dutro presented Lepard with a memento and said that since he first became involved with the community as an Advertiser-Tribune reporter and his continued career with the City, Lepard had always been there to help him. Lepard said that he was very proud of our city and even more proud of its employees; residents do not fully understand the professionals that we have that take care of the city and their problems. City Council does not take care of the problems by themselves, it is teamwork. He added that he was most proud of being able to honor Bernie Hohman before he passed away by naming a bridge after him, because Hohman was a bridge builder. He joined people and departments together. Lepard said he has made a lot of friends not only with the city staff but the public as well, and he will miss them too. Mayor Iannantuono said he will really be missed, and we have enjoyed his knowledge, experience and kindness. She thanked him for his true dedication to the City.

The Mayor introduced Aaron Montz, President and CEO of TSEP, and his team for their semi-annual update to Council. Montz first thanked Steve Lepard for his honesty, integrity and leadership, and always wanting to help the community and to get the job done. He thanked him and said he would be truly missed.

Montz then reported said that the organization is going very well. The office renovation is going very well, and they expect to move to the first floor in late July. Their mission is economic development in Tiffin and across Seneca County; they also work closely and collaborate with Renee Smith of Fostoria's Economic Development Corporation. They have been working diligently with Seneca-Sandusky CEDS to develop a regional strategy. We don't have enough workforce, and there is a significant gap in filling it as baby boomers are retiring. They are trying to connect people with manufacturing jobs, and they attended a teacher boot camp touring a lot of manufacturers to see what the jobs are like, so they can effectively information to students. He himself currently has over \$200 million in projects that need 400 employees. We have more manufacturers that wish to expand, and he has visited three this year that have told him that they would expand if they could find workers locally. In the past two months, four have told him that they together would expand and add over 200 employees; one alone would hire 100 people immediately. Wages are up, and American Plastics just bumped their wages to \$22 per hour, and the Tiffin dollar compared to other cities is worth \$1.25. TSEP continues to work on housing, and they are getting ready to submit manufacturing properties anywhere in the county to the Site Ohio Phase 5 rollout to get them site-certified and get it paid for by Jobs Ohio. We have a final site visit next week at the 50,000 sf spec building, and he feels very good about it and hopes to have an announcement later this year. As a result of the housing study rolled out last year there are now six active housing projects in the county that are now ongoing; they are not shovel ready yet, but they are all active and will actually be streets of homes. Some are in Tiffin and some out in the county. Project Capua will be a smaller site redevelopment within city limits with restaurants and stores. Project Baratheon would be just outside of Tiffin and if successful there would be a few hundred jobs that would come with it. They are working with a consultant from Columbus, and it could exceed 500,000 SF if successful. Project New Dawn is a site redevelopment in Tiffin that encompasses just over 30 acres with a mix-use residential and commercial site. 42 projects over \$200 million that he is managing. He then introduced operations manager Corinna Haynes, who just got married and is now Corinna Eidt. Eidt reported that Port Authority putting in more railroad ties, NOW is working on grant information for upcoming projects that is

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required by the state and federal governments. She attended OEDA training with the rest of the team and has been onboarding intern Tim Buckey. Buckey said he is from Heidelberg University and is inputting member information, taking pictures of the business on their website and downtown events, etc. for the summer. Development Coordinator Adam Gillmor reported that he has been working on the brownfield evaluation of two parcels on N. Washington St. funded by the state TBA program. These properties are currently being held by TSEP on behalf of the city pending the cleanup. 17 N. Washington has been cleared by the Phase 1 assessment, and 0 N. Washington proceeded to onsite sampling; they are awaiting the final results from CT Consultants, but early indications are good. For CDBG he is working on coordination between Common Ground and the City; they are on track with established goals approved in the application. They are in the final application process to OMHAS for the capital appropriation for the Community Kitchen. Carol Owen, services consultant of OhioMeansJobs Seneca County, reported that she has been working on 158 job orders from January through April of this year versus 443 during 2022. Reimbursements made to employers for training are over \$37,500 for the same period. The Manufacturing Showcase will now be held at Sentinel. For ApprenticeOhio they are working on using older trained workers to train newer people. She noted that 90% stay with the employer who trained them. Currently only manufacturing is taking advantage of this program, but another Ohio city is now using it for firefighters and paramedics. Downtown Tiffin Main Street Manager Donna Gross reported that the Business Enhancement Committee hosts the monthly Trivia Night, which now brings over 80 participants to downtown. The Business Enhancement Group has done merchant educational training has provided tax tips and will be giving post crisis /bereavement training. They also reach out twice a year to businesses to see if they need help and to let them know what is going on in our city. We have new businesses, such as The Deli Café and Wildflower Salon, and Studio is opening this month. Rose & Co. is expanding to add events, and Yours With Every Stitch has grown so much that she has had to move to a larger location. Ralph's Joy of Living has opened a new Scratch, Dent and Delight store on Adams St. to buy appliances at a discounted rate. They have changed the format and name for our businesses from Retailers to Merchants. They will gather information on events and small business training will be hosted by the Business Enhancement Committee. They are also working with TMAC on building murals using a 3M product, new banners and a Litter League. There is now a new online process for filling out the Façade Enhancement Grant forms. The Marketing Committee has found that in the past 90 days, social media has grown 111.2% Instagram and 121.5% on Facebook. We have a presence on WTTT and WTOL TV Toledo frequently pick up and promote our stories. Our Third Thursdays are a huge hit; the Artist Stroll brought in over 500 people downtown and the Barking Lot party over 1,000 people. They have hired Ben Bodart Productions to do their Third Thursday recaps and Dead Shark Productions is doing subject-themed promotional videos. The Downtown Development Committee is hard at work on their nominations for Heritage Ohio awards, planning a Main Street visit to Vermillion, ongoing training webinars, and attending quarterly revitalization series. For the upcoming Downtown Third Thursday's "La Fête de la Musique", which was a suggestion made by Councilmember Wilkins, the Splash Pad music license will cover about 30 musicians downtown and the Cherry Bombs at East Green Amphitheater from 7:00-9:00 p.m. Councilmember Thacker asked how to get involved in the Litter League; he said the event is on their Facebook page where there is a link to sign up, or you can just show up at 9:00 a.m.

### Mayor's Updates:

- There was a nice turnout at the EMS open house, which also honored Firefighter/Paramedic Sean Tyler who passed away last year from occupational-related cancer.
- The Tiffin Police Academy held its graduation on May 28<sup>th</sup>.
- The Ella Street Bridge area closed May 30 for replacement.
- East Perry Street is down to one lane into October for the full street rebuild.

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### Events:

- June 7<sup>th</sup> she is going to Toledo for a steering committee meeting for the Ohio Women's Leadership Summit.
- The next Third Thursday event will be La Fête de la Musique.
- Rumpke's bulk pick up will be held the following week on your regular pick up day. Customers can put out five items less than 75 lbs. each. Rumpke representative Blake Austin said that upholstered furniture must be wrapped in plastic in case of bed bugs for the safety of the crew and in case of rain. Basic electronics are okay but no CFC/Freon items; they require a third party certified removal at a cost of \$10-\$15. City Administrator Dutro noted that Rumpke does pick up bulk all year; call or email them to get this service. Austin noted that they would probably pickup over 125 tons next week. Mayor Iannantuono explained that if needed, the cost of an additional trash toter is very reasonable \$2.50-\$3.00.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard explained that Ord. 23-36 to be introduced later in the meeting for approval of the 2024 Tax Budget requires a public hearing with a 10-day advance notice, which could be scheduled either for the June 19 or July 3 meeting.

At the last Committee of the Whole in May Council decided on a set of petition instructions to be submitted to the Board of Elections. He sent them to the Board and received notice that they will meet on July 18 to consider the City's set of instructions for the City election petition. He said he had provided Council with a copy of the most recent petitioner helpful tips from the Board. There was an indication that the Board may adopt just one, and not a second for the City of Tiffin. The meeting on July 18 is public, and he encouraged Council members to attend.

He also stated that golf cart Ord. 23-30 would be read for the second time during the meeting. A couple of people had contacted him regarding a few issues Council may want to adopt before passage. It was asked if LED lights are appropriate or shouldn't they be regulated. Also, the height of the rear lights must be at 36" per the ordinance, which may be too high from the ground for a typical golf cart. Amendments can be made before the third reading at the next meeting.

**WRITTEN COMMUNICATIONS:**

Finance Director's Request for Legislation #F23-16 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Fire Dept. Budget (\$10,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-37.*

**ORAL COMMUNICATIONS:**

Beth Schweitzer, Tiffin, spoke regarding concerns expressed to Council by some people at the last meeting regarding the appointment of Mr. Bing to the Board of Health. She said we need to listen to the concerns of Tiffin residents, because the rest of the county is represented by others. If we listen to one certain segment of the community we would have a very biased point of view.

Bob Scheiber, Tiffin, addressed Council regarding bullies at the pool who are using profanity and stealing money kids bring for drinks, which had just happened this past weekend. Director of Law Howard said he would follow up with both the police and parks director. City Administrator Dutro also noted that there is a manager at the pool at all times, and children or parents should let them know as well.

Mr. Scheiber also spoke regarding the golf cart issue. He said the 36" height came from former Councilmember Lepard; he thought it should be the Police Chief to decide when he does the inspection. Howard said he wanted to make sure we get something that is workable, and they should be able to drive them with standard equipment. It was noted that trailers lights are at 12" and suggested that Ohio regulations be followed and to let the Chief see if it is safe through the trial period. Mayor Iannantuono said she would hate to see people invest in lights at 36" only to have the regulations change. Howard said he would do further research. Urban Elchert, Tiffin, noted that some golf carts are high and some lower, with standard golf course cars lower. Councilmember Spahr asked if all were standard; Mr. Elchert said you have to pay to upgrade. Steve Lepard, Tiffin, noted that seeing the requirements presented to us by the Police Chief says that brake lights and turn signals must be able to be seen from 300 ft. Howard explained that it is 75 ft. if you have LED lights because you would be seen from a greater distance and from a lower height. Lepard said he would like to have a brake light mounted in the 30" area or higher. Howard clarified that one of the requirements per a section in Ohio Revised Code states two or more stop LED lights visible from 500 feet and on a 36" center mount from the ground. He asked if it would be difficult for someone to do this. Lepard said he did not think it was a big deal to do it since the grab bars are higher, so 36" should not be a problem. Spahr asked if it could be higher, and Director of Law Howard said it could be if at least one in the center.

Councilmember Perry asked when the First Ward seat was going to be filled, because he wanted to make sure there was a full council for the third reading. City Administrator Dutro said there would be a Republican Central

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Committee meeting at 7:00 p.m. on Wednesday, June 7 at NCOESC to choose the appointee, who could possibly be sworn in at the next meeting.

**MOTIONS:**

- A.** Councilmember Jones moved to amend Ord. 23-30 to follow Ohio regulations for the height of brake lights with assistance from Chief Pauly; Councilmember Spahr seconded.  
*Discussion: Councilmember Perry said he agreed and would like to see what the height of a normal golf cart is, and he likes the center mount. Director of Law Howard said he would talk to Chief Pauly and work this language into the ordinance so we can have the language by the third reading and final passage.*  
Roll call vote was taken, and motion was approved 5-0.

**RESOLUTIONS:**

**ORDINANCES:**

**Ordinance 23-28**, introduced by Kevin Roessner and read for the third time.  
ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$5,778.99 INTO THE POLICE, PARK AND RECREATION, AND DIRECTOR OF COMMUNICATIONS BUDGETS.  
Councilmember Roessner moved for passage; Councilmember Spahr seconded.  
Roll call vote was taken, and it was approved 5-0.

**Ordinance 23-30**, introduced by Daniel Perry and read for the second time.  
ORDINANCE ENACTING CHAPTER 343 OF TIFFIN CODIFIED ORDINANCES ALLOWING AND REGULATING UNDER-SPEED AND UTILITY VEHICLE USE WITHIN THE CITY OF TIFFIN, AND DECLARING AN EMERGENCY.

**Ordinance 23-32**, introduced by Kevin Roessner and read for the second time.  
ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$13,827.00 INTO THE STREET DEPARTMENT BUDGET.

**Ordinance 23-34**, introduced by Steven Lepard and read for the second time.  
ORDINANCE APPROVING THE COMMUNITY PLACEMAKING GRANT AND THE ARTISTIC DEVELOPMENT GRANT PROGRAMS TO BE ADMINISTERED BY THE TIFFIN MUNICIPAL ARTS COMMISSION.

**Ordinance 23-35**, introduced by Kevin Roessner and read for the second time.  
ORDINANCE AMENDING THE CITY'S CREDIT CARD POLICY TO INCREASE CREDIT LIMITS, AND DECLARING AN EMERGENCY.

**Ordinance 23-36**, introduced by Kevin Roessner and read for the first time.  
ORDINANCE ADOPTING A TAX BUDGET FOR FISCAL YEAR 2024, ATTACHED HERETO AS A PART HEREOF, AND DIRECTING THE DIRECTOR OF FINANCE TO DELIVER THE BUDGET TO THE SENECA COUNTY AUDITOR ON OR BEFORE JULY 20, 2023, AND DECLARING AN EMERGENCY.

**Ordinance 23-37**, introduced by Kevin Roessner and read for the first time.  
ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$10,000.00 INTO THE FIRE DEPARTMENT BUDGET.  
Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Perry seconded.  
*Discussion: City Administrator Dutro explained that unforeseen repairs on an emergency vehicle and fire trucks were needed, and this is for the increased costs of service and parts.*  
Roll call votes were taken and both were approved 5-0.

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**OTHER BUSINESS:**

President Pro Tem Thacker announced a public hearing to be held on Ord 23-37 for the 2024 Tax Budget during the June 19, 2023 regular Council meeting.

**ADJOURNMENT:** 8:29 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**JULY 3, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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 five councilmembers were present: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Daniel Perry (4<sup>th</sup> Ward) and Vickie Wilkins (At Large) were absent. Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

**MINUTES:** The minutes of the June 19, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:**

Councilmember Kevin Roessner reported that a Finance Committee meeting was held on June 21, 2023 at 6:33 P.M. in Tiffin City Hall. Attending were committee members Kevin Roessner and Chris Monsour along with Mayor Dawn Iannantuono, Law Director Brent Howard, Council members Cheyane Thacker and Ken Jones, Finance Director Kathy Kaufman, City Engineer Matt Watson, and Lee Wilkinson. The purpose was to discuss Mayor's Request for Legislation #23-32 General Contractor License and any other business that comes before the committee. Roessner read Mayor's Request which notes "The presence of this license would assist in ensuring the payment of city income tax by contractors operating within the city." Roessner also read a message from the City Administrator: "The city is requesting the creation of a contractor's license in order to better track those companies working in the City of Tiffin and ensuring that they are properly following our ordinances, most especially filing for income tax collections. This not only ensures that contractors working in the city are paying their fair share of taxes, it also helps to ensure that residents are using reputable companies for work being performed in the City." Kaufman noted this will help the tax administrator know about the contractors performing work within the city. Monsour asked about the fee. Kaufman noted there will be a \$25 fee for the license. Watson explained there would be an application online to collect information such as tax ID, address, phone number, email and other business contact info. When they apply for the application, they are affirming they will abide by the city's tax policies and allow the Finance Department to send payment reminders and generate revenue from both the fee and taxes collected. Common examples where this would be practical would be the fiber installers and commercial interior renovators who do not reside in Tiffin. Howard noted this change would be a more efficient process than used in the past. Thacker agreed that this would help with the accountability factor. The Finance Director also showed the committee a draft of the application. Monsour moved to direct the law director to prepare legislation for Mayor's Request #23-32 and was seconded by Roessner; the motion carried unanimously. With no further business, the committee adjourned at 6:40 P.M. Respectfully submitted, Kevin Roessner, Chairperson.

Director of Law Howard added that he is working with the City Engineer and others to prepare the legislation, with the intent of Administration that it go into effect is January 1, 2024. As he is researching there are some questions that have come up that he is asking for input from Administration, and he will come back to Council to see what their intent is. He will give a further report once he has gathered more information.

In the absence of Councilmember Dan Perry, Councilmember Spahr gave a brief summary from notes of the Personnel & Labor Relations Committee meeting held June 27, 2023. They reviewed Mayor's Request for the appointment of Traci Sittason Stark to the Board of Health, Mayor's Request for Brad Rees' appointment to the Tiffin Municipal Arts Commission, and Mayor's Request for the renewal of the School Resource Officer Agreement with Tiffin City Schools for a Tiffin City Police officer. Some adjustments made to the latter contract, shortening it from five years to two years and along with some other cleanup language. All votes were unanimous.

In Councilmember Vickie Wilkins' absence, Councilmember Jones summarized the highlights of her following report: The Recreation and Public Property Committee was held on Thursday, June 22, 2023 at 5 p.m. in the conference room in City Hall to discuss Mayor's Request for Legislation #23-29 regarding protection of public trees from mutilation, the length of yard/garage sales in the City of Tiffin and any other business. Attending were committee members Ken Jones and Vickie Wilkins, Mayor Dawn Iannantuono, Director of Law Brent Howard,

City Administrator Nick Dutro, Councilmember Chris Monsour, and community members Kisha Reuter, Carol Dell, Mike Pinkston, and Lee Wilkinson. Wilkins opened up the meeting and began the discussion of Legislation #23-29 regarding protection of public trees from mutilation or abuse. Mayor Iannantuono explained that our arborists during her tree commission training felt that we needed to protect our trees better. She went on to explain that this is for all public trees but more specifically in the boulevards so they are not damaged by utility companies working in the City. City Administrator Dutro provided potential legislation from the City of Bowling Green. Community member Mike Pinkston explained he felt it was important to bring this to the City due to all the work being done around the City particularly on Market Street and any other utility work. He is hoping for a stronger penalty for those who damage our trees. He explained that trees take 40 years to grow and shade our streets again if we lose a tree to mutilation and or damage. Law Director Howard explained the City Code does have a section dealing with this, Code 541.06. It states: DESTRUCTION OF SHRUBS, TREES OR CROPS. (a) No person, without privilege to do so, shall recklessly cut down, destroy, girdle or otherwise injure a vine, bush, shrub, sapling, tree or crop standing or growing on the land of another or upon public land. (b) In addition to any penalty provided, whoever violates this section is liable in treble damages for the injury caused. (ORC 901.51) (c) Whoever violates this section is guilty of a misdemeanor of the fourth degree. (ORC 901.99(A)) The City does have a way to pursue someone who negligently damages a tree just like if they were to hit a light pole. He is not sure if we always do that but he wanted to state that we do have provision already in the code although it does not have the same language that was shared from the City of Bowling Green. Mayor Iannantuono explained that the arborists thought the code applied to City Parks but it appears all public trees are covered. Community member Mike Pinkston shared with the group that the City planted two trees on Arbor Day this year on April 28 on the Benner Street path and one of those trees has been stolen. Law Director Howard pointed out that Bowling Green's code requires a permit for excavation and that would help us get an administrative process in place that could help us to prevent damage from happening. Requiring that plans would need to be submitted would add value. City Administrator Dutro said our crews already have to do utility locates and that it can be added into pre-work and it wouldn't be too great of a burden. Councilmember Monsour asked if Bowling Green's language can be added to what we already have. Mayor Iannantuono pointed out Bowling Green's code also addresses stone and paving adjacent to tree trunks. Law Director Howard said if the arborists are interested in these provisions and would enforce it that there would be value in adding this. Mayor Iannantuono and community member Mike Pinkston agreed they believe they would be interested in this. Law Director Howard agreed to meet with the arborists to show them the current ordinance and to work together to incorporate what was provided today. They will come up with some language to be reviewed by this committee and take to Council for an ordinance.

**Discussion of length of yard sales in the City of Tiffin.** On Thursday, June 15, Councilmember Cheyane Thacker sent us an email stating: For the last 4 weeks, a resident at 262 3rd Avenue has been having a yard sale in her front yard. Now that it is bulk pickup, Carol believes that resident is pulling items from other homes that were left out for bulk pick up and trying to add those to the sale. She sent me several pictures of the yard and is concerned about potential for rodents. She states there is also a lot of trash behind the home close to the alley. City Administrator Dutro shared via email: There are laws regarding trash on property (521.08 LITTERING AND DEPOSIT OF GARBAGE, RUBBISH, JUNK, ETC.), but there are no laws in the City of Tiffin regarding limiting the duration of yard sales. Law Director Howard shared via email: There is a sign code in 1195.02(n) does limit temporary signs for such sales to no more than 15 days per year. Councilmember Jones also brought this to our attention in Monday's Council meeting in hopes of a discussion. Community member Carol Dell from Habitat Humanity, shared the sale started on May 21 and the property owner is putting items on the boulevard. Dell provided ordinances from other communities regarding garage and yard sales and would like them to be considered. Councilmember Wilkins asked the property owner, Kisha Reuter, if anyone has approached her about her property prior to it being discussed during the City Council meeting on Monday. Reuter stated no one has approached her. Councilmember Ken Jones explained he went there a week ago and that he went to the door and spoke to someone, whoever answered the door, that there were complaints about the sale and that they needed to get it cleaned up. He said whoever answered the door was nice, said what he wanted to hear, and said they would clean it up and take whatever is left to a good cause. Councilmember Wilkins said that she spoke with our Zoning Inspector Dan Brickner and he confirmed that this area is zoned R-3 residential and the way the property is set up appears to be a business. Brickner stated that you may not have a business in a zoned R-3 area. Wilkins said that in an email from Law Director Howard he explained that if it is determined that an endless yard sale is occurring then it is reasonable for the City to contact the property owner or occupant to inform that such a sale is a business use which is not permitted in a residential district of the City. Law Director confirmed this. He said that the property owner is using this as a residence and a business in a residential area and they may not do that. There are zoned areas for business throughout the City. He explained since this has been going on for a month, they are in violation of the zoning and we can pursue this which is a criminal complaint. He further said we do not want to do

that but we want to make sure the property owner is aware of and educated on this. Property owner, Kisha Reuter, said she was confused why someone could have a pet grooming business in this area. Law Director Howard explained there are some exceptions to the law but a yard sale does not fall under these exceptions. He continued to explain that, "When someone else violates the law, I appreciate that information so we can investigate and pursue them but in no way does that diminish your violation of the law." He said this is good because the property owner is here and now understands and can now stop the violation. Property owner, Kisha Reuter, explained where she obtained some of the items on her property. Law Director Howard again asked the property owner if she understands the violation and urged her to shut it down so we do not need to legally pursue this. Community member Carol Dell said she would like to give the property owner the benefit of the doubt and give her until the end of June to get rid of these items. The property owner explained how she has been getting more items. Law Director Howard encouraged the property owner to look into locations in the City where she can conduct business. He encouraged her to get a business permit. He said she cannot continue doing the yard sale the way she has. Property owner Kisha Reuter said she heard she can sell things at the Tiffin Flea Market. City Administrator Dutro provided Reuter with a phone number. Councilmember Wilkins stated there are two things from the City we would like to see. The ending of the garage sale as well as the items in the front yard need to be removed. Community member Carol Dell reiterated that it is bad for the neighborhood and property values to have these items in the front yard. Councilmember Jones asked if Habitat for Humanity has any policies that can be improved to prevent this in the future. Community member Carol Dell said no. Property owner Kisha Reuter asked if there are any ordinances regarding items on the front porch. City Administrator Dutro stated it would be the same as the garage, junk ordinance. Law Director Howard went on to explain it depends on the condition of the items on the porch. Law Director Howard explained as a City we are trying to apply the law and when someone brings an issue, we have to address that and a lot of this is education on what you can and can't do on your property and hopefully she can respond appropriately. We agree there are a lot of items and it may take a week or two to remove it. As a City we agree that if you are diligent and begin to remove those items, stop the yard sale and get this cleaned up, it's ok with us. We need to see progress. He went on to explain to the property owner that we will get the Zoning Inspector go out as well as law enforcement and not to be alarmed if you see people checking in. He also encouraged the property owner to contact us and get in touch with the Zoning Inspector and tell him what they are up to. Property owner Kisha Reuter pointed out there are a lot of signs she sees in the boulevard. Law Director Howard said they are not allowed there and let us know. And now she knows it is not right that she should not do it. Councilmember Wilkins asked for deadlines for clearing of items in the front yard. The property owner said two weeks. It was agreed that by Monday, July 10 items would be cleaned up. Councilmember Wilkins asked for a progress check to make sure the property owner is working on this. It was agreed that on Wednesday, July 5 law enforcement will check on the property. City Administrator Dutro asked if we are still considering an ordinance on garage or yard sales. Councilmember Wilkins said when she spoke with Dan Brickner, he didn't believe it would be necessary to have an ordinance regarding garage or yard sales and she agreed and so did Councilmember Monsour. Councilmember Wilkins asked the property owner to take down her signs immediately and by Monday, July 10 the property is to be cleaned up. With no other business to discuss, the meeting adjourned at 5:37 p.m. Respectfully submitted, Vickie Wilkins, Chairman.

Councilmember Cheyane Thacker reported that a Streets, Sidewalks and Sewers Committee meeting was held June 21, 2023 at 5:45 P.M. in the Administrative Conference Room. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, and Chris Monsour, along with City Law Director Brent Howard, Mayor Dawn Iannantuano, City Engineer Matt Watson, Plant Superintendent Kevin Hughes, and members of the public Lee Wilkinson and Kisha Reuter. Thacker called the meeting to order. The purpose of the meeting was to discuss Mayor's Request for Legislation 23-32, 23-33, Columbia Gas Easement, previous downspout legislation, Ordinance 21-94, and any other business presented. Hughes presented information on proposed changes to Ordinance 21-94 regarding the city's grant program for removing clean water connections from the sanitary system. Currently, there is a \$30.00 application fee for the program. Hughes would like to make the grant more approachable to people who qualify for this grant and has been previously giving full refunds through the program on application fees. He would prefer the fee be removed from the application process. Additionally, Hughes would like to add language allowing citizens using the grant to have other companies do investigative work. With the increase in sewer projects for the Long Term Control Plan, it will ease some of the workload on employees while increasing the speed at which these projects can be completed. Lastly, Hughes mentioned that the current grant has a lifetime limit, one per property. He recently had contact with an individual that has used the grant in the past for a backflow preventer, but they also have downspouts connected to the sanitary sewer system. Roessner made a motion to have the Law Director draft legislation amending Ordinance 21-94 revising and restating the grant program using local funds to assist property owners in removing clean water

connections from the sanitary sewer system. Monsour second the motion. The vote passed 4-0. Watson gave information about adding lights to South River Road. Three lights will be added to illuminate the path. The hope is that it will provide light for those that use it to cut through between Sandusky Street and Ella Street, especially children walking to and from school. The area has been greatly improved with other monies from the Tiffin Community Foundation as well. Monsour motioned to have the Law Director draft legislation authorizing installment of three street lights on South River Road Trail at or near the river overlook. Roessner seconded the motion. The motion passed 4-0. Jones and Thacker presented information on lights they would like installed on Third Avenue and Water Street. Kisha Reuter told the committee members that she and others on Third Avenue would like to see additional lighting added to the street. She gave a petition to the committee. Thacker will provide a copy to the Clerk of Council. Third Avenue does not have a lot of current utility poles with which to add street lights. Thacker talked about the lack of light on Water Street near the smaller viaduct. She had heard from residents that they wanted the area more illuminated as the viaduct makes the area even darker. Previously, there were lights on the underside of the viaduct. They were removed because as trains would pass, it would shake the bulbs and break them. There are few poles close to the viaduct. More information is needed and the issue will be forwarded to the City Administrator. Law Director Howard presented information on an easement needed by Columbia Gas to continue utility work on Fourth Avenue. The easement is similar in nature to other easements granted by the City for Columbia Gas. Roessner made a motion directing the Law Director to draft legislation authorizing and directing the Mayor to grant an easement from the city of Tiffin, Ohio to Columbia Gas of Ohio, Inc. for a gas line to serve properties on Fourth Avenue at Wall Street. Monsour seconded the motion. The motion passed 4-0. Watson presented information on legislation necessary to continue the sewer project, Inflow Reduction CSO 9-13 and 15, to pursue planning loans for WPCLF for the contract. The loan would have low interest rates to help keep sewer costs lower for citizens. WPCLF will reimburse the City for any upfront costs before the loan is distributed. Watson requested Council pass this ordinance with an emergency and bypass Council's three-reading rule. Roessner moved to have the Law Director draft said legislation. Monsour seconded the motion. The motion passed 4-0. With no further business the committee adjourned at 6:32 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

Director of Law Howard explained that Ord. 23-39 is the restatement in its entirety of the grants for removing clean water connections from the sanitary sewer system. This is the fourth time that it has been amended, and there are many items so this is all Council needs looking forward in provisions a) through n). He noted that the changes made were adding investigation as an acceptable cost for the grant, removing the application fee, and creating one exception to one grant per life for a property, so that if a property had received a grant for a backflow preventer it still remains eligible for a grant. .

No additional Committee of the Whole was scheduled.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono gave a brief update on upcoming events and other matters:

- Fourth of July will be celebrated tomorrow July 4<sup>th</sup> and City Hall will be closed.
- Farmers Markets continue every Saturday, June 24 on Madison St.
- Ella Street will be closed to thru traffic until the end of November, weather permitting. The demo of the bridge is complete at this time.
- The East Perry Street full rebuild is ongoing also. One lane will be open to traffic but expect timing delays.
- Other utility projects are going on as well so please be patient and allow extra time to navigate around town.
- At our next meeting on July 17<sup>th</sup> we will have Joe Crea from Raftelis with a sewer update.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

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**WRITTEN COMMUNICATIONS:**

Finance Director's Request for Legislation #F23-21 requesting that the City of Tiffin enter into an investment management agreement with Meeder Investments.  
*Referred to Finance Committee.*

Ohio Division of Liquor Control – Liquor permit transfer from Heritage IGA Tiffin LLC to Leveraged Success LLC dba Heritage IGA Bassett's Market, 479 E. Market St.

*Referred to Streets, Sidewalks and Sewers Committee. Chair Cheyane Thacker polled her committee, and it was agreed that the Clerk should sign and return the permit as "no hearing required".*

Petition from Third Ave. area residents for an additional street light on Third Ave. between Shawhan Ave. and Wall St. *On file in Clerk of Council's office.*

**ORAL COMMUNICATIONS:**

As Seneca County EMA Administrator, John Spahr informed Council that he would be at Hedges-Boyer Park during the following day's Fourth of July celebration to demonstrate of a full-size tornado safe room. Qualifying homeowners can receive a rebate up to 75% of allowable costs (\$4,857 maximum) to purchase and install one on their property. This is an annual program contingent on federal/state funding with recipients selected randomly from applicants until funding runs out. You can be notified for the next 2024 application period by signing up at the 4<sup>th</sup> of July display or by emailing him at Seneca County EMA.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-24**, introduced by John Spahr and read for the first time.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF TRACI SITTASON STARK TO SERVE AN UNEXPIRED TERM ON THE SENECA COUNTY BOARD OF HEALTH FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.

**Resolution 23-25**, introduced by John Spahr and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF BRAD REES TO SERVE THE REMAINDER OF A TERM ON THE TIFFIN MUNICIPAL ARTS COMMISSION FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2027.

Councilmember Spahr moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

Roll call votes were taken on the suspension and passage, and both were approved 5-0.

**Resolution 23-26**, 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 PLANNING OF WASTEWATER FACILITIES INVOLVING THE INFLOW REDUCTION CSO 9-13 & 15 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 Monsour seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 5-0.

**ORDINANCES:**

**Ordinance 23-36**, introduced by Kevin Roessner and read for the third time.

ORDINANCE ADOPTING A TAX BUDGET FOR FISCAL YEAR 2024, ATTACHED HERETO AS A PART HEREOF, AND DIRECTING THE DIRECTOR OF FINANCE TO DELIVER THE BUDGET TO THE SENECA COUNTY AUDITOR ON OR BEFORE JULY 20, 2023, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

Roll call votes were taken on the emergency and passage, and both were approved 5-0.

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**Ordinance 23-39**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AMENDING ORDINANCE NO. 21-94 REVISING AND RESTATING THE GRANT PROGRAM USING LOCAL FUNDS TO ASSIST PROPERTY OWNERS IN REMOVING CLEAN WATER CONNECTIONS FROM THE SANITARY SEWER SYSTEM, AND DECLARING AN EMERGENCY.

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

Roll call votes were taken on the suspension, emergency and passage, and each was approved 5-0.

**Ordinance 23-40**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO GRANT AN EASEMENT FROM THE CITY OF TIFFIN, OHIO TO COLUMBIA GAS OF OHIO, INC. FOR A GAS LINE TO SERVE PROPERTIES ON FOURTH AVENUE AT WALL STREET, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Monsour seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 5-0.

**Ordinance 23-41**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING INSTALLMENT OF THREE STREET LIGHTS ON SOUTH RIVER ROAD TRAIL AT OR NEAR THE RIVER OVERLOOK.

**Ordinance 23-42**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING SECTION 135.13 OF TIFFIN CODIFIED ORDINANCES UPDATING THE CITY'S FIXED ASSET POLICY BY INCREASING THE AMOUNT FOR A CAPITAL FIXED ASSET FROM \$2,500.00 TO \$5,000.00, AND DECLARING AN EMERGENCY.

**Ordinance 23-43**, introduced by John Spahr and read for the first time.

ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR AND CHIEF OF POLICE TO SIGN AN AGREEMENT WITH THE TIFFIN CITY SCHOOL DISTRICT TO ASSIGN A POLICE OFFICER TO THE DISTRICT AS A SCHOOL RESOURCE OFFICER, AND DECLARING AN EMERGENCY.

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

Roll call votes were taken on the suspension, emergency and passage, and each was approved 5-0.

**Ordinance 23-44**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO REALLOCATE FUNDS INTO THE AMERICAN RESCUE PLAN ACT FUND BUDGET.

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

*Discussion: Councilmember Jones asked for an explanation about the addition of \$55,000 to 297.230.5700 Property & Equipment and the \$306,223.75 decrease from 297.352.5700. Finance Director Kaufman explained that a new ambulance was ordered with a cot and power load system in order to avoid a price increase. They thought it would not be received until 2024, but the cot and power load system have already been delivered and funds need to be reallocated in order to pay the invoice for them.*

Roll call votes were taken on the suspension and passage, and both were approved 5-0.

**Ordinance 23-45**, introduced by John Spahr and read for the first time.

ORDINANCE AUTHORIZING THE SALE OF LOT #3 (4.908 ACRES, MORE OR LESS) OF EAGLE ROCK NORTH SUBDIVISION PLAT IN EAGLE ROCK BUSINESS PARK AT \$15,000.00 PER ACRE AND GRANTING AN OPTION TO PURCHASE LOT #2 (8.732 ACRES, MORE OR LESS) TO AFLP LLC OR ITS DESIGNEE AS APPROVED BY THE MAYOR.

### **OTHER BUSINESS:**

President Boyle announced a Special Council Meeting to be held Wednesday, July 14, 2023 in Council Chambers to read Ord. 23-41 (South River Road Trail lights) and Ord. 23-45 (Eagle Rock Park lot sale) for the second time, and any other business that may come before it.

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Councilmember Roessner announced a Finance Committee meeting on July 12, 2023 at 6:15 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #23-20 – Investment management agreement with Meeder Investments, and any other business that may come before it.

**ADJOURNMENT:** 7:37 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**4020**

**JUNE 19, 2023 – REGULAR MEETING**

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Elizabeth Croak and Police Chief David Pauly.

Director of Law Howard then administered the oath to Chris Monsour as the new First Ward councilmember.

**PUBLIC HEARING:** A public hearing with Tiffin City Council was opened at 7:03 p.m. for the consideration of 2024 Tax Budget - Proposed Ordinance 23-36, Ordinance adopting a tax budget for Fiscal Year 2024, attached hereto as a part hereof, and directing the Director of Finance to deliver the budget to the Seneca County Auditor on or before July 20, 2023, and declaring an emergency. There being no public input, the hearing was closed at 7:03 p.m.

**MINUTES:** The minutes of the June 5, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:** No reports.

No additional Committee of the Whole was scheduled.

**REPORTS OF THE OFFICERS**

**MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono read a proclamation declaring the week of June 18-24, 2023 as Amateur Radio Week. Councilmember Spahr invited the public to come to the Amateur Radio Field Day at Meadowbrook Park on the 24<sup>th</sup> for a 24-hour exercise and demonstration of readiness to provide self-supporting communications without additional infrastructure being required. He thanked Reineke Ford for giving them a Ford Lightning truck to use for the two days. Mike Mastro of Seneca County ARES stated that Seneca County has one of the biggest groups in the state with 56 members; he said it is an amazing hobby that does a lot of good for a lot of people in an emergency. He also thanked Council for making Tiffin a great place to work, live and do business and said we have a lot to be proud of. Mastro said they begin setting up antennas on Friday to start transmitting at 2 p.m. through 2 p.m. on Saturday. This event is to contact all of the 84 different areas of the U.S., Virgin Islands and Canada. He noted that three years ago they placed third in the state.

Former Seneca Parks director Roland Zimmerman presented information to Council about Tiffin native Harry Sheely helped to make flint the State Gemstone of Ohio. In 1965, Sheely was one of four gemologists who went to Governor Rhodes' office to present a display of his collection of flint found in Ohio, and it was the one chosen by state government officials. The display includes a signed and dated copy of the bill that made flint the state's official gemstone. Sheely later had presented his collection to the Park District. With neither the Seneca County Museum nor the County Commissioners being able to help, Zimmerman is now asking for suggestions as to where the exhibit could be permanently displayed.

As Seneca County EMA Administrator, Councilmember Spahr presented an update on the Monday, April 8, 2024 eclipse. He explained that in case of a local emergency, he first communicates with the state for assistance, and next to the amateur radio group ARES, because that is how a priority they are. He said his goal is that by April 6<sup>th</sup> everyone knows about the total eclipse on April 8<sup>th</sup>, as it will be going straight over Seneca County. The last total solar eclipse in Ohio was in 1806 and the next one will be in 2199. Since we expect to have the best view of the eclipse, we can expect up to three times our county population, or 150,000-200,000 people, over the course of three to four days. He noted that 74% of the U.S. population lives within an eight hour drive of Ohio. He said that when they want to leave that Monday at 3:30 p.m. we are going to have an issue because the county is not set up, nor should it be, infrastructure or public safety-wise for evacuating 100,000 people. In Kentucky's case, it took

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people six hours to get into Kentucky, but it took them 18 hours for the exodus and they weren't prepared for that. We need to find how to take care of residents and visitors while they are here with our fire, ambulance and police services. The county, Fostoria and Tiffin governments are working together to come up with a safe plan for visitors and citizens. Committees are being formed to come with solutions to problems that could arise during the event. The positive side will be the economic impact to Seneca County, and TSEP, the Chamber and Destination Seneca County are working to showcase what we have here, and if we plan it right we will have the opportunity to make a lot of money. We also have a responsibility to our public safety and our citizens, as well as to give them best care we possibly can to the people who come to visit. Spahr said NASA provided the following timeline for the eclipse, which will affect 35 counties in Ohio: the partial eclipse begins at 1:57 p.m., with the totality beginning at 3:11 p.m. and ending at 3:15 p.m., and the partial ending at 4:27 p.m. Spahr said he has been telling people to top of gas tanks and get groceries the week before to make sure you have the things you would normally be getting Monday, Tuesday or Wednesday. He added that it is likely we won't have more fuel at gas stations until Wednesday or Thursday that week. Stores are not going to bring in extra stock for a one-day event. Spahr explained that a major concern right now is how to get a fire truck to a house fire when the roads are plugged up with traffic. There will be meeting with all fire chiefs in the county to discuss what to do in that situation. Paramedics should be able to use an ATV or side-by-side while working an ambulance closer to them. Councilmember Perry asked if he had worked with schools to give them the day off and reduce traffic. Spahr said some are, but there is a process. Since Tiffin City Schools did their calendar two years ago, he is working with the superintendent to take it to the Board. Mohawk is taking off Friday, Monday and Tuesday. Spahr closed by saying that what he had explained to Council were just highlights of his hour-long presentation, which he would be glad to present to any group who would like to hear it. City Administrator Dutro said Council had appropriated \$10,000 to Destination Seneca County to be used for a couple of things, one of which is to plan ahead. Some people may be sleeping in their cars or doing some primitive camping over the weekend, so they are renting some additional porta potties for around the area. Our parks will not be open for camping, but we are having a few extra amenities where we can throughout the city. They will also help to showcase the community and channel people to some places where they can find recreation.

### Mayor's Updates:

- The Ella Street Bridge area closed May 30 for replacement until the end of November, and East Perry Street is down to one lane into October for the full rebuild. Other utility projects are going on as well all over Tiffin.
- Last week's Third Thursday event was La Fête de la Musique, which was very well attended.
- Rumpke's bulk pick up last week overall went very well. She was very proud of the people in Tiffin who listened and wrapped their furniture. There was only one location that extremely abused what was allowed and is being addressed.

### Events:

- The Farmers Market will be held again on Saturday, June 24 on Madison St.
- June 22 is the open house for the Women's Recovery Center new location.
- June 24 is Amateur Radio Club's Field Day at Meadowbrook Park.
- Family Fest will be held June 29 on Jefferson St.
- Fireworks will be held on July 4<sup>th</sup> at Hedges-Boyer Park. City Hall will be closed that day.
- Public Works superintendent Brandon Burner has asked that any groups that need service hours to please contact him to assist with some small projects.

**CLERK OF COUNCIL ANN FORREST:** Clerk Forrest reported that she received a letter from the Seneca County Republican Central Committee confirming their appointment on June 7, 2023 of Christopher Monsour to fill the position of Tiffin City Councilmember for the First Ward.

### **DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Report for the month ending:	MAY 31, 2023
Total Receipts for the month:	\$4,163,964.01
Total Expenses for the month:	\$3,995,797.16
The General Fund unencumbered balance:	\$5,328,181.42

The income tax receipts for May 2023 were \$903,642.94. The total annual decrease in income tax receipts in May 2023 compared to May 2022 is \$200,498.27. The annual decrease in income tax receipts is 4.32% year to date.

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The .25% portion of income tax receipts that was transferred into fund 215 for public streets for May 2023 is \$106,715.73.

The unexpended balance for all funds is **\$38,401,555.09**, which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the May financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Spahr seconded. On a voice vote, motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

### WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #23-29 – Protection of public trees from mutilation or abuse.

*Referred to Recreation & Public Property Committee*

Mayor's Request for Legislation #23-30 – Appointment to Tiffin Municipal Arts Commission (Brad Rees)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-31 – Appointment to Seneca County Board of Health (Traci Sittason Stark)

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-32 – General Contractor License

*Referred to Finance Committee*

Mayor's Request for Legislation #23-33 – Additional Lighting on South River Road

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-34 – Renewal of School Resource Officer Agreement

*Referred to Personnel & Labor Relations Committee*

Finance Director's Request for Legislation #F23-17 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Municipal Court Dept. Budget and to create fund 268 (\$24,472.50).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-38.*

Columbia Gas Notification – Pipeline replacements Ann and Hancock Streets. *On file in Clerk of Council's office.*

**ORAL COMMUNICATIONS:** None.

### MOTIONS:

- A. Councilmember Jones moved to amend Ord. 23-30 with the changes Director of Law presented regarding the height of brake lights on golf carts and adding the effective date of July 5, 2023 if the ordinance passed; Councilmember Perry seconded.

Roll call vote was taken, and motion was approved 7-0.

**RESOLUTIONS:** None.

### ORDINANCES:

**Amended Ordinance 23-30**, introduced by Daniel Perry and read for the third time.

ORDINANCE ENACTING CHAPTER 343 OF TIFFIN CODIFIED ORDINANCES ALLOWING AND REGULATING UNDER-SPEED AND UTILITY VEHICLE USE WITHIN THE CITY OF TIFFIN, AND DECLARING AN EMERGENCY.

Councilmember Perry moved for passage; Councilmember Spahr seconded.

*Discussion: Councilmember Thacker said Council had previously considered adding grab bars and bumpers and their setup but she will vote no because she feels we need this safety feature. Mayor Iannantuono said she was not in favor of this ordinance but knew it would probably pass. She said it had come up that at several meetings that there are golf carts already on the streets, and that if you look at the inspection sheet our Police Department is expecting you to comply with, you may get pulled over and it's for your own safety. She cautioned people not to go out joyriding because Tiffin has passed this; there are restrictions and you need to comply. Councilmember Spahr asked how we determine if someone had passed the inspection. Chief Pauly explained that this is why an effective of July 5<sup>th</sup> would be best, as it would allow residents time to make an appointment for inspection. If they pass the inspection, they should also have a copy of the inspection sheet with them at all times, and stickers will be placed on the back of the cart if they have passed. Thacker asked how people would set up an appointment, and Chief*

## 4023

*Pauly said they could either call the station and leave him a voice mail or do it through the police department's website. Inspections can take place at their residence or at the police station if on a trailer. Noting that this is just a pilot program until December 31, Thacker asked when new legislation would have to be passed to extend it. Director of Law Howard said that in order to have no interruptions, Council should start the process later in the year and introduce legislation in November in order to make changes, gather input and pass in advance of the first of the year.*

Roll call votes were taken on the emergency and passage, and both were approved 6-1, with Councilmember Thacker dissenting.

**Ordinance 23-32**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$13,827.00 INTO THE STREET DEPARTMENT BUDGET.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

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

**Ordinance 23-34**, introduced by Steven Lepard and read for the third time.

ORDINANCE APPROVING THE COMMUNITY PLACEMAKING GRANT AND THE ARTISTIC DEVELOPMENT GRANT PROGRAMS TO BE ADMINISTERED BY THE TIFFIN MUNICIPAL ARTS COMMISSION.

Councilmember Wilkins moved for passage; Councilmember Perry seconded.

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

**Ordinance 23-35**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING THE CITY'S CREDIT CARD POLICY TO INCREASE CREDIT LIMITS, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

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

**Ordinance 23-36**, introduced by Kevin Roessner and read for the second time.

ORDINANCE ADOPTING A TAX BUDGET FOR FISCAL YEAR 2024, ATTACHED HERETO AS A PART HEREOF, AND DIRECTING THE DIRECTOR OF FINANCE TO DELIVER THE BUDGET TO THE SENECA COUNTY AUDITOR ON OR BEFORE JULY 20, 2023, AND DECLARING AN EMERGENCY.

**Ordinance 23-38**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING THE 2023 BUDGET ORDINANCE NO. 22-108 TO CREATE FUND 268 TFMC TECHNOLOGY GRANT FUND, APPROPRIATING MONEY IN FUND 268, AND DECLARING AN EMERGENCY.

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

*Discussion: Finance Director Kaufman explained that the suspension was requested for this technology grant received by Tiffin-Fostoria Municipal Court, they have received the money, and it must be put in a separate fund so they can move forward with their purchases.*

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

## **OTHER BUSINESS:**

Councilmember Jones said he had spoken to a resident on Third Ave. between Wall St. and Shawhan Ave., and they asked if the City would take a look as to whether an additional street light was warranted in that area. City Administrator Dutro asked if that could be sent to the Streets, Sidewalks and Sewers Committee at the same time as they discuss lighting on South River Rd. Councilmember Thacker said she would add this and also wanted to add the issue of a street light on Water St. by the viaduct because she had received many concerns from people in that area as well.

Councilmember Jones also addressed a complaint he received about a perpetual yard sale on Third Ave. and their request for him to bring it to Council to discuss perpetual garage sales being discontinued.

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Councilmember Wilkins announced a Recreation & Public Property meeting on June 22, 2023 at 5:00 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #23-29 regarding the protection of public trees from mutilation or abuse, as well as the length of yard sales, and any other business that may come before them.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on June 21, 2023 at 5:45 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #23-33 regarding additional lighting on S. River Road, additional lighting on Third Ave. between Wall St. and Shawhan Ave., lighting on Water St. by the viaduct, and any other business that may come before them.

Councilmember Perry announced a Personnel & Labor Relations Committee meeting on June 27, 2023 at 9:00 a.m. in Council Chambers to discuss Mayor’s Request for Legislation #23-30 (appointment of Brad Rees to the Tiffin Municipal Arts Commission), Mayor’s Request for Legislation #23-31 (appointment of Traci Sittason Stark to the Seneca County Board of Health, and Mayor’s Request for Legislation #23-34 for the renewal of the School Resource Officer Agreement, and any other business that may come before it. Perry asked about Traci Stark since he did not know her. Mayor Iannantuono said she is professor of psychology at Heidelberg University and now serves as the chair of the Civil Service Commission. She came recommended to her, they met and she was very impressed. Councilmember Thacker added that she has known her for several years and knows she will use kindness and logic. Councilman Jones said that he had done some research, which he had shared with Chairperson Perry.

Councilmember Roessner announced a Finance Committee meeting on June 21, 2023 at 6:15 p.m. in Council Chambers to discuss Mayor’s Request for Legislation #23-32 – General Contractor License, and any other business that may come before it.

Councilmember Thacker stated that she thought the City should recognize the Juneteenth holiday and give employees the day off. Mayor Iannantuono stated that it has a lot to do with union contracts that go for three years.

**ADJOURNMENT:** 8:08 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## **JULY 17, 2023 – REGULAR MEETING**

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, City Engineer Matt Watson, and Director of Communications and Constituent Services Liz Croak.

**MINUTES:** Council Clerk Forrest noted that she had added Chris Monsour as attendee to the Committee of the Whole minutes since it had been emailed to Council. The minutes of the July 3, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:** None.

No additional Committee of the Whole was scheduled.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono introduced Joe Crea of Raftelis, who presented Council with an update on the sewer rate study for the sewer enterprise. In the July 2020 study they recommended a 10% rate reduction as well as reducing the annual rate increases from 5% to 4%. Since then, inflation on materials and labor as well as improved clarity on project requirements, have driven capital costs significantly higher than originally planned. The original 2015 plan saw an \$80 million investment. With the 2020 Raftelis study, the updated plan showed a \$133 million investment, while the current plan has increased to \$186 million.

The major upcoming projects are: WPCC Expansion, Early Action, Backflow Preventer, EQ Basin, Main Interceptors, Benner St Interceptors and miscellaneous sewer projects, and Phase 1, 2 and 3 improvements. The City needs enough money to pay the capital costs, expenses and have enough to cover future expenses. The majority of the CIP needs are in the next five years for Main, Benner and EQ Basins 25/26 projects. He explained that the city's best financing option is to seek the Ohio EPA's state revolving fund loans which feature principal cost forgiveness, deferred payment during construction, below-market interest rates and principle deferral option of up to 15 years. If the city is able to secure state revolving fund loans, the city would need to increase its revenue, however, it would not be out of money. In the scenario that the city is unable to secure such a loan, he predicts the City would run out of money in 2032 when hypothetically it would have to do a monumental increase to keep it whole. For the remaining amount of money for the sewer financial plan, City staff has discussed the following options to adjust revenue: 1) a one-time 9% increase to annual rates effective in 2024 and resume 4% increases beyond 2024; 2) Temporary Long Term Control Plan fee of \$12 per month, effective from the beginning of 2024 to the end of 2032; and 3) resume a 5% increase effective 2024, which is the lowest near-term burden on taxpayers. He said that the fee option is the most expensive one option, while the 5% annual increase keeps rates lower for taxpayers for the longest period. Raftelis recommends the City re-establish an annual increase of 5% because it would allow the City to finance capital projects without putting an additional burden on taxpayers. City Engineer Watson explained that we are able to do the bridge design and construction with a \$4 million forgiveness loan. The City will continue to work with them in applying for design and construction forgiveness loans as the deferred option keeps our rates as low as possible. We can only get one principal forgiveness per year so have to be as strategic as possible. Mayor Iannantuono said the team was very concerned when trying to figure out the City budget and if re-implementing the 5% annual increase would put us back in good shape, and they felt it was the least painful way to go to be where we need to be. She gave kudos to Brandon Burner and his Public Works team for doing so much work in-house at an estimated value cost of \$1.6 million. She said we have saved millions of dollars in these projects by doing so. She added that she would like to see this implemented January 1<sup>st</sup> to make things easier for the Finance Department. Councilmember Roessner said he was interested in seeing a 4.5% increase, and Crea said he would run the options. Mayor Iannantuono said she did not think 4.5% would get us there, and she actually thought the increase would have to be much higher than that. Watson promised to be good stewards of residents' dollars and added that we need to continue to engage with Crea each year since the projects ahead have very large dollar amounts and need to be implemented into the model.

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Events:

- July 20<sup>th</sup> is the Third Thursday Christmas in July event.
- The Seneca County Fair is July 24-30.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Report for the month ending:	JUNE 30, 2023
Total Receipts for the month:	\$4,193,258.84
Total Expenses for the month:	\$4,397,639.46
The General Fund unencumbered balance:	\$5,135,401.55

The income tax receipts for June 2023 were \$1,019,283.33. The total annual decrease in income tax receipts in June 2023 compared to June 2022 is \$4,343.77. Annual year to date receipts are down 3.74%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for June 2023 is \$124,753.94.

The unexpended balance for all funds is **\$38,197,174.47**, which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the June financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Monsour seconded. On a voice vote motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

**WRITTEN COMMUNICATIONS:**

Finance Director's Request for Legislation #F23-21 to amend the Budget Ord. 22-108 to appropriate funds into the Police, Fire and Parks Budgets (\$500.00 + \$2,730.00 + \$4,682.43).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-46.*

Finance Director's Request for Legislation #F23-22 to amend the Budget Ord. 22-108 to appropriate funds into the Park Budget (\$3,533.01).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-47.*

Finance Director's Request for Legislation #F23-23 to amend the Budget Ord. 22-108 in order to allow additional funds to be appropriated in the budget for the Indigent driver's alcohol treatment fund and approve the transfer of \$60,000 to the Municipal Court Probation Fund.

*On file in Clerk of Council's office; legislation prepared under Ord. 23-48.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:**

- A. Councilmember Thacker moved to amend Ord. 23-41 in the Title, "Finds" paragraph and Section 1 to "two street lights" instead of three, as well as deleting in Section 1 pole number 440B423 and changing pole number 440B425 to 440B424; Councilmember Spahr seconded.

On a voice vote motion was approved 7-0.

**RESOLUTIONS:**

**Resolution 23-24**, introduced by John Spahr and read for the second time.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF TRACI SITTASON STARK TO SERVE AN UNEXPIRED TERM ON THE SENECA COUNTY BOARD OF HEALTH FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.

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**ORDINANCES:**

**Amended Ordinance 23-41**, introduced by Cheyane Thacker and read for the second time.  
ORDINANCE AUTHORIZING INSTALLMENT OF TWO STREET LIGHTS ON SOUTH RIVER ROAD TRAIL AT OR NEAR THE RIVER OVERLOOK.

**Ordinance 23-42**, introduced by Kevin Roessner and read for the second time.  
ORDINANCE AMENDING SECTION 135.13 OF TIFFIN CODIFIED ORDINANCES UPDATING THE CITY'S FIXED ASSET POLICY BY INCREASING THE AMOUNT FOR A CAPITAL FIXED ASSET FROM \$2,500.00 TO \$5,000.00, AND DECLARING AN EMERGENCY.

**Ordinance 23-45**, introduced by John Spahr and read for the second time.  
ORDINANCE AUTHORIZING THE SALE OF LOT #3 (4.908 ACRES, MORE OR LESS) OF EAGLE ROCK NORTH SUBDIVISION PLAT IN EAGLE ROCK BUSINESS PARK AT \$15,000.00 PER ACRE AND GRANTING AN OPTION TO PURCHASE LOT #2 (8.732 ACRES, MORE OR LESS) TO AFLP LLC OR ITS DESIGNEE AS APPROVED BY THE MAYOR.

**Ordinance 23-46**, introduced by Kevin Roessner and read for the first time.  
ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$7,912.73 OF DONATIONS INTO THE POLICE, FIRE AND PARK BUDGETS.  
Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Monsour seconded.  
Roll call votes were taken on the suspension and passage, and both were approved 7-0.

**Ordinance 23-47**, introduced by Kevin Roessner and read for the first time.  
ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$3,533.01 INTO THE PARK BUDGET FOR THE TIFFIN MUNICIPAL ARTS COMMISSION AND SUMMER CAMP PROGRAMS.  
Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Wilkins seconded.  
Roll call votes were taken on the suspension and passage, and both were approved 7-0.

**Ordinance 23-48**, introduced by Kevin Roessner and read for the first time.  
ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$60,000.00 OF ADDITIONAL FUNDS INTO THE INDIGENT DRIVER'S ALCOHOL TREATMENT FUND AND A TRANSFER OF \$60,000.00 INTO THE MUNICIPAL COURT PROBATION FUND, AND DECLARING AN EMERGENCY.  
Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Spahr seconded.  
Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

**OTHER BUSINESS:**

President Boyle announced that discussion of the investment management contract with Meeder Investments would be added to the purpose of the Special Council Meeting on Wednesday, July 19, 2023.

Councilmember Perry asked about the source of the donations received under Ord. 23-46. Finance Director Kaufman explained that Police Department received donations from R & I Construction Inc. and Bair Bros., Inc.; the Fire Department received donations from Dorothy Veres and others in memory of Joyce Harshman, and the Parks Department received \$,4682.73 from the Tiffin AMVETS that they normally give us as a part of Bingo.

Councilmember Jones said it is nice to see that people and businesses are generous in their donations. He added that he had driven by the South River Road improvements and asked if railings were going up since there were just posts there. City Engineer Watson said there would be cable railing on three sides, but not all material came in as ordered

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Councilmember Jones also asked about the debris in the river on the south side by Jefferson St., and City Administrator Dutro said he would check and get back to Council.

**ADJOURNMENT:** 7:53 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**4041**

**AUGUST 7, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 7:01 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak.

**PETITIONS:**

Petition #2023-01 by Heidelberg University to vacate a street (Walker) in the First Ward of the City of Tiffin, Ohio, being a 60 foot wide street running east/west between Lots #552-554 on the north and Lots #560-562 on the south, all in Walker's Addition.

Petition #2023-02 by Heidelberg University to vacate an alley in the First Ward of the City of Tiffin, Ohio being a 16.5 foot wide alley running north/south between Lots #521- 554 on the west and Lots #520-555 on the east, all in Walker's Addition.

Petition #2023-03 by Heidelberg University: Alley vacation in the First Ward of the City of Tiffin, Ohio for a 16.5 foot wide alley running east/west between Lots #521-523 on the north and Lots #552-554 on the south, all in Walker's Addition.

*The above petitions were referred to the Streets, Sidewalks and Sewers Committee.*

**MINUTES:** The minutes of the July 17, 2023 Regular and Committee of the Whole Meetings and the July 19, 2023 Special Council Meeting were approved as written.

**COMMITTEE REPORTS:** None.

No additional Committee of the Whole was scheduled.

**REPORTS OF THE OFFICERS**

**MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono reported on the upcoming events and other items:

- A special state election will be held tomorrow August 3<sup>rd</sup>, so please vote.
- The 2023 Educators Breakfast will be held August 10<sup>th</sup> at Heidelberg University.
- The annual Dawg Days Dive-In will be held August 15<sup>th</sup> and 16<sup>th</sup> at the Hedges-Boyer pool.
- August 17<sup>th</sup> is Third Thursday featuring the Taste of Downtown Tiffin. The Band Bash will follow at 7:00 p.m. with local bands playing.
- The Around the Town event for Tiffin University/Heidelberg University students will be held August 20<sup>th</sup> on Madison St. This will introduce students to downtown and the various organizations available to them.
- She encouraged people to check out the new South River Road Trail with its recently completed overlook onto the river.
- Beginning August 15<sup>th</sup> -17<sup>th</sup> there will be intermittent closures from 8 a.m. to 2 p.m. for delivery of 15 – 100-foot concrete beams to be installed on the Ella St. Bridge at Ella and S. Sandusky St. (August 15<sup>th</sup>) and Sycamore St. (August 16 and 17). School starts August 17<sup>th</sup> and could be affected by these closings.
- The East Perry St. Project is going well.
- At the next Council meeting on August 21<sup>st</sup>, Chief Pauly will hand out special service awards. While he is there, the Kiwanis Club of Seneca County will make a special presentation to the Chief for the funds collected for the K-9 officer. They are shopping for the new dog tomorrow.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:** No report.

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**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard reported that the sale of the Eagle Rock property approved by Council last month; it will tentatively be closing on the 18th. Everything is going as planned, and the purchaser and counsel have been very easy to work with. They want to get started with construction thereafter, and they will also purchase the privately owned spec building from Development Solutions.

Councilmember Perry asked if there was any update on the Kear building. Howard said that the Fire/Rescue Division wants to use the building for training purposes, and the developer/owner and he have worked on the proper release and insurance for the activities there.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-36 – 2024 OPWC Sewer Rehabilitation Program

*Referred to the Streets, Sidewalks and Sewers Committee*

Mayor's Request for Legislation #23-37 – Legislation to Approve Annual Sewer Rate Increase

*Referred to the Streets, Sidewalks and Sewers Committee*

Finance Director's Request for Legislation #F23-24 to amend the 2023 Budget Ordinance 22-108 in order to appropriate funds in the budget for the CHIP program (\$136,603.00).

*On file in Clerk of Council's office; legislation prepared under Ord 23-50.*

**ORAL COMMUNICATIONS:**

Eileen Stanic, Regional Manager of Advisory Services for Meeder Public Funds, addressed Council regarding the legislation to be introduced for an investment management agreement of various Tiffin City funds. She said Meeder Public Funds have been servicing public entities for over 30 years and have over 350 public entity clients. Their help would encompass developing a customized investment program to meet the needs of the City, taking into consideration Ohio Revised Code provisions as well as the City's investment policy and any cash flow considerations. She said she would be very pleased to work with the City.

**MOTIONS:**

- A. Councilmember Roessner moved to amend Ord. 23-42 in the Title, deleting "and declaring an emergency". Councilmember Spahr seconded. On a voice vote motion was approved 7-0.

**RESOLUTIONS:**

**Resolution 23-24**, introduced by John Spahr and read for the third time.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF TRACI SITTASON STARK TO SERVE AN UNEXPIRED TERM ON THE SENECA COUNTY BOARD OF HEALTH FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.

Councilmember Spahr moved for passage; Councilmember Thacker seconded.

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

**ORDINANCES:**

**Amended Ordinance 23-42**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING SECTION 135.13 OF TIFFIN CODIFIED ORDINANCES UPDATING THE CITY'S FIXED ASSET POLICY BY INCREASING THE AMOUNT FOR A CAPTIAL FIXED ASSET FROM \$2,500.00 TO \$5,000.00.

Councilmember Roessner moved for passage; Councilmember Wilkins seconded.

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

**Ordinance 23-50**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$136,603.00 INTO THE CHIP REVOLVING LOAN FUND.

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

*Discussion: At Councilmember Jones' request, Finance Director Kaufman explained that suspension has been requested because the funds are for a Community Housing and Impact Program (CHIP) in partnership with*

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*Fostoria, who is the administrator of the program. Project 2023-2025 invoiced higher than what was budgeted, but the money is there. The source is Fund 236 from any payoffs that the City has liens on (from outside the area), and as they are paid off they revolve out. We are not using local tax dollars.*

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

**Ordinance 23-51**, introduced by Kevin Roessner and read for the first time.

**ORDINANCE AUTHORIZING THE DIRECTOR OF FINANCE TO ENTER INTO A DISCRETIONARY INVESTMENT MANAGEMENT AGREEMENT FOR PROFESSIONAL MANAGEMENT OF VARIOUS CITY FUNDS, AND DECLARING AN EMERGENCY.**

**OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on Monday, August 14, 2023 at 5:30 p.m. at the petitioner’s locations to discuss Street/Alley Petitions 2023-01, 2023-02 to 2023-03, as well as Mayor’s Requests for Legislation #23-36 (2024 OPWC Sewer Rehabilitation Program) and #23-37 (Sewer Rate Increase), and any other business that may come before it. Attendees should meet at Heidelberg’s gravel parking lot on Main St. east of the Rock Creek Bridge.

Councilmember Thacker also announced a Streets, Sidewalks and Sewers Committee meeting on Monday, August 21, 2023 at 6:30 p.m. to discuss street lights potentially being put on Third Ave. and Water Street, and any other business that may come before it.

Councilmember Spahr asked why there was no emergency on suspended Ord. 23-50 or did it have to wait 30 days to go into effect. Director of Law Howard explained that per Section 4.07(A), the appropriation of funds can be done immediately. If an ordinance does more than appropriate funds, it must wait 30 days to go into effect.

Councilmember Jones said an email had been received from a gentleman regarding increasing road weight limits from 80,000 to 92,000 lbs. Councilmember Monsour noted that it was from out of state. President Boyle said she would review.

**ADJOURNMENT:** 7:25 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

4051

## SEPTEMBER 5, 2023 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large); John Spahr, Jr. (At Large) was absent. Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak.

**MINUTES:** The minutes of the August 21, 2023 Regular and Committee of the Whole Meetings were approved as written.

### COMMITTEE REPORTS:

Chris Monsour called to order the meeting of the Law & Community Planning Committee at 4:05 PM on August 24, 2023 in Council Chambers. The following persons were present: Chair Chris Monsour, Committee Member Vickie Wilkins, Mayor Dawn Iannantuono, City Administrator Nick Dutro, and Community Member Lee Wilkinson. Absent: Committee Member Danny Perry. The purpose was to discuss E.C.I.'s request for the issuance of licenses for three persons with developmental disabilities at 35 Beechwood Drive. The Ohio Department of Developmental Disabilities sent a letter notifying the city of moving three persons with developmental disabilities from a home on Westwood Drive in Tiffin to 35 Beechwood. ORC 5123 requires that the City Council receive notice for the new location being used and gives the City Council the opportunity to comment. The statute does not say what a relevant comment is. Nick spoke with the Law Director and it was determined that there was no need to create legislation. Councilmember Wilkins made the motion to make no comments or objections to the letter and the motion was seconded by Councilmember Monsour. Motion passed 2-0. Vickie Wilkins moved to adjourn the meeting at 4:08 PM and Monsour seconded. Respectfully submitted, Chris Monsour, Committee Chair.

Councilmember Cheyane Thacker reported that a Streets, Sidewalks and Sewers Committee meeting was held on August 21, 2023 at 6:15 p.m. in Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, Daniel Perry, and Chris Monsour, along with City Council Members John Spahr and Vickie Wilkins, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, Heidelberg Representative Rod Morrison, and Members of the Public, Lee Wilkinson, Zachary Fowler, Dan Iannantuono, and Scott Hoernemann. Thacker called the meeting to order. The purpose of the meeting is to discuss Heidelberg University's Walker Street Vacation Petition #2023-01 and Alley Vacation Petitions #2023-02 and #2023-30, all in the First Ward, street lights on Water Street and 3rd Avenue, and any other business that may come before them. **Item One:** Thacker stated that the committee had discussed Heidelberg's street and alley vacations at the previous committee meeting, but that it was the committee's decision to hold off on having the law director draft legislation until such time as the committee could hear from Rod Morrison regarding the project's timeline. Rod introduced himself and let the committee know that Heidelberg is diligently working on plans and hopes to break ground on the new project on October 20th. Two of the properties are being occupied currently. One property is occupied through December 31, 2023 and the other until potentially March 23, 2024. Howard explained that the vacation would make the adjoining property owners the current owners of the vacated alleys and street, so the public would no longer be allowed to use the land as they do now. The city will require a new plat to show where the new street will go. Howard asked if it would be a possibility for Heidelberg to have the process for both vacation and platting to happen on parallel tracks simultaneously. Rod said that it was in process now. Surveyors will be on site the following Thursday at the last property to be surveyed and following that, within a week to 10 days, the plat will be prepared and ready to submit. Perry thought it was a great idea and motioned for the Law Director to prepare legislation to accept the alley vacations and work with Rod on the timetables of platting and vacations at the same time. The motion was seconded by Monsour. The motion passed 5-0. **Item Two:** The committee discussed the street light at Water Street. Thacker said the light would be beneficial, especially with the sharper turn under the viaduct. Jones was not in favor of the light and suggested that anyone who thought it was scary or too dark to walk under the viaduct should walk a different direction. Thacker thought it was overall a net positive and would make it a safer path. Perry motioned to have the law director prepare legislation to add a light by the viaduct. Monsour seconded the motion. The motion passed 4-1.

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**Item Three:** Jones went to the area that was requested to have new lights. AEP suggested that there could be up to 5 lights added to Third Avenue. Jones thought 5 lights were too many. Dutro said 5 was suggested by AEP, but Council could add as many as they like. One light was requested by residents. Perry thought Council should be careful about the precedent set, but that safety is the number one concern. Perry thought maybe one or two at most. Monsour asked if Jones thought one would be enough. Jones agreed one would be best. Monsour motioned to have the law director prepare legislation to add one light. The law director asked for clarification on which pole. Perry thought AEP could make a suggestion for a specific spot. Dutro will contact AEP for a suggestion as they will have to put up 5 new poles. Perry seconded the motion. The motion passed 5-0. With no further business the committee adjourned at 6:30 p.m. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono presented a proclamation declaring September as National Childhood Cancer Awareness month in Tiffin, due to its being the leading cause of death by disease in children. She reported that Conner Whaley, to whom she had presented last year's proclamation when he was four, had been able to ring the bell signifying that he had beaten his acute lymphoblastic leukemia and would be the grand marshal in the upcoming Heritage Festival Parade.

The Mayor and her husband Dan greatly enjoyed attending the Junior Home Kids Homecoming this past weekend. They spent time at the museum and learned about the Home's origin.

She will attend the Tree Academy Junior Class for the next three days which will be planting 49 trees. She was also able to help pass out trees for the First Ward.

She welcomed Sara Elliot as Tiffin's newest firefighter/EMT.

### Events:

- Safety City Week will be held next week. It started in 2013 and helps almost 1,000 students each year. Around 100 parents volunteer, along with the Kiwanis Club of Seneca County, Tiffin's Fire/Rescue and Police Departments, and Heidelberg University's wrestling and basketball teams.
- The 2023 Main Street Celebration and Downtown Summit will be held September 14<sup>th</sup>.
- The 44<sup>th</sup> Annual Heritage Festival will be held September 15-17. The Living History Village will be on Frost Parkway this year and not at Hedges-Boyer Park. The parade is Saturday the 16<sup>th</sup> at 10 a.m.
- The Halloween Parade will be held downtown on Saturday, October 21 at 10:00 a.m. under the supervision oversight of Destination Seneca County. Trick-or-Treat will be Sunday, October 22 from 3:00-5:00 p.m.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

### **WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-38 – Legislation to Enter into Local Public Agency Agreement with Ohio Department of Transportation.

*Referred to Streets, Sidewalks and Sewers Committee.*

Finance Director's Request for Legislation #F23-27 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the City Administrator and General Administration Budgets (\$3,000.00 + \$10,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord 23-55.*

Finance Director's Request for Legislation #F23-28 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police Department Budget.

*On file in Clerk of Council's office; legislation prepared under Ord 23-56.*

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**ORAL COMMUNICATIONS:** None.

**MOTIONS:** Councilmember Jones moved to table Ord. 23-58 before the first reading because there is a street light 125 ft. to the north of this location, and he would like to see a study or an expert opinion that the light is warranted due to the cost of approximately \$6,000 over 30 years. Law Director Howard suggested he could not table the ordinance if it had not yet been introduced. Motion was withdrawn by Councilmember Jones.

**RESOLUTIONS:**

**Resolution 23-27**, introduced by Kevin Roessner and read for the second time.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY.

**Resolution 23-28**, introduced by Cheyane Thacker and read for the second time.

RESOLUTION AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION (OPWC) REVOLVING LOAN/GRANT PROGRAM FOR SEWER REHABILITATION IN 2024, TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Monsour seconded.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

**ORDINANCES:**

**Ordinance 23-54**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AMENDING SECTIONS 907.07(d) AND (e) OF TIFFIN CODIFIED ORDINANCES INCREASING THE ANNUAL PERCENTAGE INCREASE IN SEWER RATES TO 5%.

**Ordinance 23-55**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$13,000.00 INTO THE GENERAL ADMINISTRATION BUDGET FOR PROFESSIONAL AND COMPUTER TECHNOLOGY SERVICES.

Councilmember Roessner moved for suspension off the three-reading rule and passage; Councilmember Wilkins seconded.

*Discussion: Councilmember Perry asked what expenses were increased. City Administrator Dutro explained that in the past we used NCOESC for IT services, but they did not want to continue year due to our 24/7 service needs. There was a price increase and there were additional contractual hours for the beginning of the year for the transition, so there was an overage.*

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

**Ordinance 23-56**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$7,450.08 INTO THE POLICE BUDGET FOR DONATIONS RECEIVED FOR THE POLICE K9 PROGRAM.

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

*Discussions: Councilmember Roessner said he appreciated the donations received for this program.*

Roll call was taken on the suspension and passage, and both were approved 6-0.

**Ordinance 23-57**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING INSTALLMENT OF ONE STREET LIGHT ON THIRD AVENUE BETWEEN SHAWHAN AVENUE AND WALL STREET, AND DECLARING AN EMERGENCY.

**Ordinance 23-58**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING INSTALLMENT OF ONE STREET LIGHT ON WATER STREET AT OR NEAR THE VIADUCT BRIDGE, AND DECLARING AN EMERGENCY.

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**Ordinance 23-59**, introduced by Cheyane Thacker and read for the first time.

**ORDINANCE ENACTING CHAPTER 725 OF THE TIFFIN CODIFIED ORDINANCES ESTABLISHING THE REGISTRATION OF CONTRACTORS WORKING IN THE CITY.**

**OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting for Monday, September 11, 2023 at 5:15 p.m. to discuss Mayor's Request for Legislation #23-38 regarding legislation to enter into a Local Public Agency Agreement with the Ohio Department of Transportation, and any other business that may come before it.

**ADJOURNMENT:** 7:24 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**AUGUST 21, 2023 – REGULAR MEETING**

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Police Chief David Pauly and Director of Communications and Constituent Services Liz Croak.

**MINUTES:** The minutes of the August 7, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:**

Councilmember Cheyane Thacker reported that a Streets, Sidewalks and Sewers Committee meeting was held on August 14, 2023 at 5:30 p.m. on site at Heidelberg University's Walker Street Vacation Petition #2023-01 and Alley Vacation Petitions #2023-02 and #2023-03. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, Daniel Perry, and Chris Monsour, along with City Council Member John Spahr, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, City Engineer Matt Watson, Public Works Superintendent Brandon Burner, and Member of the Public, Lee Wilkinson. Thacker called the meeting to order. The purpose of the meeting is to discuss Heidelberg University's Walker Street Vacation Petition #2023-01 and Alley Vacation Petitions #2023-02 and #2023-30, all in the First Ward, Mayor's Request for Legislation 23-36 and 23-37, and any other business that may come before them. **Item One:** Watson gave information about the petition. Heidelberg owns all of the land surrounding the potential street and alley vacations. Heidelberg is planning to build a field house at the location and would need the vacations to tear down the homes currently on site to have enough space to build. Heidelberg has been working with the city administration on the project. Also, a 16 ½ foot wide alley between Walker Street and Main Street is to become a road extension of Walker. There are several utility lines within the area, including an interceptor sewer, and it would be on Heidelberg to pay to reroute the public utilities. The zoning permit is contingent on the vacations being approved. Monsour asked if the area was in the floodplain. Watson confirmed everything being built is outside of the floodplain. Heidelberg has submitted a preliminary plat, but the final plat has not been submitted yet. Watson's preference is that Council not approve the vacations until Heidelberg has received approval of the final plat and gone through the Planning Commission process. Monsour asked about the timeline for the plat to be submitted and approved. Watson said he wasn't sure, but it would be helpful to know from the applicant. Once through the process, the plat will be sent out to private utility companies for their feedback. Howard agreed that it could be beneficial to run this process parallel to the platting process, but if plans have not been approved by the planning commission, to hold off on actually passing legislation, and potentially table the matter until such time as the plans are approved. Perry had no issue with the vacation, but agreed that it would be beneficial to wait to vacate until the plat is approved. Monsour suggested the committee invite the applicant to the next committee meeting held on August 21, 2023 and move up the time to 6:15 PM. The committee paused the meeting at 5:52 PM and agreed to meet back at Council Chambers to continue the meeting and discuss the next agenda items. **Item Two:** The committee reconvened at 6:02 p.m. in Council Chambers with all previous attendees except Council Member John Spahr. Burner gave the committee information about the need to apply for an Ohio Public Works Commission (OPWC) loan and/or grant to improve certain sewer lines in the Riverview Estates area without having to replace them completely. The potential project is estimated to cost around 1.5 million dollars. Burner informed Council that sewer revenue typically allows for 1 million in capital improvements or to buy equipment. Monsour motioned to have the law director prepare a Resolution Authorizing the Mayor to Prepare and Submit an Application to Participate in the Ohio Public Works Commission (OPWC) Revolving Loan/Grant Program for Sewer Rehabilitation in 2024, to Execute Contracts as Required, and Declaring an Emergency. The motion was seconded by Roessner. The motion passed 5-0. **Item Three:** Dutro reiterated information presented by Raftelis at the previous Council Meeting. Their suggestion is to return to the pre-pandemic annual sewer rate increase of 5%. During the pandemic, the city was looking to decrease rates for residents. With the increasing need to pay for upcoming Ohio EPA mandated sewer projects, Raftelis suggested the City return to the previous rate. The annual increase will happen in January. Perry motioned to have the law director prepare an Ordinance Amending Sections 907.07(d) and (e) of Tiffin Codified Ordinances Increasing the Annual Percentage Increase in Sewer Rates to 5%. Monsour seconded the motion. The motion passed 5-0. **Item Four:** Perry received a

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complaint from two residents on Mohawk Street about Rumpke driving onto their sidewalks and damaging them. The residents have also been in contact with Dutro about this issue. Rumpke gave the residents a \$20.00 credit. Perry said they plan to come to the regular council meeting the following week. There was much discussion regarding where bins should be placed. Watson said it would be bad to place bins on sidewalks because it restricts access and would not be ADA compliant. The committee agreed to have Dutro reach out to the representative from Rumpke to figure out how far the mechanical arm on the truck can reach so as to inform city residents of the best place to put bins. With no further business the committee adjourned at 6:29 p.m. Respectfully submitted, Cheyane Thacker, Chairperson.

Re Item 1, Director of Law Howard explained that Heidelberg University has provided the plans but the platting process has not yet started.

No additional Committee of the Whole was scheduled.

### REPORTS OF THE OFFICERS

#### MAYOR DAWN IANNANTUONO:

Mayor Iannantuono introduced Police Chief David Pauly, who said he appreciated the forum and opportunity to hand out special service awards to recognize first responders who do not look for this recognition. The Live Saving Award was awarded to Ofc. Andrew Stevens, who on June 25<sup>th</sup> arrived at the Riverside Drive viaduct on the report of an individual struck by a train. He coordinated all responding officers to help locate the victim and provided stabilizing care of the neck and spine of the individual. Ofcs. Kaden Wuescher and Liz Miller assisted in giving care to the individual to prevent additional injury, and their quick coordination and actions were a pivotal role in giving him a chance to live. The Merit Award was presented to Lt. Jason Windsor, Ofc. Brent Riley and Ofc. Rachel Stafford (not present) for their actions in the June 27<sup>th</sup> child abduction from Wood County. Seneca County ECHO Unit Paramedic Christopher East was also recognized for his role in the response with a Tiffin Police Department Commendation. Seneca County Sheriff Deputy Dylan Breidenbach was also commended for his actions during the incident. Dispatch supervisor Candie Cunningham was given a Tiffin Police Department Commendation for her exceptional response and professionalism during these two critical events.

Police Chief Pauly and Ofc. Liz Miller then received a check for the Tiffin Police Department from the President of the Kiwanis Club of Seneca County Randy Schroder. Schroder said the group had hoped to raise \$10,000 to kick start the program with a police dog, training for Ofc. Miller and car equipment, but total donations brought the total to \$30,770.54. He commended Ofc. Miller for her help by holding a bake sale and Kiwanis Club of Seneca County members for the sale of the T-shirts. He noted that 95% of the donations came from the community. Councilmember Perry noted that we have not had a K-9 program since 2018 and that the generosity of the businesses and people was nothing short of spectacular for a “jump starter”.

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

#### DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Report for the month ending:	JULY 31, 2023
Total Receipts for the month:	\$3,648,117.60
Total Expenses for the month:	\$4,236,443.16
The General Fund unencumbered balance:	\$5,170,829.16

The income tax receipts for July 2023 were \$1,001,545.95. The total annual increase in income tax receipts for July 2023 compared to July 2022 is \$169,549.53. Year to date the decrease is 1.11%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for July 2023 is \$122,287.78.

The unexpended balance for all funds is **\$37,608,848.91**, which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the July financial report as presented, as well as the bank reconciliation emailed to Council for the period ending July 31, 2023; Councilmember Monsour seconded. On a voice vote motion was approved 7-0.

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**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard reported that on August 14<sup>th</sup> the City closed on the sale of Lot 3 at Eagle Rock Business Park to the designated company AFLP LLC. The City received approximately \$73,200, which is the net portion of the sale. The City also closed on the option granted to the same business for Lot 2. AFLP LLC also closed with Development Solutions on the Lot 1 spec building that was purchased a couple of years ago from the City, and we will receive the payoffs on that note for \$184,808. The City will receive a total of a little less than \$258,000 that will be put into the Economic Development Fund for future use.

**WRITTEN COMMUNICATIONS:**

Finance Director's Request for Legislation #F23-25 to amend the 2023 Budget Ordinance 22-108 in order to allow for additional funds to be appropriated in the budget for the Municipal Court (\$21,850.00).

*On file in Clerk of Council's office; legislation prepared under Ord 23-52.*

Finance Director's Request for Legislation #F23-26 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police and Park Budgets (\$12,270.46 + \$3,155.29).

*On file in Clerk of Council's office; legislation prepared under Ord 23-50.*

Letter dated August 17, 2023 from Ohio Department of Developmental Disabilities regarding the application of E.C.I. Inc. for the issuance of licenses for three persons with developmental disabilities at 35 Beechwood Dr.

*Referred to Law & Community Planning Committee*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-27**, introduced by Kevin Roessner and read for the first time.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY.

**Resolution 23-28**, introduced by Cheyane Thacker and read for the first time.

RESOLUTION AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION (OPWC) REVOLVING LOAN/GRANT PROGRAM FOR SEWER REHABILITATION IN 2024, TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY.

**ORDINANCES:**

**Ordinance 23-51**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AUTHORIZING THE DIRECTOR OF FINANCE TO ENTER INTO A DISCRETIONARY INVESTMENT MANAGEMENT AGREEMENT FOR PROFESSIONAL MANAGEMENT OF VARIOUS CITY FUNDS, AND DECLARING AN EMERGENCY.

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

*Discussion: Councilmember Roessner explained that he had checked with other references and cities of similar size and Meeker received stellar reviews. He commended Finance Director Kaufman for bringing this to Council.*

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

**Ordinance 23-52**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$21,850.00 INTO THE MUNICIPAL COURT BUDGET.

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

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

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**Ordinance 23-53**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$15,425.25 INTO THE POLICE AND PARK BUDGETS.

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

*Discussion: Councilmember Monsour noted that these funds came from donations. Councilmember Roessner expressed his gratitude to those who donated.*

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

**Ordinance 23-54**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AMENDING SECTIONS 907.07(d) AND (e) OF TIFFIN CODIFIED ORDINANCES INCREASING THE ANNUAL PERCENTAGE INCREASE IN SEWER RATES TO 5%.

#### **OTHER BUSINESS:**

In order to get a response back to the Ohio Department of Developmental Disabilities by their August 31 deadline, Councilmember Monsour scheduled a Law & Community Planning Committee meeting for Thursday, August 24 and 4:00 p.m. in Council Chambers to discuss E.C.I, Inc.'s request for licenses for three persons with developmental disabilities at 35 Beechwood Dr., and any other business that may come before it.

Councilmember Spahr noted it was going to be a very hot week with a possible heat index of 105-107 degrees, and cooling centers had been established. They would not be open, but people could call the EMS, Police Department or Sheriff's Office for the list of places to contact. He suggested checking on relatives, neighbors and the elderly and making sure pets had plenty of water.

City Administrator Dutro provided details of Rumpke collection numbers that a council member had requested. From January to July 2022, 548.33 tons of recyclables were collected. For the same months of 2023, 571.07 tons were collected, showing an approximately 4% increase in collected recyclables. Municipal Solid Waste decreased from 3124.23 tons disposed of from January to July 2022 to 3076.33 tons from the same months in 2023. In comparison there were more recyclables collected and less municipal solid waste. Also, the tonnage was down this year versus 2022 for bulk pick up from 134.63 tons to 108 tons.

Mayor Iannantuono noted that the Kiwanis Club of Seneca County had done an awesome job selling the K9 T-shirts, and only 13 were left. She said if anyone wanted one they should contact the office.

Regarding Ord. 23-54 for the sewer rate increase to 5% that is necessary for all the projects coming up, Councilmember Roessner asked that Council consider making it a temporary increase so that it can be reviewed again next year and the numbers rerun in case it would have to go up to 6% next year if the costs go up. President Boyle pointed out that that would require an amended ordinance and open it up for further discussion. Councilmember Perry said there was no reason Council couldn't look at again next year since we will continue in contact with Raftelis; he said he was okay with it as it was as he was sure City Engineer Watson would also keep an eye on it. Director of Law Howard said currently the ordinance states there will be a 4% increase each year, and this proposed ordinance increases it to 5%. If Council would amend this ordinance, it would sunset next year and revert back to 4%. He asked if that was prudent or better for Council to naturally revisit the issue as needed based on Raftelis' annual review of sewer rates. Mayor Iannantuono pointed out that we were fine on the previous 5% and when we dropped it to 4% we put ourselves in jeopardy of running out of money, which is why the warning bells were going off that we needed to do something now. This is a \$160 million project, and the 5% is very crucial to keeping us on track. She also noted that we pay Raftelis every time we work with them. They are going to reevaluate this again next July per our contract. City Administrator Dutro said we can asked them to come back any time we like, but they have already discussed their coming back to update Council next year since they have a 19-year model they base these figures on. He also noted that this rate change would go into effect in January.

Councilmember Perry asked that Res. 23-27 be explained in layman's terms. Finance Director Kaufman explained that on an annual basis we have to give our tax rates to the county, which allows us to collect funds from county real estate collections. She believed the rates have not change from years past.

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**ADJOURNMENT:** 7:40 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## SEPTEMBER 18, 2023 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large); and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak.

**PETITIONS:** Petition No. 2023-04 from Jeffrey Michel and Beth Souder to vacate an alley in the Third Ward running east/west between Lots 3 and 4 of Letterhose Subdivision on the north and Lot #17 of Heming's Resurvey on the south. *Referred to Streets, Sidewalks & Sewers Committee.*

**MINUTES:** The minutes of the September 5, 2023 Regular and Committee of the Whole Meetings were approved as written with corrections noted in the Agenda Change Memo to the Mayor's Report on page 4052.

### COMMITTEE REPORTS:

Councilmember Cheyane Thacker reported that a Streets, Sidewalks and Sewers Committee meeting was held on September 11, 2023 at 5:15 p.m. in Council Chambers. Attending were committee members Cheyane Thacker, Daniel Perry and Chris Monsour, along with Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, City Engineer Matt Watson, and Member of the Public, Ollie Perry. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Request for Legislation 23-38 and any other business that may come before them. **Item One:** Watson gave the committee information regarding the reconstruction of Sandusky Street between Hall and Tomb through the ODOT Small City Program. This project is estimated to cost \$1,658,961.00 with 95% of the project being reimbursed to the city through the aforesaid ODOT Program. Additionally, Watson has been working to receive other grants from ODOT to improve safety at the Sixes Corner intersection for projects that would happen concurrently with reconstruction. Monsour motioned to have the Law Director prepare legislation to authorize the Mayor to accept funding from ODOT Small City Program. Perry seconded the motion. The motion passed 3-0. **Item Two:** Howard gave an update on the Heidelberg project for street and alley vacations. Based on a meeting with Heidelberg's representative, it is time to move ahead with the introduction of ordinances for vacations. The city will have a temporary easement for use of the vacated alleys and street until construction begins. With no further business the committee adjourned at 5:43 p.m. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

### REPORTS OF THE OFFICERS

#### MAYOR DAWN IANNANTUONO:

Mayor Iannantuono read a proclamation for a very special boy, Griffin Eidt, and others like him, declaring September 2023 as Deafness Awareness Month in Tiffin. She regretted that he was not feeling well and was not able to attend.

The Mayor reported that over 137 parents and grandparents volunteer to help with Safety City, and it was a huge success. She thanked Tiffin City Schools for their help with bussing and location again this year, as well as to Lincoln Pre-K staff for putting up with their taking over the building for a whole week. She also thanked Heidelberg University's women's basketball team and their assistant coach, as well as Heidelberg University's men's wrestling team and their coach for all their help with set up and tear down. She thanked the Leadership Class at Columbian for their help Tuesday and Friday afternoons in helping with students; they also stayed Friday to tear down before the wrestlings got there, so they were done and put away before 3:00 p.m.

The Downtown Main Street Celebration and Downtown Summit was September 14<sup>th</sup> at The Chandelier, and it was a very nice event. They shared downtown updates and honored some of the awarded recipients.

The 44<sup>th</sup> Annual Heritage Festival on September 15-17 was located on Frost Parkway and Jefferson St. this year, and it went very well. The parade was very big and a huge success.

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Ofc. Liz Miller is in Pennsylvania and will be training with her K9 for the next 6-7 weeks. He has been named Zeke.

The Mayor also wished a happy birthday to Councilmember Jones.

### Events:

- Third Thursday will be Thursday the 21<sup>st</sup> with the hugely popular Pizza Party.
- On September 28<sup>th</sup> she will be attending a training session on Breaking the Stigma for addiction and mental health issues.
- Destination Seneca County will host the Halloween Parade downtown on Saturday, October 21<sup>st</sup> at 10:00 a.m.
- Trick-or-Treat will be Sunday, October 29<sup>th</sup> from 3:00-5:00 p.m.

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

### **DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Report for the month ending:	AUGUST 31, 2023
Total Receipts for the month:	\$5,466,534.73
Total Expenses for the month:	\$4,205,701.69
The General Fund unencumbered balance:	\$5,551,456.47

The income tax receipts for August 2023 were \$889,006.59. The total annual decrease in income tax collections for August 2023 compared to August 2022 is \$8,785.95. Year to date income tax receipts are down 1.10%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for August 2023 is \$110,404.76.

In August, the City received the second half real estate tax revenue check from the County. The amount deposited into General Fund was \$397,874.53.

On Monday, September 11, 2023 Sewer Revenue will be certifying invoices more than 90 days past due to the County Auditor. The last day for customers to pay on these past due invoices was August 31, 2023. The assessments total \$420,395.90. In addition, sidewalk and mowing assessments will be sent to the County on or before September 11, 2023.

The unexpended balance for all funds is **\$38,869,681.95**, which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the August 31, 2023 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Monsour seconded.

*Discussion: Councilmember Jones said he had reviewed the Bank Reconciliation and asked about the check written to American Structurepoint for approximately \$29,650; City Administrator Dutro explained that they are consultants for the Ella St. Bridge Project.*

On a voice vote motion was approved 7-0.

### **DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard addressed Ord. 23-59 enacting Chapter 725 of the Codified Ordinances for the registration of contractors. He said he would make the changes discussed in the Committee of the Whole meeting before the third reading and provide a redline copy at the next meeting. The revision will not include a person who is a minor but will be 18 years or older. He will also remove the renewal fee from the legislation; however, if the registration is relapsed there will be a new fee. Regarding Ord. 23-60 for the vacation of a portion of Walker St. and two adjacent alleys, it will need a public hearing held before its second or third reading. He also said it was now time to investigate the operation of the golf cart ordinance, talk to the Police Chief about his experience with it and allow the public to weight in. He suggested it be read at three separate meetings and go into effect with an emergency. President Boyle referred the matter to the Streets, Sidewalks and Sewers Committee. Councilmember

## 4058

Jones stated that last week Chief Pauly told him that 35 licenses had been issued for golf carts, which was much greater than he had thought it would be.

### WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #23-39 – Abrogation of deed restrictions for private sale of land.

*Referred to Recreation & Public Property Committee*

Mayor's Request for Legislation #23-40 – Removal of provisional statement in Distress Merchandise Sale legislation.

*Referred to Law & Community Planning Committee.*

Finance Director's Request for Legislation #F23-29 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Fire Dept. Budget (\$70,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-62.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

### RESOLUTIONS:

**Resolution 23-27**, introduced by Kevin Roessner and read for the third time.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Wilkins seconded.

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

### ORDINANCES:

**Ordinance 23-54**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AMENDING SECTIONS 907.07(d) AND (e) OF TIFFIN CODIFIED ORDINANCES INCREASING THE ANNUAL PERCENTAGE INCREASE IN SEWER RATES TO 5%.

Councilmember Thacker moved for passage; Councilmember Monsour seconded.

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

**Ordinance 23-57**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING INSTALLMENT OF ONE STREET LIGHT ON THIRD AVENUE BETWEEN SHAWHAN AVENUE AND WALL STREET, AND DECLARING AN EMERGENCY.

**Ordinance 23-58**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING INSTALLMENT OF ONE STREET LIGHT ON WATER STREET AT OR NEAR THE VIADUCT BRIDGE, AND DECLARING AN EMERGENCY.

**Ordinance 23-59**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE ENACTING CHAPTER 725 OF THE TIFFIN CODIFIED ORDINANCES ESTABLISHING THE REGISTRATION OF CONTRACTORS WORKING IN THE CITY.

**Ordinance 23-60**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE RESPONDING TO PETITIONS NO. 2023-01, 2023-02, AND 2023-03 VACATING A PORTION OF WALKER STREET AND ADJACENT AND NEARBY ALLEYS IN THE FIRST AND FOURTH WARDS OF THE CITY OF TIFFIN, OHIO.

**Ordinance 23-61**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ACCEPT FUNDING THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) SMALL CITY PROGRAM FOR THE NORTH SANDUSKY STREET ROADWAY RECONSTRUCTION PROJECT, APPROVE PROJECT REQUIREMENTS,

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**AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT FOR THE PROJECT FUNDING, AND DECLARING AN EMERGENCY.**

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Perry seconded.

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

**Ordinance 23-62**, introduced by Kevin Roessner and read for the first time.

**ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$70,000.00 INTO THE FIRE DEPARTMENT BUDGET TO COVER WAGES AND OVERTIME EXPENSES FOR THE REMAINDER OF THE YEAR.**

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

*Discussion: Councilmember Jones stated that the reason for this large amount was explained during the Committee of the Whole and asked for it to be repeated for the public. Finance Director Kaufman explained that a Fire Department retirement was not included in the Budget, and several others were on extended leave causing increased overtime.*

Roll vote was taken on the suspension and passage, and both were approved 7-0.

**OTHER BUSINESS:**

President Boyle announced a public hearing on Monday, October 2, 2023 at 7:00 p.m. regarding Ord 23.-60 and Heidelberg University street/alley vacation Petitions 2023-01, 2023-02 and 2023-04.

Councilmember Monsour announced a Law & Community Planning Committee meeting on Monday, September 25, 2023 at 4:00 p.m. regarding Mayor's Request for Legislation #23-40 for the removal of provision statement in Distress Merchandise Sale Legislation and any other business that may come before it.

Councilmember Wilkins announced a Recreation & Public Planning Committee meeting on Monday, September 25, 2023 immediately following the 4:00 p.m. Law & Community Planning Committee meeting to discuss Mayor's Request for Legislation #23-39 regarding the abrogation of deed restrictions for private sale off land, and any other business that may come before it.

Councilmember Thacker announced a Streets, Sidewalks & Sewers Committee meeting for Monday, September 25, 2023 at 5:30 p.m. would be held on-site at the location of Petition #2023-04 for an alley vacation off St. Clair St., and any other business that may come before it.

Councilmember Perry noted that he would be absent at the next Council meeting.

**ADJOURNMENT:** 7:30 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

4061

## **OCTOBER 2, 2023 – REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large); and John Spahr, Jr. (At Large); Daniel Perry (4<sup>th</sup> Ward) was absent. Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Fire Chief Rob Chappell.

**PUBLIC HEARING:** A public hearing with Tiffin City Council was opened at 7:01 p.m. for the consideration of Ordinance 23-60, Ordinance responding to Petitions No. 2023-01, 2023-02 and 2023-03 vacating a portion of Walker Street and adjacent and nearby alleys in the First and Fourth Wards of the City of Tiffin, Ohio. In attendance was Rod Morrison of Heidelberg University who was available for any questions. With no public input, the hearing was closed at 7:02 p.m.

**MINUTES:** The minutes of the September 18, 2023 Regular and Committee of the Whole Meetings were approved as written.

### **COMMITTEE REPORTS:**

Councilmember Monsour reported that he called to order the meeting of the Law & Community Planning Committee at 4:00 PM on September 25, 2023 in Council Chambers. The following persons were present: Chair Chris Monsour, Committee Member Vickie Wilkins, Committee Member Denny Perry, Mayor Dawn Iannantuono, City Administrator Nick Dutro, Law Director Brent Howard, Parks Director Bryce Kuhn, Councilmember John Spahr and Community Members Finn Kuhn and Lee Wilkinson. The purpose was to discuss Mayor's Request for Legislation #23-40 regarding the removal of the provisional statement in Distress Merchandise Sale legislation. City Administrator Dutro presented to the committee about Tiffin Codified Ordinance 707.02 which was passed in 1958 and required a license to advertise or conduct a distressed merchandise sale. 707.09 of the Code required a fee of twenty-five dollars (\$25.00) for a distress merchandise sale license and 707.08 required a fee of ten dollars (\$10.00) if a renewal was needed. A business had contacted City Administrator Dutro to apply for a license, and out of that discussion with the business, a new application was created for a distress merchandise sale license based on criteria as outlined in the ordinance. City Administrator Dutro stated he was in support of the statute, but was asking council to get rid of the \$25.00 and \$10.00 fees. City Administrator Dutro said that there was not a lot of clerical work involved in the processing of the application. Councilmember Monsour asked when the last time the license was applied for and City Administrator Dutro and Law Director Howard were not aware of the last time. Law Director Howard stated that it was a consumer protection law and indicated it was appropriate law to keep on the books. Councilmember Perry indicated that it was a silly rule to apply for a license to go out of business. Councilmember Monsour asked if the fee was removed would businesses still have to apply for a license. Law Director Howard indicated yes, the license would be required so people are not misled and have protection. Councilmember Perry asked what would happen if a business was denied the license. Law Director Howard stated they would not be able to advertise it as a distressed merchandise sale. Councilmember Spahr asked how the law was enforced. City Administrator Dutro indicated there are penalty clauses written into the law. City Administrator Dutro also stated that if businesses do advertise these types of sales they will be reminded of the Code. Councilmember Wilkins made the motion to remove the fee and update the language as Law Director Howard had suggested. Councilmember Perry seconded. Motion passed 3-0. Meeting was adjourned at 4:11 PM. Respectfully submitted, Chris Monsour, Committee Chair.

Councilmember Wilkins reported that the Recreation and Public Property Committee was held on Monday, September 25, 2023, in Council Chambers to discuss the Mayor's Request for Legislation #23-39 regarding the abrogation of deed restrictions for the private sale of land and any other business. Attending were committee members Dan Perry, Ken Jones, and Vickie Wilkins, Mayor Dawn Iannantuono, Director of Law Brent Howard, City Administrator Nick Dutro, Director of Parks Bryce Kuhn, Councilmembers Chris Monsour and John Spahr and community members Lee Wilkinson and Finn Kuhn. Wilkins opened up the meeting by reading Legislation #23-39 and shared a photo of the property in its current state which at this time there is nothing at the park besides

a concrete pad and some trees. City Administrator Dutro shared that City Administration is trying to remove the deed restriction that is on this property because at this time we cannot sell it or even give it away. The City of Tiffin, through the Federal Lands to Parks Program, entered into an agreement in 1973 with the Secretary of the Interior to take ownership of a 2.48-acre parcel just east of the current city limits on SR 101. Since that time, the city has continued to maintain that land and make it available for the public good and has named it after one of our finest natives, Louisa K. Fast, who had an integral part in the women's suffrage movement and played a role in the passage of the 19th Amendment to the United States Constitution. There are three options through the federal government: 1. Abrogation - Release of deed restriction through sale of property from the Federal Government to the grantee; 2. Land Exchange – trading a piece of property of equal or less value to the government. The City didn't have interest in this; 3. Give it back to the federal government – City Administrator said they have no interest in taking this back and it would hurt us in the future for other federal grant opportunities. Dutro continued, stating next steps requested are as follows: a resolution from the town council / government supporting the action' proof of public engagement (which we can do through a council meeting) and provide the meeting minutes showing the actions were discussed and approved; and appraisal of the property (any costs would be incurred by the City of Tiffin, which could be recouped at time of sale). Dutro said it would be our goal to sell this land after the deed restrictions are removed. Councilmember Monsour asked what the approximate value of this land is. City Administrator Dutro said we would need an appraisal but the closest, most recent sale that is similar in size and scope is the former West Junior High property that Heavenly Pizza just bought. He said he thinks this would not go for how much that went due to no utilities or road frontage. Parks Director Bryce Kuhn mentioned the County has no interest in this land either since it is actually outside of city limits. Wilkins asked how much an appraisal of the land would be. Dutro said approximately \$2,000. Wilkins asked how much does it cost us to maintain this area for the City. Kuhn said workers are at the park twice a week for 2-4 hours to mow, weed whack, etc. Monsour asked if there was another location where we could recognize Louisa K. Fast. Kuhn said yes, there is a location we have in mind. Councilmember Ken Jones mentioned that Louisa K. Fast grew up in the house down the road from him and wanted to see also see if there was an opportunity to recognize Louisa somewhere else in the community. Director of Law Brent Howard said at one point the property was used as a BMX track and there have been tennis courts out there so there has been effort to use this property but the location is difficult to get to. Kuhn said that was the case, but they have since been removed due to lack of use. Howard said the Charter allows City Council to authorize the sale of property by ordinance. Once we pay fair market value to the federal government, the hope is that we can then turn around and sell it for what we paid plus any costs. Dutro said we have additional paperwork we need to complete and it will be a while until we are ready to purchase this. With that said, we are not required to purchase this land. We can get the appraisal and make sure we have an interested buyer before moving ahead with a purchase of the property from the federal government. Howard said we could enter into a contract with a potential buyer and it would be binding on that buyer, subject to City Council approval, and contingent on getting this deed restriction removed. Once we know our costs, we could negotiate that with the buyer so this is budget-neutral for the City. Motion from Dan Perry to have the Law Director prepare legislation for 1. Resolution supporting the abrogation of the deed restrictions and 2. Ordinance amending the budget by \$2,000 for the appraisal expense. Jones seconded that motion. Motion approved 3 – 0. With no other business, the meeting was adjourned at 4:29 p.m. Respectfully submitted, Vickie Wilkins, Committee Chair.

Councilmember Cheyane Thacker reported that a Streets, Sidewalks and Sewers Committee meeting was held on September 25, 2023 at 5:30 P.M. on site at Michel and Souder Petition #2023-04, an alley off of St. Clair Street. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, Daniel Perry, and Chris Monsour, along with City Council Member John Spahr, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, City Engineer Matt Watson, and petitioners, Jeffrey Michel and Beth Souder. Thacker called the meeting to order. The purpose of the meeting is to discuss Alley Vacation Petition #2023-04, and any other business that may come before them. Michel and Souder explained that they wanted to have the alley vacated to put up a new garage or building. In its current state, the alley is gravel and grass. Michel and Souder own all adjacent properties. There was much discussion on where to put the building with enough set back from current and potential property lines if the alley is vacated. With all of the current sewer projects starting, Watson thought it would be good to maintain an easement on the property for public utilities and any future sewer projects. Perry agreed. Perry motioned for the Law Director to prepare legislation to accept the alley vacation while maintaining an easement. The motion was seconded by Roessner. The motion passed 5-0. With no further business the committee adjourned at 5:56 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

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**REPORTS OF THE OFFICERS**

**MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono reported that she would have to make committee assignments, one being the Sewer Review Board with the passing of Scott Daniel. Another would be for TMAC; they have someone in mind but if there is anyone else interested please let her know.

The Mayor, City Administrator Dutro and Finance Director Kaufman will begin department heads meetings over the next two weeks in preparation of the 2024 Budget. On November 6th Council will meet with department heads from the Mayor's office, City Administrator, Director of Communications, Law Director, HR, Parks, Law Director, Water Treatment and Finance. She suggested a special Council meeting be held Monday, November 13 for the Police and Fire Department reviews, with Public Works and Engineering on November 20. Three meetings will be needed to pass the Budget, and she suggested the readings be done on December 4, a special meeting on December 11, and the third reading on December 18.

Events:

- Destination Seneca County will host the downtown Halloween Parade Saturday, October 21<sup>st</sup> at 10:00 a.m.
- Trick-or-Treat will be Sunday, October 29<sup>th</sup> from 3:00-5:00 p.m.
- October 19<sup>th</sup> will be Third Thursday's Downtown Trick-or-Treat from 4:30-6:00 p.m. The Fire Department will host the first annual Great Pumpkin Drop that evening at 6:30 p.m.

The Mayor introduced Fire Chief Rob Chappell who explained that the Fire Department was working with Donna Gross of TSEP for Tiffin Fire/Rescue's First Great Pumpkin Drop on Thursday, October 19<sup>th</sup> at 6:30 p.m. Lowes is donating 12 pumpkins that each program at Sentinel will be decorating. They will be dropped at about 100 ft. from the aerial to a marked spot on the ground.

Chappell spoke about the Mayor's Request for Legislation in the packet to appropriate some additional money into the Budget. This is all money that has been donated to the department. \$1,500 came from Webster Industries. On November 18 Tiffin Fire/Rescue will hear retired Deputy Chief Viscuso present his "Step Up and Lead" program. He is a national speaker who teaches about leadership development. It will be a free event thanks to the donation from Webster. They also received a Safety Intervention Grant from BWC that we can apply for every three years for up to \$40,000 per year, with our match required to cover the rest. Chappell said he would like to improve our capabilities on the EMS side since there are many injuries during EMS incidents. Several years ago they started using powered cots, and now Stryker has come out with a powered stair chair called X-Pedition. They have been using one that is good for taking patients down stairs. This is like a wheel chair with caterpillar treads on the back of it can be deployed to slide down the stairs. One of the shortfalls of the previous cot was that it is designed for going down, but this one can be used for both directions. The total cost including chargers is \$51,758. Deputy Chief Homan worked on getting the grant; the City's portion is \$12,940 which they do have available in their capital budget so no additional funds would need to be encumbered for this purchase. The chairs are ready much quicker than expected, in six weeks vs six months. Stryker waiting for the appropriation so that they can get the PO created in a timely fashion and get them here. We should be one of the first departments in the state of Ohio to have this equipment. He also thanked the Tiffin Community Foundation for their donation of \$13,250 since domestic terrorism is a real burden facing communities. It can and will hit close to home, and we need to be prepared. When he became interim Fire Chief three years ago, one of his goals was to build up a tactical EMS team within our fire department as a resource not just for our CERT and local law enforcement, but also as a regional asset when something like this happens. At the end of the year we will get our third lieutenant within the department that will be embedded directly in CERT and our PD, so that when they go out on a call they will have a paramedic right there alongside our officers. It will provide faster access to any victims and to our police officers if they are injured, and they will be able to continually assess our PD during these operations. This grant will allow them to fully outfit and equipment these three officers.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:** No report.

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**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard reported that the Streets, Sidewalks and Sewers Committee had met the previous week regarding Ord 23-68 for the alley vacation off of St. Clair St. As part of the discussion, it was demonstrated that the City needed to maintain access rights for any sewer-related and utility work as detailed in Section 2. The ordinance will be recorded when passed, and per Section 2 the adjacent vacation owners will have to keep the alley free of all buildings, structures and other obstructions. They cannot in any way obstruct the operation, etc. of the facilities we may use.

**WRITTEN COMMUNICATIONS:**

Finance Director's Request for Legislation #F23-30 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police Budget (\$1,993.77).

*On file in Clerk of Council's office; legislation prepared under Ord 23-63.*

Finance Director's Request for Legislation #F23-31 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Street Dept. Budget (\$4,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord 23-64.*

Finance Director's Request for Legislation #F23-32 to amend the 2023 Budget Ordinance 22-108 to appropriate Funds into the Fire Dept. Budget (\$13,250.00+\$1,500.00+\$38,818.89).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-66.*

Finance Director's Request for Legislation #F23-33 to amend the 2023 Budget Ordinance 22-108 to reduce funds in the Street Dept. Budget (-\$21,600.00-\$26,493.65-\$32,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-69.*

Ohio Division of Liquor Control – Liquor permit transfer from Gase Ltd. dba Clover Club to Tiffin Investments LLC dba Clover Club. *Referred to Streets, Sidewalks and Sewers Committee.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:**

- A) Councilmember Roessner moved to amend Ord. 23-59 with the redlined version from the Agenda Change Memo; Councilmember Thacker seconded. Motion passed on a voice vote of 6-0.

**RESOLUTIONS:**

**Resolution 23-29**, introduced by Vickie Wilkins and read for the first time.

RESOLUTION SUPPORTING THE ABROGATION OF DEED RESTRICTIONS ON THE CITY PROPERTY KNOWN AS THE LOUISA K. FAST PARK, AND DECLARING AN EMERGENCY.

**ORDINANCES:**

**Ordinance 23-57**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING INSTALLMENT OF ONE STREET LIGHT ON THIRD AVENUE BETWEEN SHAWHAN AVENUE AND WALL STREET, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Spahr seconded.

Roll call votes were taken on the emergency and passage, and both were approved 6 -0.

**Ordinance 23-58**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING INSTALLMENT OF ONE STREET LIGHT ON WATER STREET AT OR NEAR THE VIADUCT BRIDGE, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for passage; Councilmember Monsour seconded.

Roll call votes were taken on the emergency and passage, and both were approved 6 -0.

**Amended Ordinance 23-59**, introduced by Kevin Roessner and read for the third time.

ORDINANCE ENACTING CHAPTER 725 OF THE TIFFIN CODIFIED ORDINANCES ESTABLISHING THE REGISTRATION OF CONTRACTORS WORKING IN THE CITY.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

**4065**

**Ordinance 23-60**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE RESPONDING TO PETITIONS NO. 2023-01, 2023-02, AND 2023-03 VACATING A PORTION OF WALKER STREET AND ADJACENT AND NEARBY ALLEYS IN THE FIRST AND FOURTH WARDS OF THE CITY OF TIFFIN, OHIO.

**Ordinance 23-63**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$1,993.77 INTO THE POLICE BUDGET FOR DONATIONS RECEIVED FOR THE POLICE K9 PROGRAM.

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

*Discussion: Councilmember Roessner thanked the donors for their support.*

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

**Ordinance 23-64**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$4,000.00 INTO THE STREET DEPARTMENT BUDGET FOR PROFESSIONAL SERVICES FOR THE REMAINDER OF THE YEAR.

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

*Discussion: Finance Director Kaufman explained that the Street Department contracted with a staffing agency for help and needs funding to use them for a few more weeks.*

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

**Ordinance 23-65**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$2,000.00 INTO THE PARKS DEPARTMENT BUDGET FOR LAND APPRAISAL OF THE LOUISA K. FAST PARK PROPERTY.

**Ordinance 23-66**, introduced by Kevin Roessner and read for the first time

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$53,568.89 INTO THE FIRE DEPARTMENT BUDGET WHICH WILL BE USED TO PURCHASE TACTICAL EMS PROTECTIVE CLOTHING, FIRE CONFERENCE SPONSORSHIP, AND PURCHASE OF STRYKER X-PEDITION STAIR CHAIRS.

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

*Discussion: Councilmember Roessner thanked the Fire Department for getting these grants.*

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

**Ordinance 23-67**, introduced by Chris Monsour and read for the first time.

ORDINANCE AMENDING CHAPTER 707 OF TIFFIN CODIFIED ORDINANCES REMOVING THE FEES FOR A DISTRESS MERCHANDISE SALES LICENSE.

**Ordinance 23-68**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE RESPONDING TO PETITION NO. 2023-04 VACATING THE ALLEY OFF OF ST. CLAIR STREET RUNNING EAST AND WEST BETWEEN LOTS NO. 3 AND 4 OF LETTERHOSE SUBDIVISION AND LOT NO. 17 OF HEMING'S RESURVEY IN THE THIRD WARD OF THE CITY OF TIFFIN, OHIO.

**Ordinance 23-69**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO REDUCE FUNDS IN THE STREET DEPARTMENT BUDGET BY \$80,093.65 AS THESE FUNDS WILL NOT BE SPENT THIS YEAR.

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

*Discussion: Finance Director Kaufman explained that this is the time of the year when we start to review expenses. The department is currently over budget and going to spend more, so they have to reduce it to get back into balance. City Administrator Dutro noted that many departments return money to the Budget that they know they will not spend; about 5% is returned.*

Roll call votes were taken on the suspension and passage, and both were approved 6-0.

**4066**

**OTHER BUSINESS:**

President Boyle announced a Public Hearing with Tiffin City Council on October 16, 2023 in Council Chambers immediately following roll call regarding Ord. 23-68 responding to Petition No. 2023-04 vacating the alley off of St. Clair Street running east and west between Lots No. 3 and 4 of Letterhose Subdivision and Lot No. 17 of Heming’s Resurvey in the Third Ward of the City of Tiffin, Ohio.

Further to the Mayor’s request for additional meetings needed for budget reviews. President Boyle announced a special Council meeting on November 13, 2023 at 5:30 p.m. in Council Chambers for department budget reviews and any other business that may come before them. She also announced a special Council budget meeting on December 11, 2023 at 5:30 p.m. in Council Chambers for additional department budget reviews, reading any ordinances relating to the 2024 Budget and Pay Ordinance, as well as any other business that may come before them.

Councilmember Thacker polled the Streets, Sidewalks and Sewers Committee members regarding the Ohio Division off Liquor Control notice of the transfer of ownership of a long-term existing business, and it was concurred that the Clerk could sign and return the notice as no hearing required.

Councilmember Spahr reported that Wednesday, October 4 at 2:20 p.m. FEMA and the FCC would be doing a nationwide emergency alert test. They will be adding cell phones to the test, and it cannot be turned off. If there is bad weather it will be postponed to the following Wednesday. He said he is mentioning this test because some people are being told to turn off their phones because it will release a dangerous chemical, and that is not the case.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting on Monday, October 16, 2023 at 6:15 p.m. in Council Chambers to discuss the City’s current ordinance regarding golf carts and low-speed vehicles, and any other business that may come before it.

**ADJOURNMENT:** 7:54 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

**NOVEMBER 6, 2023 – 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large); and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak, Director of HR Deb Reamer, Parks and Recreation Director Bryce Kuhn, and Water Pollution Control Plant Superintendent Kevin Hughes.

**MINUTES:** The minutes of the October 16, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:**

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on October 16, 2023 at 6:15 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, Daniel Perry, and Chris Monsour, along with City Council Member Vickie Wilkins, City Law Director Brent Howard, Mayor Dawn Iannantuono, City Administrator Nick Dutro, and Police Chief Dave Pauly. Thacker called the meeting to order. The purpose of the meeting is to discuss the golf cart and utility vehicle trial period, and any other business that may come before them. Chief Pauly gave a report of the trial period for under speed vehicles. He inspected 41 vehicles. 36 vehicles passed inspection, of which 19 were golf carts and 17 were utility vehicles. Of the five that did not pass, all had several points that stopped them from passing inspection. The largest complaint from people was the price of a yearly inspection and permit. Officers had two issues total. One was a golf cart pulling a trailer. The trailer was not licensed. The other was a golf cart driving out by Westgate, which is a 35 mph zone and they were given a warning. Chief Pauly plans to update a few items if the ordinance is to continue, including reaching out to both universities as neither had their vehicles inspected and doing the form in triplicate for people to take to the BMV. Howard planned to change language with the current ordinance to specify language around inspections and fees to leave those items up to the Chief of Police. Monsour motioned for the Law Director to prepare legislation to continue the underspeed vehicle ordinance. Perry seconded the motion. The motion passed 5-0. With no further business the committee adjourned at 6:43 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

Councilmember Thacker also reported that a Streets, Sidewalks, and Sewers Committee meeting was held on October 30, 2023 at 5:45 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Kenneth Jones, Kevin Roessner, and Chris Monsour, along with Council Member John Spahr, Law Director Brent Howard, Mayor Dawn Iannantuono, and City Engineer Matt Watson. Thacker called the meeting to order. The purpose of the meeting is to discuss Mayor's Request for Legislation 23-42, 23-43, 23-44, 23-45, 23-46, 23-47, 23-48, 23-49, and any other business that may come before them. Watson gave a report on all of the incoming projects coming into the city. The first project is the complete rebuild of Sandusky Street/State Route 53. The project includes several pieces of legislation working together. The first is a Local Public Agency (LPA) Contract for Abbreviated Safety Funding with ODOT. This will improve the safety of the Six's Corner intersection with new traffic and pedestrian signals. The Abbreviated Safety Funding Grant will pay 80% of the construction, construction administration, and inspection costs and 100% of the design costs of the project up to a maximum of \$437,725.00. Monsour motioned to have the law director prepare legislation. Roessner seconded the motion. The motion passed 4-0. The second part of legislation related to this project is to solicit RFQs for Design of this project and authorizing the city administrator to enter into an agreement with a professional design firm. Roessner motioned to have the law director prepare said legislation. Monsour seconded the motion. The motion passed 4-0. The third piece related to the reconstruction of Sandusky Street is a replacement of a culvert on South Sandusky Street between Ella Street and Cottage Avenue. Monsour motioned to have the law director prepare legislation authorizing the city administrator to enter into an agreement with a professional design firm. Roessner seconded the motion. The motion passed 4-0. The fourth piece related to the reconstruction of Sandusky Street is further paving of parts of Sandusky Street/State Route 53 through a FHWA Grant. The city will receive up to \$500,000.00 in Urban Paving Funding at 80% grant and 20% local match for the construction, construction administration, and inspection costs associated for the resurfacing of North Sandusky Street. Roessner motioned

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to have the law director prepare legislation to authorize the Mayor to sign an LPA Federal Local-Let Project Agreement with the Ohio Department of Transportation. Monsour seconded the motion. The motion passed 4-0. Watson informed the committee of an easement at 1150 Maule Road for storm sewer purposes for a detention basin on that site. Roessner motioned to have the law director prepare legislation to authorize the Mayor to accept a permanent easement for storm sewer purposes. Monsour seconded the motion. The motion passed 4-0. Watson informed the committee that he was notified by ODOT that the city will receive up to \$330,000.00 in Urban Paving Funding at an 80% grant with 20% local split for the construction, construction administration, and inspection costs associated with the resurfacing of US 224. Monsour asked where the city portion of funding would come from. Watson said the city's portion of the funding would come from funds received as part of the Road and Bridge Levy. Monsour motioned to have the law director prepare the legislation. Roessner seconded the motion. The motion passed 4-0. Watson updated the committee on the 2024 Pavement Repair Program Project. The annual review of the condition of streets within the City has produced a priority list of all or a portion of twenty-four streets, including one alternate which may be repaired depending on the amount of the base bid. Those streets are attached hereto as EXHIBIT A. The 2024 Street Paving Program budget is \$1,285,000.00 including a base bid estimate of \$1,180,000.00 and an alternate bid estimate of \$105,000.00. Monsour motioned to have the law director prepare the legislation. Jones seconded the motion. The motion passed 4-0. Watson informed the committee that the City's Traffic Safety Committee recently identified the West Market Street corridor between US 224 and Hopewell Avenue as being a candidate for safety improvement projects and funding. They would like to see a safety study for this corridor to be done. Roessner motioned to have the law director prepare the legislation. Monsour seconded the motion. The motion passed 4-0. Howard commended Watson on the incredible job he has done bringing grant funding into the city in recent years and the rapport Watson has with the folks working at ODOT. With no further business the committee adjourned at 6:47 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

City Administrator Dutro commented that it was mentioned that matching funds for one of the grants would be coming from the Road and Bridge Levy. He said it was one of the benefits from having those funds available. Sometimes people don't realize that when you are going out to get grants there is usually a local match that has to be found, and if we did not have that a lot of times we would not be eligible for this funding. It has really allowed us to stretch our dollars with this additional funding. He thanked City Engineer Watson for his help in bringing that program to the City.

No additional Committee of the Whole was scheduled.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono noted that tonight was the first of three meetings to review the 2024 Budget. The second will be held Monday, November 13<sup>th</sup> at 5:30 p.m. and the third at the November 20<sup>th</sup> regular meeting.

The Mayor congratulated Terra State Community College and National Machinery on their joint effort in creating an advanced CNC lab. She and Liz Croak toured the facility on Friday the 3<sup>rd</sup> and thinks it is a great way to further educate a needed work force.

### Events:

- The next Third Thursday will be November 16 at 5:00 p.m. for the newly added Sip & Shop event. It will also kick off the unveiling of Christmas decorated store front windows and the wonderful light decorations put up by a corps of volunteers who raised money and installed all of the lights downtown. She thanked Randy and Christy Wiser, Chris and Judy Hafley, Ned and Karen Behm, Fred and Kem Zoeller, Lee and Susan Wilkinson and their crews for all of their hard work.

Regarding the 2024 Budget, she noted that last year's revenues have been down slightly with receipts just starting to improve, but we cannot count on that. Because of this we are holding to the same \$12 million spending budget as last year. This has proven to be very difficult while sustaining wage increases, so it was bumped up by an additional \$250,000. As City Administrator Dutro pointed out, the Road and Bridge Levy is a big asset. With 100% of the levy dollars going to infrastructure, no loan was needed for the completion of the new Ella St. Bridge. Not a dime of it was spent on salaries and benefits. She echoed what Dutro said about City Engineer Watson and pointed out that when this program came up, he went door-to-door personally to get it passed. It has been a such an asset to us, especially to have that bridge built with no loan.

The Mayor proceeded with a department by department review:

- City Council: the only changes were the slight wage increases.
- City Council Clerk: same for the slight wage increase, and there was a decrease in election expenses.
- Courts: part-time wages were reduced to zero and supplies were reduced.
- Finance: eliminated a position, wage increases, purchased tax scanning software and three scanners, and must pay for a new audit request.
- HR: She said Deb Reamer watches her budget and keeps it as low as possible and stays up to date on all training as things are constantly changing.
- Parks: They already work on a minimal budget, but the pool needs repairs and a new slide. The groundhogs did a number on two of our \$90,000 mowers.
- Water Treatment Plant: They covered the CPL for a new employee, and they need to replace a semi that is 30 years old. Long-term we are applying the refuse to farmland and not taking it to the landfill. They also want to purchase a truck with a crane attached in the bed.
- Communications: No changes from 2023. She is looking at adding a video digital directory that is already in her budget so no increase there.
- Director of Law: The Prosecutor's office will return to the City from the County, and it is budget-neutral because we paid the County for those services. We may have to add a part-time prosecutor as well; funds were added for training since it is a new position. The wage increase voted by Council will go into effect
- City Administrator: There will be an increase in IT services. We also switched from Verizon to AT&T for better service because calls were dropping or not getting out from the building. As costs have increased, Dutro has been looking at all contracts to try and reduced costs.
- Mayor's Office: Wage increase approved by Council that will go into effect January 1<sup>st</sup>. Decrease in the Façade Enhancement Program to \$50,000 from the \$100,000 that has been in place for over 10 years; it has been an asset to the community but we had to make cuts somewhere. We had planned to donate to Destination Seneca County \$10,000 this year and \$10,000 next year for the eclipse planning, but we had to remove the funds from 2024.

Councilmember Perry asked what the City Administrator's Professional Services included. Dutro explained that was kind of a catch all for things that need to be done at City Hall like building maintenance, contracting with a professional service for secure shredding for all departments, awards for retiring Council members, etc., and he tried to keep it as minimal as possible. Perry asked about the new Parks slide; Kuhn commented that they are short-staffed and they have had to have a staff member release at the top of the slide and the new one will help eliminate that. Dutro said he was looking at possible grant opportunities for it. Councilmember Monsour asked about the reduction in election expenses under Council Clerk. Law Director Howard said that we may not get a bill until next year for the election this year, but based on prior election cycle billing we estimate that that \$5,000 will be sufficient to cover it. Monsour also asked about the reduction from \$20,000 to \$10,000 for TMAC. City Administrator Dutro explained TMAC had created a non-profit and their funding from this year will be transferred to the non-profit. This is a placeholder until they transfer it out. They will get \$10,000 next year, and they may transfer part into their non-profit. Councilmember Perry noted that we lose money on the pool but we consider it a good thing to keep it open. Parks Director Bryce Kuhn said it brought in \$32,744.86 and expenses were \$54,303.72, so the deficit was \$21,558. Perry agreed it is definitely a benefit for the community. Perry noted the \$50,000 budgeted for the Façade Enhancement Program and asked how much is usually requested. Mayor Iannantuono said in normal years it is used up by August/September, but this year the applications were online and it slowed it up but it is still used every year. Perry also noted that we were cutting the eclipse budget in half and asked if there was a way to do some fundraising for it. Councilmember Spahr said Ohio has put \$1 million in the state budget for reimbursement to municipalities that end up with expenses due to the eclipse. Extra expenses of the Tiffin Fire and Police Departments will be reimbursed 100% by the state through a grant program approved for next year. The \$10,000 was for marketing and possibly some of their money can be reimbursed. Dutro said he spoke with Bryce Riggs, who understands we need to cut, but they have had a lot of expenses since they have already started to purchase. They are receiving some funding from the county as well, so hopefully they will be able to stretch those dollars as far as they can. Councilmember Perry asked if a court position had been eliminated, but Dutro explained that we hold money there for part-time visiting judges, and it was determined by Judge Best and the administrator there.

**CLERK OF COUNCIL ANN FORREST:** Clerk Forrest reported that payment had been received from the petitioners of the alley vacation under Ord. 23-68, and Council could proceed with its third reading.

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**DIRECTOR OF FINANCE KATHY KAUFMANN:** No report

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard reported that he had been working with the Seneca County Prosecutors Office regarding the contract with the City for handling misdemeanors. It is not being renewed so the City Prosecutor's Office is coming back to City Hall. The person who currently provides this service was expected to come the first of the year but is resigning effective November 20<sup>th</sup>. Per our contract, the county will provide services through the end of the year. We need to hire someone for the first of the year, and he has started to post the job and will work with the Law Director elect to interview candidates. Four Seneca County residents have recently pass the Bar, and he has reached out to them. He said it will be a challenge to find someone, as one of the County Prosecutor's frustrations has been the problem with hiring and retaining professionals.

**WRITTEN COMMUNICATIONS:**

Finance Director's Request for Legislation #F23-36 to amend the 2023 Budget Ordinance 22-108 to funds into the Police Capital Budget (\$115,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-73.*

Finance Director's Request for Legislation #F23-37 to appropriate funds into the Park Budget (\$5,368.88).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-74.*

Finance Director's Request for Legislation #F23-38 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police and Fire Budgets (\$120,000 + \$116,000).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-83.*

Finance Director's Request for Legislation #F23-39 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Municipal Court Dept. Budget and to create fund 269 (\$45,000).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-85.*

Letter from Judge Rhonda Best dated Oct. 25, 2023 requesting an ordinance be passed adding a new hire pay scale for the Tiffin-Fostoria Municipal Court.

*On file in Clerk of Council's office; legislation prepared under Ord. 23-84.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-29**, introduced by Vickie Wilkins and read for the third time.

RESOLUTION SUPPORTING THE ABROGATION OF DEED RESTRICTIONS ON THE CITY PROPERTY KNOWN AS THE LOUISA K. FAST PARK, AND DECLARING AN EMERGENCY.

Councilmember Wilkins moved for passage; Councilmember Spahr seconded.

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

**Resolution 23-30**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING MAYOR'S APPOINTMENT OF ROB LEDWEDGE TO SERVE THE REMAINDER OF AN UNEXPIRED TERM ON THE TIFFIN MUNICIPAL ARTS COMMISSION FROM THE EFFECTIVE DATE OF THIS RESOLUTION UNTIL DECEMBER 31, 2024.

Councilmember Perry moved for passage; Councilmember Monsour seconded.

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

**ORDINANCES:**

**Ordinance 23-65**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$2,000.00 INTO THE PARKS DEPARTMENT BUDGET FOR LAND APPRAISAL OF THE LOUISA K. FAST PARK PROPERTY.

Councilmember Roessner moved for passage; Councilmember Wilkins seconded.

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

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**Ordinance 23-67**, introduced by Chris Monsour and read for the third time.

ORDINANCE AMENDING CHAPTER 707 OF TIFFIN CODIFIED ORDINANCES REMOVING THE FEES FOR A DISTRESS MERCHANDISE SALES LICENSE.

Councilmember Monsour moved for passage; Councilmember Spahr seconded,

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

**Ordinance 23-68**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE RESPONDING TO PETITION NO. 2023-04 VACATING THE ALLEY OFF OF ST. CLAIR STREET RUNNING EAST AND WEST BETWEEN LOTS NO. 3 AND 4 OF LETTERHOSE SUBDIVISION AND LOT NO. 17 OF HEMING'S RESURVEY IN THE THIRD WARD OF THE CITY OF TIFFIN, OHIO.

Councilmember Thacker moved for passage; Councilmember Roessner seconded.

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

**Ordinance 23-72**, introduced by Daniel Perry and read for the first time.

ORDINANCE ENACTING CHAPTER 343 OF TIFFIN CODIFIED ORDINANCES ALLOWING AND REGULATING UNDER-SPEED AND UTILITY VEHICLE USE WITHIN THE CITY OF TIFFIN, AND DECLARING AN EMERGENCY.

**Ordinance 23-73**, introduced by Kevin Roessner and read for the first time

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$115,000.00 INTO THE POLICE CAPITAL BUDGET WHICH WILL BE USED TO PURCHASE TWO CRUISERS FOR THE DEPARTMENT.

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

*Discussion: City Administrator Dutro explained that originally \$120,000 was in the 2024 Budget for two cruisers, and they were ordered due to concerns about availability. We obtained a slight savings for the cruisers which include all equipment.*

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

**Ordinance 23-74**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$5,368.88 INTO THE PARK BUDGET FROM AN INSURANCE REIMBURSEMENT.

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

*Discussion: Finance Director Kaufman explained that a check was received for the damage done by groundhogs on the Parks' mowers.*

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

**Ordinance 23-75**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A LOCAL PUBLIC AGENCY (LPA) CONTRACT FOR THE ABBREVIATED SAFETY FUNDING GRANT, AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND IRECOMMEND AND EXECUTE A CONTRACT FOR THE USE OF THE GRANT FUNDS FOR SIGNAL AND ACCESS MANAGEMENT IMPROVEMENTS AT SIX'S CORNER ON NORTH SANDUSKY STREET, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Monsour seconded.

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

**Ordinance 23-76**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR THE PREPARATION OF THE PRELIMINARY ENGINEERING AND DESIGN FOR THE RECONSTRUCTION AND RESURFACING OF PORTIONS OF NORTH SANDUSKY STREET AND SIGNAL AND ACCESS MANAGEMENT IMPROVEMENTS AT SIX'S CORNER, AND DECLARING AN EMERGENCY.

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Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Monsour seconded.

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

**Ordinance 23-77**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A PERMANENT EASEMENT FROM AFLP 1150 MAULE ROAD LLC OR CURRENT PROPERTY OWNER AT 1150 MAULE ROAD IN TIFFIN FOR STORM SEWER PURPOSES.

**Ordinance 23-78**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO SIGN AN LPA FEDERAL LOCAL-LET PROJECT AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE US 224 URBAN PAVING PROJECT AND AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR ENGINEERING AND DESIGN SERVICES FOR THE PROJECT, AND DECLARING AN EMERGENCY.

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

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

**Ordinance 23-79**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE 2024 STREET PAVING PROGRAM, AND DECLARING AN EMERGENCY.

**Ordinance 23-80**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO SIGN AN LPA FEDERAL LOCAL-LET PROJECT AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE URBAN PAVING FUNDING PROJECT, AND DECLARING AN EMERGENCY.

Councilmember Thacker moved for suspension of the three-reading rule and passage; Councilmember Wilkins seconded.

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

**Ordinance 23-81**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR ENGINEERING AND DESIGN SERVICES FOR THE REPLACEMENT OF A CULVERT ON SOUTH SANDUSKY STREET.

**Ordinance 23-82**, introduced by Cheyane Thacker and read for the first time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR THE PREPARATION OF A SAFETY STUDY FOR THE WEST MARKET STREET CORRIDOR BETWEEN US 224 AND HOPEWELL AVENUE.

**Ordinance 23-83**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$236,000.00 INTO THE POLICE AND FIRE DEPARTMENT BUDGETS FOR GRANTS RECEIVED FROM THE OHIO EMERGENCY MANAGEMENT AGENCY.

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

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

**Ordinance 23-84**, introduced by Daniel Perry and read for the first time.

ORDINANCE AMENDING ORDINANCE NO. 22-112 ESTABLISHING A PAY SCHEDULE FOR NEWLY HIRED EMPLOYEES AT TIFFIN-FOSTORIA MUNICIPAL COURT, AND DECLARING AN EMERGENCY.

Councilmember Perry moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.

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*Discussion: Director of Law Howard explained that the new hire schedule will allow a lower rate for new hires that will be trained by existing employees and will save the City money. It needs to go into effect immediately since a new deputy clerk will begin November 13.*

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

**Ordinance 23-85**, introduced by Councilmember Roessner and read for the first time.

ORDINANCE AMENDING THE 2023 BUDGET ORDINANCE NO. 22-108 TO CREATE FUND 269 MENTAL HEALTH AND RECOVERY SERVICES GRANT FUND, APPROPRIATING MONEY IN FUND 269, AND DECLARING AN EMERGENCY.

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

*Discussion: Finance Director Kaufman clarified that this funding is specialized for the Pivot drug court.*

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

**OTHER BUSINESS:**

Mayor Iannantuono reminded Council that there would be two special Council meetings for the 2024 Budget review. November 13 at 5:30 p.m. Council will meet to review the Police and Fire Department budgets, with Public Works and the Engineers Office at the regular meeting on November 20<sup>th</sup>. There will be three readings of the 2024 Budget in December, with a special meeting to be held for the second reading on Monday, December 11 at 5:30 p.m.

**ADJOURNMENT:** 7:59 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## OCTOBER 16, 2023 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Pro Tem 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large); and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, and Director of Communications and Constituent Services Liz Croak. Council President Bridget Boyle was absent; Councilmember Cheyane Thacker presided as President Pro Tem.

**PUBLIC HEARING:** A public hearing with Tiffin City Council was opened at 7:01 p.m. for the consideration of Ordinance 23-68, Ordinance responding to Petition No. 2023-04 vacating the alley off of St. Clair Street running east and west between Lots 3 and 4 of Letterhose Subdivision and Lot No 17 of Heming's Resurvey in the Third Ward of the City of Tiffin, Ohio. Director of Law Howard referred to Section 2 of the ordinance and explained that there was language in Section 2 that gives more detail than is typically included for a reservation of rights for easements for sewer purposes. At the recent committee meeting at the site of the alley, there was a lot of discussion about the future use of the alley for sewer purposes, as there is a sewer that will be designed in that area and we want to make sure that we retain sufficient rights to install and construct a sewer for public purposes. There is a lot more detail including that the property owner cannot construct buildings, structures or other obstructions in that area. They will own the property in the vacation, but they have certain limitations. There being no further input, the public hearing was closed at 7:03 p.m.

**MINUTES:** The minutes of the October 2, 2023 Regular and Committee of the Whole Meetings were approved as written.

**COMMITTEE REPORTS:** No reports.  
No additional Committee of the Whole was scheduled.

### REPORTS OF THE OFFICERS

#### MAYOR DAWN IANNANTUONO:

Mayor Iannantuono reminded Council that the annual budget meetings would begin on Monday, November 6<sup>th</sup> with most department heads, Monday, November 13<sup>th</sup> at 5:30 p.m. with the Police and Fire Chiefs, and finishing at the regular meeting on November 20<sup>th</sup> with Public Works and Engineering. She, Finance Director Kaufman and City Administrator Dutro have been meeting with all department heads to go over their budgets in preparation for their upcoming presentations to Council. There is a tight budget this year with revenue not increasing from last year's numbers along with salary increases agreed upon this year.

She and City Administrator Dutro attended Tiffin University's Life Class on Friday the 13<sup>th</sup> in regards to the program on Respectful Politics. It was coordinated by Councilmember Vickie Wilkins, and Mayor Iannantuono and Law Director Howard participated as guest speakers.

#### Events:

- Thursday, October 19<sup>th</sup> is the Downtown Trick-or-Treat from 4:30-6:00 p.m. Afterwards the Tiffin Fire Department will be hosting the first ever Great Pumpkin Drop in Parking Lot #6 at 6:30 p.m.
- Destination Seneca County will host the downtown Halloween Parade Saturday, October 21<sup>st</sup> at 10:00 a.m.
- Tiffin's Trick-or-Treat will be held Sunday, October 29<sup>th</sup> from 3:00-5:00 p.m.

The Mayor also noted that the Ella St. Bridge deck was poured last Tuesday, and hopefully E. Perry St. would be back open the end of the week. She noted that the Perry Street Project was 95% paid for by ODOT. Also, K-9 Ofc. Liz Miller will be graduating from training on October 27<sup>th</sup> so we will be seeing our police dog fairly soon.

**CLERK OF COUNCIL ANN FORREST:** Clerk Forrest reported that payment had been received from Heidelberg University for Ord. 23.-60, and Council could proceed with its third reading.

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**DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Report for the month ending:	SEPTEMBER 30, 2023
Total Receipts for the month:	\$5,115,505.20
Total Expenses for the month:	\$3,307,883.81
The General Fund unencumbered balance:	\$5,883,356.31

The income tax receipts for September 2023 were \$994,199.09. The total annual decrease in income tax collections for September 2023 compared to September 2022 is \$53,577.68. Year to date income tax receipts are down 0.43%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for September 2023 is \$122,124.00.

The unexpended balance for all funds is **\$40,677,303.34**, which is the same as the bank balances for the same time period.

Councilmember Jones said that two things had jumped out at him when reviewing the monthly report. One was regarding the DARE Program which is carrying a balance of \$16,405 but the program is not active; he asked why this money wasn't moved into something else. Finance Director Kaufman said she had talked to Police Chief Pauly, who said he just doesn't have the staffing to do the DARE program right now but hopes to be doing it eventually. This is a special fund, and that money can only be used for DARE programs so we cannot move it any place else and must stay right there. City Administrator Dutro added that it would be funding from past programs as well so it's not as if we've been carrying that balance over; also there have been no expenses that came out of that fund. Regarding a cashed check dated August 31, 2023 for outside lawyer fees of \$3,480, he noted that we have some of the best legal staff here in City Council and asked what it was used for. Finance Director Kaufman explained that it was not actually lawyer fees but a façade enhancement grant to a law office on Court St.

Councilmember Roessner moved to accept the September 30, 2023 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Monsour seconded. On a voice vote motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-41 – Appointment to Tiffin Municipal Arts Commission (Rob Ledwedge).

*Referred to Personnel & Labor Relations Committee*

Mayor's Request for Legislation #23-42 – Legislation to enter into Local Public Agency Federal Local-Let Project Agreement with the Ohio Department of Transportation

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-43 – Legislation to authorize and direct the City Administrator to enter into an agreement with a professional design firm for preparation of the preliminary engineering and design for the SEN-SR 53 9.8 Recon and Resurfacing Project – PID 120415 and associated Safety Project.

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-44 – Legislation to authorize the Mayor to accept easement from current property owner at 1150 Maule Road for storm sewer purposes.

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-45 – Legislation to authorize City Administrator to enter into an agreement with design firm and authorize the Mayor to sign project agreement with Ohio Department of Transportation (ODOT) for the US 224 Urban Paving Project.

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-46 – Legislation to authorize City Administrator to prepare and oversee documents for the 2024 Pavement Repair Program.

*Referred to Streets, Sidewalks & Sewers Committee*

Mayor's Request for Legislation #23-47 – Legislation to authorize the Mayor to sign an LPA Federal Local-Let Project Agreement with the Ohio Department of Transportation (ODOT) for the SENN-SR 53 9.8 Recon and Resurfacing Project – PID 120415.

*Referred to Streets, Sidewalks & Sewers Committee*

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Mayor's Request for Legislation #23-48 – Legislation to authorize City Administrator to enter into agreement with design firm for preliminary plans for the replacement of culvert on South Sandusky Street.

Mayor's Request for Legislation #23-49 – Legislation authorizing City Administrator to enter into an agreement with design firm for the preparation of a safety study for the West Market Street corridor between US 224 and Hopewell Avenue.

*Referred to Streets, Sidewalks & Sewers Committee*

Finance Director's Request for Legislation #F23-34 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Finance and Fire Dept. Budgets (\$30,000.00 + \$70,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-70.*

Finance Director's Request for Legislation #F23-35 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Finance Dept. Budget (\$5,000.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-71.*

Ohio Division of Liquor Control – Notice of Change of Corporate Stock Ownership for Napoli Pizza Inc. (Gerald C. Elchert to Michael W. Shock) - *Referred to Streets, Sidewalks and Sewers Committee.*

### **ORAL COMMUNICATIONS:**

Carol Coffman, Walker St., Tiffin, addressed Council with her concerns about the traffic there would be with Heidelberg's new field house and vacation of a portion of Walker St. and area alleys. She said that Walker St. is a really nice residential street and they shouldn't have to have traffic coming in and out from the field house. President Pro Tem Thacker said that based on the plans that they had prepared for this, she assumed that most of the traffic would probably be coming off of Main Street based on the way the traffic flow was created into that plan. City Administrator Dutro explained that based on the plan the Heidelberg had prepared for this, he assumed that most of the traffic will be coming straight from Main Street and then back on to Main Street because based on the way that the traffic flow was created into that plan. It won't be completely closed off but certainly they expect that most of the traffic will be there with some on street parking. He mentioned the Traffic Safety Committee that talks about these kinds of issues and suggested that might be a more appropriate meeting because they have the Police and Fire Chiefs and City Engineer present.

Rod Morrison, Associate Vice President for Facilities & Engineering, tried to address her concern. He said he could not promise that no one would use Walker St. coming from Circular or Hedges coming east to the field house, but it would be inconvenient for them because most people would be coming to the university down Main Street from the west or around Prospect Street and then Main, since that is how it is designed to function. He assured her he did not think it would be a mayor issue.

Tiffin-Fostoria Municipal Judge Rhonda Best told Council that since she took over the court in December, they have instituted quite a few new programs. They obtained a grant to upgrade the probation system and have also gotten involved with the PIVOT drug recovery court again; it is back in Municipal Court every Thursday for the first time since 2020. She said that Mayor Dawn and Liz Croak had attended, and she invited everyone on Council to come watch as it is definitely a different experience than what court typically looks like, and they are really proud of the work that they are doing. Regarding the traffic court, she said that she herself was working with people in one on one meetings and going through their driving records and working on what they can do to get those cleaned up so we can have more valid drivers on the streets in both Tiffin and Fostoria as well as all of Seneca County. Best said she had also been referring people to help with the downtown cleanup and would like to see that expand. She said she has been out and about involved with the community, and specifically has been involved with some public groups such as Women Empowering Women which she makes sure to go to every month as it means a lot for some of the women that come into court to be able to sit down and talk to her on a personal level. She said she has been trying to make that part of her mission as our judge and is on the ballot because she wants to continue doing that. Judge Best added that she had not personally seen any tickets about golf carts but noted that traffic tickets were the bulk of more than 4,000 cases they have processed just in the first eight months of the year. She welcomed anyone to come in and sit through court as it is open to the public. Mayor Iannantuono added that the PIVOT court is distinctly different and humbling experience and a good program to sit in on.

**MOTIONS:** None.

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**RESOLUTIONS:**

**Resolution 23-29**, introduced by Vickie Wilkins and read for the second time.

RESOLUTION SUPPORTING THE ABROGATION OF DEED RESTRICTIONS ON THE CITY PROPERTY KNOWN AS THE LOUISA K. FAST PARK, AND DECLARING AN EMERGENCY.

**ORDINANCES:**

**Ordinance 23-60**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE RESPONDING TO PETITIONS NO. 2023-01, 2023-02, AND 2023-03 VACATING A PORTION OF WALKER STREET AND ADJACENT AND NEARBY ALLEYS IN THE FIRST AND FOURTH WARDS OF THE CITY OF TIFFIN, OHIO.

Councilmember Perry moved for passage; Councilmember Monsour seconded.

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

**Ordinance 23-65**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$2,000.00 INTO THE PARKS DEPARTMENT BUDGET FOR LAND APPRAISAL OF THE LOUISA K. FAST PARK PROPERTY.

**Ordinance 23-67**, introduced by Chris Monsour and read for the second time.

ORDINANCE AMENDING CHAPTER 707 OF TIFFIN CODIFIED ORDINANCES REMOVING THE FEES FOR A DISTRESS MERCHANDISE SALES LICENSE.

**Ordinance 23-68**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE RESPONDING TO PETITION NO. 2023-04 VACATING THE ALLEY OFF OF ST. CLAIR STREET RUNNING EAST AND WEST BETWEEN LOTS NO. 3 AND 4 OF LETTERHOSE SUBDIVISION AND LOT NO. 17 OF HEMING'S RESURVEY IN THE THIRD WARD OF THE CITY OF TIFFIN, OHIO.

**Ordinance 23-70**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE A TOTAL OF \$100,000.00 INTO THE FIRE DEPARTMENT AND FINANCE BUDGETS TO COVER INSURANCE EXPENSES FOR THE REST OF THE YEAR AND ANY INCOME TAX REFUNDS.

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

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

**Ordinance 23-71**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$5,000.00 INTO THE FINANCE DEPARTMENT BUDGET TO COVER FEES FOR THIRD PARTY ADMINISTRATION FOR AMBULANCE BILLING.

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

*Discussion: Finance Director Kaufman explained that they were putting \$5,000.00 into the Finance Department budget for third-party administration for ambulance billing based on ambulance revenue being up. There are also several court cases to take to small claims court and fees are up. Councilmember Jones asked why we use a third party for this, and Kaufman said if not, we would have to hire another employee.*

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

**OTHER BUSINESS:**

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting for Monday, October 30, 2023 at 5:45 p.m. in Council Chambers to discuss Mayor's Requests for Legislation Nos. 23-42 through 23-49, and any other business that may come before it.

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Councilmember Thacker also polled members of the Streets, Sidewalks and Sewers Committee regarding the Ohio Division of Liquor Control notice of the Napoli Pizza stock transfer, and all concurred that the Clerk could sign and return the notice as no hearing required.

Councilmember Spahr noted that every three years the county does a property revaluation and values are expected to go up considerably. He said residents have the option to appeal and can call the Auditor's office to ask them to review. City Administrator Dutro said that if anyone was interested, the Auditor's website has an estimated tax value calculator.

Councilmember Perry stated that if the members of the Personnel & Labor Relations Committee were in agreement with the appointment of Rob Ledwedge to the Tiffin Municipal Arts Commission, there would be no meeting held to discuss the appointment. All noted they were in favor.

**ADJOURNMENT:** 7:42 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## **NOVEMBER 13, 2023 – SPECIAL COUNCIL MEETING**

Tiffin City Council met for a special meeting in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 5:30 p.m. in Council Chambers. The invocation was given, and the Pledge of Allegiance was recited.

**ROLL CALL:** Clerk of Council Ann Forrest recited roll call. Seven councilmembers were present: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, Director of Law Brent T. Howard, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak, Police Chief David Pauly and Fire Chief Rob Chappell.

**SPECIAL MEETING ANNOUNCEMENT (Revised):** This is the notice, in compliance with Charter Section 3.09(B), to announce a Special Meeting of Tiffin City Council on Monday, November 13, 2023 at 5:30 p.m. in Council Chambers at City Hall. For consideration: To hold department reviews for the 2024 Budget, introduction and consideration of an ordinance responding to Director of Finance's Request for Legislation #F23-42 (appropriation of grants received from Ohio Emergency Management Agency, and any other business Council may consider.

**MINUTES:** None.

**COMMITTEE REPORTS:** None.

President Boyle announced that no additional Committee of the Whole meeting would be scheduled.

### **REPORTS OF THE OFFICERS:**

#### **HER HONOR MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono requested suspension of Ord. 23-86 because the City was given inaccurate numbers and it needs to be redone.

Before the meeting she had a special guest and officially met our new police dog Leo, whose handler is Ofc. Liz Miller. She said she is so happy to have him with us.

This is the second of three meetings regarding the 2024 Budget with presentations by the Fire and Police Chiefs. Public Works and the City Engineer will present at the next meeting on November 20<sup>th</sup>.

Thursday the 16<sup>th</sup> is the Third Thursday with the new Sip and Shop event at 5:00 p.m. It will also kick off the unveiling of Christmas decorated store front windows and the wonderful light decorations with Operation Hallmark. She thanked the corps group of volunteers who raised money and installed all of the lights downtown, including Randy and Christy Wisner, Chris and Judy Hafley, Ned and Karen Behm, Fred and Kem Zoeller, Lee and Susan Wilkinson and their crews for all of their hard work.

She also announced that there would be a ribbon cutting on November 28<sup>th</sup> at 4:00 p.m. for the new Ella St. Bridge. She noted that with the Bridge and Road Levy and 100% of the levy dollars going to infrastructure, no loan was needed for the completion of this bridge. Not a dime of it was spent on salaries and benefits.

Moving on to the 2024 Budget review, she began with the Fire Department budget. She said no new vehicles were requested because the current ones are in good shape. He had hoped to hire two more staff, but we are not able to do that for 2024. Call volumes continue to increase, especially in the Third Ward. Councilmember Monsour commented that overtime in 2021 was \$299,000 and now we are up to \$495,000. Fire Chief Chappell explained that he tried to keep relatively similar amounts as in 2023, but he had had to come back to Council to request additional funding for their overtime budget because they had several instances where employees were off due to sick or injury leave. There were also two other shorter term occurrences, and those four added up to over \$1500 in overtime. They reduced staffing during that time from nine to eight between August 9 and October 7, and during that time they had 11 different instances where they had to bring in additional personnel at double time and a half. He said when he came on in 2004 they had 2,400 calls that year with more personnel; last year they had 3,700 calls with less staff. City Administrator Dutro added that we needed that funding in the OT line because we cannot

bring on additional staff. For the recent fire downtown two weeks ago, we had to call in extra people at quite an additional expense. Chappell added that the 5100 series wages and overtime is the bulk of their budget, and that plus insurance are about 92% of funds received by the Fire Department. Chappell said that changes occurred this year in health care coverages, with seven of the nine changes being increases, so he had to come back to Council for more funds. The 5300 series has a decrease for the medical director for EMS operations, and it also includes the study being done for the new fire station. In the Capital lines, money was allocated in various lines that will combine to cover the cost of the new ambulance to be delivered in early 2024. Of the cost of the ambulance, only \$60,000 would actually come from the City's Capital funds; the rest will come from ARPA funds that have to be used by 2024. Mayor Iannantuono commended his whole staff as well as the Police Department and Public Works for their work on the fire downtown in addition to the training that day, as well as the fires on Hall St. and Westwood Ct. They were downtown until 10 p.m. and then had to clean their hoses, equipment and outer gear afterwards. She said it was fitting that we had the Clinton and Bascom departments here for training, and they could help as well. A lot of other agencies also helped keep us safe. Councilman Perry asked if there was a reason for the \$60,000 increase in health and life insurance. Chappell explained that Fire is through the same City health plan, and several personnel moved to family from single or with children, and each tier costs more. The rate was an actual reduction. He said this covers 34 fire fights, the chief, deputy chief and admin's assistant. Councilmember Spahr noted a 33% increase in call volume in the Third Ward and asked how many were medical versus other. Chappell said the TU campus gives a few false alarms, but we also have a lot of Willows, Sojourn, and Tiffin Rehab medical calls. The Mayor pointed out that all firefighters are dually trained EMT medics and fire fighters. We receive top quality service from highly trained people; also, they are among the people first responding outside of Tiffin. Chief Chappell explained that physical exams are budgeted at \$24,000. There has been a change from 2021-2022 when we were using occupational health services through Mercy Health, and in the union contract they had a tiered system where if you were under the age of 30 you would get a physical every three years, between 30 and 40 every other year, and above 40 every year. Current guidelines recommend that every fire fighter have a comprehensive exam every year, and they found a service that comes to us here for a full week, and they are able to rotate three personnel at a time. They are able to get 45 personnel through their annual physicals, and any leftover slots can be used by the Police Department.

For the Police Department, Mayor Iannantuono noted that Chief Pauly was very appreciative of being able to bring back the K-9 program with the outpouring of support from the community, which will be an ongoing expense in the budget. The wellness program focusing on the physical and mental health of the employees that is in place is very important, and they do physicals along with the fire department. They are still down on personnel so retention is a priority; they had hoped to hire another officer but we are not able to do that in 2024. Chief Pauly said that for most lines there is no change from the previous years. He asked for an increase in Other Maintenance of \$15,000 because when they went to body-worn cameras there was an increase in public requests to see the videos. The most efficient way to do it is through Cloud services, so this will be an annual expense. The other bigger increase was the K-9 Program under 5694. The initial request for that line was \$21,000 but with donations from the public he felt comfortable with cutting it to \$5,000. He also cut the clothing allowance down a little. He had previously asked for two officers, one to backfill the SRO position as Ofc. Skornicka is counted as staffing for him but spends 90% of his work is done in the school system and not working on the road. TCS provides 75% of Skornicka's wages, so by asking for two additional people it was determined he would have to cut a hire. The overtime budget was cut for both dispatchers and police. When you're down in manning, overtime happens because you have to cover service. Police has authorization for 30 officers, but they have not seen it in many years. There are currently 27 officers as of the middle of year. One new hire would give them 28. Mayor Iannantuono said she commended all of them in the department, especially with their taking time out of their lives to do community outreach. Pauly noted that they are all trained in de-escalation, which is not typical in a department their size. He said it helps to reduce the use of force if they can talk things down. He is very proud of officers that can de-escalate a problem, and this training will continue. Pauly said when he started the job he said that community outreach would be part of the department's DNA, and they will be out meeting with the community as well. City Administrator Dutro stated that he and the Chief cleaned up the SRO contract with TCS because we had been paying a little more than the agreed to 25%. Councilmember Thacker asked about the Special Response, Supplies and Materials, and Pauly said this was for the special response team SWAT. He said he more comfortable cutting \$1,000 from this line as part of the budget because it is a multi-team collaboration with the Sheriff and Fostoria, so pooling our resources stretches the money. To Councilmember Perry's question about what is included in the K-9 line, he said it covers veterinarian services, equipment, food, care and maintenance of the dog and vehicle.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:**

Director of Finance Kaufman explained that the purpose of Ord. 23-86 was to revise the Budget for a \$236,000 grant received from the Ohio EMA for Fire, Police and Dispatchers. The original ordinance approved by Council on November 6<sup>th</sup> was prepared according to spreadsheets provided by Ohio EMA. When processing these last week, she found that that the numbers appropriated were incorrect. When the Fire Department pay stubs were sent out, apparently they were inaccurate and she needs to reallocate them into wage lines between wages, Medicare and pensions. She believes it will work by reallocating the same amount into Wages. We have until November 24 to pay this according to the grant, and since it is different from a normal payroll they have to fit it in between regular pays and just have next week to get it done. She noted that she had spoken with other communities and they were also confused by the spreadsheets.

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard said that a motion to read Ord. 23-86 should be made under Motions, since it was part of the meeting announcement.

**WRITTEN COMMUNICATIONS:**

Finance Director’s Request for Legislation #F23-42 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police and Fire Budgets (Total \$236,000).

*On file in Clerk of Council’s office; legislation prepared under Ord. 23-86.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:**

- A) Councilmember Roessner moved to read Ord. 23-86; Councilmember Monsour seconded. Voice vote was taken, and it was approved 7-0.

**RESOLUTIONS:** None.

**ORDINANCES:**

**Ordinance 23-86**, introduced by Cheyane Thacker and read for the first time.

**ORDINANCE AMENDING THE 2023 BUDGET ORDINANCE 22-108 TO REVISE AN APPROPRIATION OF \$236,000 IN THE POLICE AND FIRE DEPARTMENT BUDGETS FOR GRANTS RECEIVED FROM THE OHIO EMERGENCY MANAGEMENT AGENCY.**

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

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

**OTHER BUSINESS:**

Mayor Iannantuono said she was working on setting up training for the newly elected councilmembers to get them up to speed as soon as possible since five of the seven will be new, along with a new Director of Law. She would like to do a full mock agenda at the December 11 special meeting and will reach out to them to confirm their availability.

**ADJOURNMENT:** 6:17 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## **NOVEMBER 20, 2023 – 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large); and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak, City Engineer Matt Watson and Public Works Superintendent Brandon Burner.

**MINUTES:** The minutes of the November 6, 2023 Regular and Committee of the Whole Meetings as well as the November 13, 2023 Special Council Meeting were approved as written.

**COMMITTEE REPORTS:** No reports.

No additional Committee of the Whole was scheduled.

### **REPORTS OF THE OFFICERS**

#### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono noted that tonight was the last of three meetings to review the 2024 Budget with Engineering and Public Works.

The Mayor reported that last week's Sip & Shop was a great success, and the Christmas windows and new street light decorations were beautiful. She thanked everyone involved.

#### Events:

- Christmas holiday lights are up at the Seneca County Fairgrounds and can be toured Fridays and Saturdays from 6 p.m.-9 p.m. and Sundays from 6 p.m.-8 p.m. Admission is \$5.00.
- City Hall offices will be closed Thursday and Friday for Thanksgiving.
- The ribbon cutting for the Ella Street Bridge will be held November 28<sup>th</sup> at 4:00 p.m. Cutting the ribbon will be five-year old Elliott Baugher, who has been watching its construction since the very first day.
- The Mayor said she was being interviewed by Dan Cummins on Channel 11.
- Friday, December 1 at 5:15 p.m. will be the downtown tree lighting ceremony,
- The Kris Kringle market will be downtown on December 1 and 2.

Mayor Iannantuono said she was working on training packets to onboard new Council members and get them up to speed before January 1<sup>st</sup>. During the special Council meeting on December 11 at 5:30 p.m. they will go through and packet and a mock agenda.

The Mayor moved to the budget review for Public Works and the Engineers Office. For Public Works, she explained that on Page 25 the equipment is finally where it needs to be with the new tree stump remover because they were previously renting one and it was not doing the job. Burner also explained that with the new salary ordinance, his salary would be 50-50 Sewer and Streets. Engineering has come out of the street fund to better leverage the tax levy. Burner added that the equipment has gone from almost shameful to now being very proud of it. A lot needed to be replaced, and he said was thankful to city residents and Council because it is looking pretty healthy for next year.

For the Engineers Office, the Mayor noted that additional grants are coming in thanks in great part to the efforts of City Engineer Matt Watson. ODOT has become a very good partner to us. Watson explained that previously he and the assistance city engineer's salaries were 33% -33%-33% sewer, general and streets. He has taken them off of the street fund and they are now 50%-50% general and sewer. \$100,000 has been budgeted next year for consulting services for the Market Street Safety Study. Funds have been allocated for the traffic light at Melmore and Circular Streets. Consulting services have been included for the SR 53 full reconstruction from Hall to Tomb and SR 53 north of Tomb St. to the City limits. \$1.4 million has been appropriated to street paving next year.

**4086**

The OPWC loan of \$500,000 should be paid off before going back to voters for the levy renewal. \$1,327,000 is still in the budget to cover the remainder of the invoices for the Ella Street Bridge and will be reduced further by the time we pass the budget. The Fund 275 Safety Grant Fund and \$50,000 under engineering services is for the design of the Sixes Corners Project at SR 53. It will be done under a 100% reimbursable grant. Special funds have been allocated for the upcoming LCCP sewer project for LCCP; we received \$4 million principal forgiveness, with room for \$160,000 in change orders so we will walk away with it being at no cost because now it is all-in at \$3.85 million. Funds 565, 566 and 567 on page 70 are for the EQ Basin Project. The three WPLF loans will be expense out, reimbursement in. Fund 568 for Inflow 913 has a \$2 million placeholder. Fund 569 has a \$390,000 grant already received for the septic system and he hopes to add another \$700,000 next year. Fund 569 has a \$390,000 grant already received for septic system, and he hopes to add another \$700,000 next year.

Watson said they have asked five year-old Elliot Baugher to cut the ribbon at the Ella Street Bridge next Tuesday. He was on site every day from the start, and since he went back to school he has always wanted updates. The ribbon cutting will be walkover only. The road should be open by Friday, December 1 but there will still be some small items to take care of and it may have to close certain hours. Some sidewalks have to be poured as well.

Councilmember Perry asked which major bridge would have to be tackled next. Watson said we don't really have one because they would have to be rated 4 and right now our worst at 6. Rock Creek would probably be next. We are sitting in very good position since Huss St. was replaced 20 years ago, and next year we will do the Sandusky St. culvert. There is a significant amount of street repair to do now that the bridges and culverts are repaired. City Administrator Dutro added that with all of the heavy truck traffic there, Ella Street will have to be repaved.

Mayor Iannantuono pointed out the Watson has the five-year plans from the utilities and is on top of the amount of sewer work planned. He sends out our paving list to the utilities so they can adjust, or else they cannot touch them for five years after. Omni Fiber was hard to preplan and had to force them heavily for anything under the roadway to be put in. We had to halt the Omni project until they got their act together. Watson holds a progress meeting every two weeks with the utilities, and they Mayor added that they are responding better to issues now. Burner added that Tiffin has a very good relationship now in working with the contractor. The Mayor told Matt Watson and Brandon Burner that we appreciate all they do, and we are very thankful for all the grants. President Boyle thanked them for keeping us safe and for what they did during the recent big fire. She noted that they do much more than what people realize.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Report for the month ending:	OCTOBER 31, 2023
Total Receipts for the month:	\$4,313,586.16
Total Expenses for the month:	\$4,783,746.85
The General Fund unencumbered balance:	\$6,103,243.03

The income tax receipts for October 2023 were \$1,192,237.17. The total annual decrease in income tax collections for October 2023 compared to October 2022 is \$63,993.76. Year to date income tax receipts are up 0.22%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for October 2023 is \$122,124.00.

The unexpended balance for all funds is **\$40,207,142.65**, which is the same as the bank balances for the same time period.

Councilmember Jones referred to the monthly report where one fund had collected 126% YTD and another 252% YTD and asked how we could collect more money ahead of time. Finance Director Kaufman said she would get him the information for the next meeting.

Councilmember Roessner moved to accept the October 31, 2023 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Monsour seconded. On a voice vote motion was approved 7-0.

4087

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard reported that the City has hired a city prosecutor effective January 1, 2024. His name is Aaron Bates, who is a graduate of Notre Dame Law School and has five years' experience as a prosecutor in South Dakota. He will actually start in the next week or so with the City as a contractor or temporary employee for experience. Howard said he has a great attitude and experience and will be a good fit. For budget purposes it's the same as presented for the other prosecutor, so the second year rate will be his start pay and with the same benefits, so there are no budget change and he fits in where we had the prior prosecutor. Councilmember Jones asked if we had backed away from the current agreement or if it was the county. Howard explained that the county chose not to renew our agreement because they were having trouble finding and keeping employees and decided it was time for the City to manage the office. We had two other candidates with some interest, so we did better than the county had with its prior search. Bates has some family in Ohio as well as an active status to practice in Ohio. City Administrator Dutro explained that they had made a few office shifts, moving Clerk Ann Forrest to the Weller Commission office and HR Deb Reamer to the Clerk's office; the new prosecutor will be in the space Reamer had, which was previously the prosecutor's office. One administrative assistant will be coming to the City from the County, and her office will be adjacent to the prosecutor.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #23-51 – Legislation to approve income tax code revision.

*Referred to Finance Committee.*

Mayor's Request for Legislation #23-52 – Legislation to approve the City's Revised Investment Policy

*Referred to Finance Committee.*

Mayor's Request for Legislation #23-53 – Legislation to approve Tiffin's Fire/Rescue Division's inclusion in the Black Swamp Emergency Services Unit.

*Referred to Law & Community Planning Committee.*

Mayor's Request for Legislation #23-54 – Ohio Urban Forestry Grant Program Application.

*Referred to Law & Community Planning Committee. Committee Chair Monsour stated that the committee discussed this during the prior Committee of the Whole meeting and had asked Director Law Howard to prepare legislation.*

Finance Director's Request for Legislation #F23-40 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Streets Dept. Budget (\$5,376.40).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-87.*

Finance Director's Request for Legislation #F23-41 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police Budget (\$450.00).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-88.*

Finance Director's Request for Legislation #F23-43 to amend the 2023 Budget Ordinance 22-108 to appropriate additional funds into the General Budget (\$160,000).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-89.*

Finance Director's Request for Legislation #F23-44 to amend the 2023 Budget Ordinance 22-108 to appropriate funds into the Police and Fire Budgets (\$236,000).

*On file in Clerk of Council's office; legislation prepared under Ord. 23-90.*

**ORAL COMMUNICATIONS:** Mayor-Elect Lee Wilkinson spoke to Council noting that one of his first responsibilities would be to make appointments to boards and commissions. He said there would be a vacancy on the Civil Service Commission and on the Sewer Review Board and asked departing Council members to let him know if they would be interested in serving.

**MOTIONS:** None.

**RESOLUTIONS:** None.

**ORDINANCES:**

**Ordinance 23-72**, introduced by Daniel Perry and read for the second time.

ORDINANCE ENACTING CHAPTER 343 OF TIFFIN CODIFIED ORDINANCES ALLOWING AND REGULATING UNDER-SPEED AND UTILITY VEHICLE USE WITHIN THE CITY OF TIFFIN, AND DECLARING AN EMERGENCY.

**4088**

**Ordinance 23-77**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A PERMANENT EASEMENT FROM AFLP 1150 MAULE ROAD LLC OR CURRENT PROPERTY OWNER AT 1150 MAULE ROAD IN TIFFIN FOR STORM SEWER PURPOSES.

**Ordinance 23-79**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE 2024 STREET PAVING PROGRAM, AND DECLARING AN EMERGENCY.

**Ordinance 23-81**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR ENGINEERING AND DESIGN SERVICES FOR THE REPLACEMENT OF A CULVERT ON SOUTH SANDUSKY STREET.

**Ordinance 23-82**, introduced by Cheyane Thacker and read for the second time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR THE PREPARATION OF A SAFETY STUDY FOR THE WEST MARKET STREET CORRIDOR BETWEEN US 224 AND HOPEWELL AVENUE.

**Ordinance 23-87**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$5,376.40 INTO THE STREET DEPARTMENT BUDGET WHICH IS AN INSURANCE REIMBURSEMENT FOR PROPERTY DAMAGE.

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

*Discussion: Finance Director Kaufman explained that this is an insurance reimbursement for expenses paid upfront for an accident with a pole.*

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

**Ordinance 23-88**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$450.00 INTO THE POLICE BUDGET FOR SAFETY AND TRAINING PURPOSES.

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

*Discussion: Councilmember Roessner explained that this was reimbursement for a training class that had been canceled.*

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

**Ordinance 23-89**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO APPROPRIATE \$160,000.00 INTO THE GENERAL FUND BUDGET WHICH IS NEEDED FOR INCOME TAX TRANSFERS FOR THE REST OF THE YEAR.

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

*Discussion: Councilmember Roessner explained that the transfer was necessary to make sure there is enough budgeted for November and December in Funds 215 and 231.*

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

**Ordinance 23-90**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING 2023 BUDGET ORDINANCE 22-108 TO REVISE AN APPROPRIATION OF \$236,000.00 IN THE POLICE AND FIRE DEPARTMENT BUDGETS FOR GRANTS RECEIVED FROM THE OHIO EMERGENCY MANAGEMENT AGENCY.

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

**4089**

*Discussion: Finance Director Kaufman explained that the grant money had first been appropriated by Ord. 23-23, and now they are reallocating based on new information received from Ohio EMA last Friday afternoon which basically changed it back to how it was.*

Roll call vote was taken on the suspension and passage, and both were approved 7-0.

**OTHER BUSINESS:**

Councilmember Monsour announced a Law and Community Committee meeting to be held on Monday, November 27, 2023 at 5:15 p.m. in Council Chambers to discuss Mayor’s Requests for Legislation #23-53 and any other business that may come before it.

Councilmember Roessner announced a Finance Committee meeting to be held Monday, November 27, 2023 at 5:30 p.m. to discuss Mayor’s Requests for Legislation #23-51 and #23-52 and any other business that may come before it.

Councilmember Thacker stated that during November OSS is hosting pumpkin composting at the Seneca County Fairgrounds; Councilmember Spahr added that it is just inside the entrance to the right. Thacker said they are working with Go Zero at a large farm in Wauseon that does large composting.

**ADJOURNMENT:** 7:54 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

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## **DECEMBER 4, 2023 – 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), and John Spahr, Jr. (At Large); Cheyane Thacker (At Large) was absent. Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

**MINUTES:** The minutes of the November 20, 2023 Regular and Committee of the Whole Meetings were approved as written.

### **COMMITTEE REPORTS:**

Councilmember Roessner reported that a Finance Committee meeting was held on November 27, 2023 at 5:30 p.m. in Tiffin City Hall. Attending were committee members Kevin Roessner, Chris Monsour and John Spahr along with Law Director Brent Howard, Council member Cheyane Thacker, City Administrator Nick Dutro and Law Director-elect Zachary Fowler. The purpose was to discuss legislation to approve an income tax revision 23-51 as well as legislation to approve the City's Revised Investment Policy 23-52, and any other business that comes before the committee. Roessner relayed a message from Finance Director Kathleen Kaufman. She does not have any issues with the proposed changes to the investment policy; the changes will make our policy more up to date than it is currently. She also has no issues with the changes to the tax code as they are necessary to comply with Ohio House Bill 33 that was approved this summer. Howard noted the tax update code will be in effect by the first of the year to comply with recent changes to state code. It cleans up language about net operating loss carry forward for businesses. Net profit tax return extension due dates would adjust from December 15th to November 15th. There were also tax code changes with regards to capping of penalties. An emergency is requested so this can be effective at the first of the year. Monsour motioned to have the Law Director prepare legislation for the tax code revisions, seconded by Spahr. The motion passed unanimously. Next, Dutro reported the Investment Advisory Committee summary from their recent meeting. He noted that there were some improvements identified that would update the investment policy to best practices. He also shared some early investment plans which are not yet finalized. Howard noted that 135.03 of the existing code currently has some vagueness regarding the composition of the Advisory Committee. He recommended the legislation specifically include the Mayor, City Administrator, Law Director, the Chair of the Finance Committee, and two electors appointed by the Mayor subject to approval by the City Council. They would meet once per year. Monsour motioned to have the Law Director prepare legislation to approve the revised investment policy and additional legislation to clarify the composition of the Investment Advisory Committee, seconded by Spahr. The motion passed unanimously. With no further business, the committee adjourned at 5:41 p.m. Respectfully submitted, Kevin Roessner, Chairperson.

Director of Law Howard said he may have misstated it during the committee meeting, but the net profit tax return extension due date is October 15 and it is extended to November 15.

Councilmember Monsour reported that a Law and Community Planning Committee meeting was held on November 27, 2023 at 5:15 p.m. in Tiffin City Hall. Attending were committee members Vickie Wilkins and Chris Monsour, absent was committee member Danny Perry. Also in attendance were Law Director Brent Howard, Council members Cheyane Thacker and John Spahr, City Administrator Nick Dutro, Fire Chief Chappell and Law Director-elect Zachary Fowler. The purpose of the meeting was to discuss Mayor's Request for Legislation 23-51 to approve Tiffin's Fire / Rescue Division's inclusion in the Black Swamp Emergency Service Unit (BSESU). Chief Chappell was asked to speak about the proposed legislation. Chappell explained that there are three lieutenants trained in SRT. The members have also completed active shooter and stop the bleed training. This training allows the SRT-trained firefighters to be in the "hot zone" with police. Chappell explained that having the firefighters on the scene can ensure police or a victim who is injured can receive immediate care. Chappell went on to say that the right people are in place and the next step is to join the BSESU. Monsour asked if there was a cost and Chappell indicated there was no cost to the city. Law Director Howard explained that this was a mutual aid service. Chappell explained that these would be SWAT medics. Wilkins motioned to have the Law Director prepare legislation for Tiffin's Fire/Rescue Division's inclusion in the Black Swamp Emergency

4092

Service Unit. Monsour, seconded. The motion passed unanimously. With no further business, the committee adjourned at 5:19 p.m. Respectfully submitted, Chris Monsour, Chairperson.

No additional Committee of the Whole was scheduled.

## **REPORTS OF THE OFFICERS**

### **MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono introduced Tiffin Municipal Arts Commission (TMAC) chair Ryan Poignon and vice-chair TJ McKee, who presented their annual report and budget to Council. Other TMAC officers include Zoe Blackstone, Secretary, and Nick Consolo, Treasurer. TMAC members include Shannon Bowman, Brad Rees, and Rob Ledwedge. He said their vision, mission and values have been deeply rooted in the community in the past two years, and they still strive to advocate their mission and goals while promoting and creating opportunities for artists. Their activities have included traffic boxes and the Court Street Market which coincides with Downtown Third Thursdays and will expand in 2024 to every third Thursday. They again partnered with the Parks for their free Art Camp for children, and TMAC provided the supplies and volunteers for the week-long camp. Poignon noted that their Creative Citizen Award was established in 2022 to spotlight individuals who go above and beyond to make Tiffin a more creative community. Last year's recipient was Mary Lewis. In special recognition and appreciation for her dedication to our commission, Claudia Steinmetz was honored with the 2023 Creative Citizen Award. She is a city school art teacher, dance teacher at Dance Unlimited, a choreographer and performer for the Ritz Players, associate choreographer for the upcoming Tiffin Colombian spring musical and has completed various murals around Tiffin. TJ McKee reported that TMAC incorporated as a non-profit to help support, fund and drive community engagement. The four major goals for 2024 are a River Wall Mural, Music Showcase, a Theater in the Round, and Murals and Sculptures in a couple of other areas in town. For the Music Showcase the budget will be \$15,000, the River Wall Mural Phase One \$53,000, Theater in the Round \$40,000, the Traffic Boxes will continue to be done in partnership with Claudia Steinmetz, the Sculpture Gardens will be done throughout Frost Parkway and downtown, along with the Art Camp and some sidewalk art shows. With a total cost of \$130,000 they incorporated the Foundation so that the community could help support them as well. Poignon explained that the artist they have spoken to about the river wall mural is Eric Hens, who most recently did the Toledo River Wall, which has the world record for size as a mural. Councilmember Wilkins asked if it was bridge to bridge, and they explained that it would be on the south side between South Washington and East Perry Streets on Frost Parkway for the first phase. It will be completed over time as it is very costly but would create a destination. She also asked where they were in the fund raising, and they said they had received grants from the Tiffin Charitable Foundation for TMAC, and what is left over from the 2023 account will rover over and they will start with approximately \$19,000. Director of Law Howard noted that the mural on his building's wall was funded by Leadership Seneca County, and there is some funding left for maintenance. It has been affected by weather, and he would like to work with them to fix it. Councilmember Perry said he loved the progress they have made from Year 1 until now, and he congratulated Steinmetz for everything she has been doing. The Mayor congratulated them for their beautiful logo.

Mayor Iannantuono said she had just received word that Director of Finance Kaufman and her team have once again received the Auditor of State Award for 2022, and she congratulated them

### Updates:

- Christmas holiday lights are open at the Seneca County Fairgrounds until December 23. The cost is \$5.00 per vehicle.
- Last Monday she was at the Channel 11 studios and was able to plug the Kris Kringle Market on December 1 and 2.
- The ribbon cutting for the Ella St. Bridge was held on December 28 with our five-year-old bridge mascot Elliot.
- The 2<sup>nd</sup> Kris Kringle Market was a huge success. It kicked off with the Christmas tree lighting Friday night and the Christmas parade Saturday morning.
- Her office has been working on training packets for the on-boarding of all new personnel starting on January 1<sup>st</sup>. A special meeting will be held on the 11<sup>th</sup> for a mock training session.

**4093**

Events:

- Invited Mayor-elect Lee Wilkinson to join her for her the next morning on WTTF for her monthly interview on public events.
- Seven will be graduating from m the Tree Commission Academy on Wednesday, three from Public Works, three from our Tree Commission and the Mayor herself.
- Wednesday night she will also attend the ribbon cutting at the Sutton Bank at their newly expanded and renovated location.

The Mayor also provided a budget update, noting that revenue is slightly above last year so they tried to hold to the same budget amount as last year. She asked for a change request to the 2024 Budget. When they started they process they were 13% over; Director of Finance Kaufman tries to keep us to 5%, so they were asked to make reductions. At this morning's Department Heads meeting it was discussed about non-union employees receiving a 1-2% raise, depending on the position, when all the other union staff is receiving 4%. It will put us slightly over the 5%, but they are recommending to Council to compromise at 3% for non-union employees, to be revisited in June.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:**

Finance Director Kaufman said she had a response to Councilmember Jones' question at the previous meeting as to why the revenue report summary showed two percentages above 100%. She explained that when trying to put the budget together, she tries not to overstate revenues. This was interest income so it was set close to what we were getting at the time. However, the interest rates have gone up and we've seen this increase in our revenues, which is why the percentages were up.

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard followed up on what the Mayor reported regarding the Budget and compensation for non-union employees. Ord. 23-94 is the annual budget ordinance; Exhibit A will be introduced tonight and updated at a future meeting prior to the vote with the updated exhibit showing the adjustment for the additional pay increase. Ord. 23-95 is the annual Pay Ordinance, and some items were not included in the original draft but were received over the weekend; it will be introduced with these items. Page 1, second recital, notes the minimum wage increase in Ohio to \$10.45 per hour. Item 3 identifies several new aspects of the Pay Schedule, one of which includes the new pay rates for the City Prosecutor/Assistant Director of Law and the secretary, positions to be filled this next year because we no longer have a contract with the County Prosecutor's office. Also, the sewer revenue manager is receiving a \$2.00/hour pay increase to properly compensate for the significant additional duties and responsibilities added to the employee. Regarding the last item in 3.), he reminded Council that a couple of months ago it had approved Tiffin Municipal Courts two –tier pay schedule for the Baliff I new hire rate and Bailiff II (existing) rate. Section 3, pages 2 and 3 is a new section from prior pay ordinances. It identifies certain certifications that employees in the Engineers Office and Public Works can train for, and it recognizes this by adding to the rate of pay. Section 3 identifies four different certifications and the different employees can get these increases based on certifications. Section 8 has been changed a bit from the prior ordinance: a) through d) identifies the source of funding to pay for compensation of particular employees. Some employees provide services for sewer work and streets so therefore it is appropriate and legal to pay them from the General Fund as well as other funds, and this lays out the percentages. The Pay Schedule identifies a 3% increase for non-union employees. Union contracts are handled by collective bargaining for three-year contracts. City Administrator Dutro stated that the section concerning the engineers and licensures were previously broken out as different positions on the previous Pay Schedule. There was one particular credential that the City Engineer obtained this year so they decided to make changes to the different licenses that our engineering staff is working towards so they are compensated for them and worked with City Engineer Watson as to the fair and equitable amounts for this. Howard noted that one of the benefits is the City not having to contract out the work which saves us money.

**WRITTEN COMMUNICATIONS:**

Mayor's Letter re Scott Hoernemann's Resignation from the Civil Service Commission effective December 31, 2023. *On file in Clerk of Council's office.*

Letter from Columbia Gas of Ohio dtd November 21, 2023 regarding upcoming application to PUCO requesting recovery of 2023 infrastructure replacement costs to go into effect May 2024. *On file in Clerk of Council's office.*

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**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 23-31**, introduced by Chris Monsour and read for the first time.

RESOLUTION AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN OHIO'S URBAN FORESTRY GRANT PROGRAM, EMERGENCY PROGRAMS 2023, TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY.

**ORDINANCES:**

**Ordinance 23-72**, introduced by Daniel Perry and read for the third time.

ORDINANCE ENACTING CHAPTER 343 OF TIFFIN CODIFIED ORDINANCES ALLOWING AND REGULATING UNDER-SPEED AND UTILITY VEHICLE USE WITHIN THE CITY OF TIFFIN, AND DECLARING AN EMERGENCY.

Councilmember Perry moved for passage; Councilmember Monsour seconded.

*Discussion: Councilmember Roessner noted that this was the third time in the past few years that this matter has been considered. He encouraged people to drive responsibly and follow the rules and laws, because driving is a privilege.*

Roll call votes were taken on the emergency and passage, and both were approved 6-0.

**Ordinance 23-77**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A PERMANENT EASEMENT FROM AFLP 1150 MAULE ROAD LLC OR CURRENT PROPERTY OWNER AT 1150 MAULE ROAD IN TIFFIN FOR STORM SEWER PURPOSES.

Councilmember Monsour moved for passage; Councilmember Wilkins seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

**Ordinance 23-79**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING CITY ADMINISTRATOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE FOR AND RECEIVE BIDS, AND RECOMMEND AND EXECUTE A CONTRACT FOR THE 2024 STREET PAVING PROGRAM, AND DECLARING AN EMERGENCY.

Councilmember Monsour moved for passage; Councilmember Spahr seconded.

Roll call votes were taken on the emergency and passage, and both were approved 6-0.

**Ordinance 23-81**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR ENGINEERING AND DESIGN SERVICES FOR THE REPLACEMENT OF A CULVERT ON SOUTH SANDUSKY STREET.

Councilmember Monsour moved for passage; Councilmember Roessner seconded.

Roll call votes were taken on the passage, and it was approved 6-0.

**Ordinance 23-82**, introduced by Cheyane Thacker and read for the third time.

ORDINANCE AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH A PROFESSIONAL DESIGN FIRM FOR THE PREPARATION OF A SAFETY STUDY FOR THE WEST MARKET STREET CORRIDOR BETWEEN US 224 AND HOPEWELL AVENUE.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

Roll call votes were taken on the passage, and it was approved 6-0.

**Ordinance 23-91**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING CHAPTER 197 OF THE TIFFIN CODIFIED ORDINANCES REGARDING THE CITY INCOME TAX CODE TO COMPLY WITH RECENT STATE STATUTORY CHANGES, AND DECLARING AN EMERGENCY.

**4095**

**Ordinance 23-92**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING SECTION 135.03 OF TIFFIN CODIFIED ORDINANCES, CLARIFYING THE COMPOSITION OF THE CITY'S INVESTMENT ADVISORY COMMITTEE, AND APPROVING THE CITY'S REVISED INVESTMENT POLICY.

**Ordinance 23-93**, introduced by Chris Monsour and read for the first time.

ORDINANCE AUTHORIZING THE CHIEF OF THE FIRE/RESCUE DIVISION TO EXECUTE AN ADDENDUM TO AN AGREEMENT FOR MUTUAL AID WITH THE FOSTORIA POLICE DIVISION, TIFFIN POLICE DEPARTMENT, FOSTORIA FIRE DEPARTMENT, AND SENECA COUNTY SHERIFF'S OFFICE FOR CERTAIN LAW ENFORCEMENT PURPOSES, AND DECLARING AN EMERGENCY.

**Ordinance 23-94**, introduced by Kevin Roessner and read for the first time.

ANNUAL ORDINANCE APPROPRIATING CERTAIN SUMS FROM ALL CITY FUNDS FOR CURRENT AND OTHER EXPENDITURES OF THE CITY OF TIFFIN FOR FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.

**Ordinance 23-95**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING AND RESTATING ORDINANCE NO. 22-112 THE CITY PAY ORDINANCE TO COMPLY WITH THE STATE OF OHIO MINIMUM WAGE LAW, TO ESTABLISH APPROPRIATE RATES OF COMPENSATION FOR CERTAIN CITY EMPLOYEES, AND DECLARING AN EMERGENCY.

**Ordinance 23-96**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS AND PAYMENT OF BOND AND LOAN PRINCIPAL AND INTEREST, AND DECLARING AN EMERGENCY.

**Ordinance 23-97**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS FROM THE 101 GENERAL FUND TO THE 242 PARK AND RECREATION FUND, AND DECLARING AN EMERGENCY.

**Ordinance 23-98**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS FROM THE 552 SEWER REVENUE FUND TO THE 557 COMBINED SEWER SEPARATION FUND, AND DECLARING AN EMERGENCY.

**OTHER BUSINESS:**

Councilmember Perry noted that the new councilmembers would have to read pending legislation for the third time in January. Director of Law Howard stated that several pieces of legislation such as the Pay Schedule, Budget and Res. 23-31 for the Urban Forestry Grant, needed to be enacted yet this year, so suspensions would probably be requested at the next regular meeting. Perry recommended that all current legislation be read a second time at the December 11 Special Meeting in order to clear the docket by year-end for the newly-elected Council members. Council President Boyle announced that the Special Meeting Notice for the December 11, 2023 meeting at 5:30 p.m. would be amended to include the reading of Res. 23-31 and Ords. 23-91 through 23-98.

**ADJOURNMENT:** 7:50 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

4097

**DECEMBER 11, 2023 – SPECIAL COUNCIL MEETING**

Tiffin City Council met for a special meeting in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 5:30 p.m. in Council Chambers. The invocation was given, and the Pledge of Allegiance was recited.

**ROLL CALL:** Clerk of Council Ann Forrest recited roll call. Seven councilmembers were present: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Vickie Wilkins (At Large), Cheyane Thacker (At Large) and John Spahr, Jr. (At Large). Also attending were Mayor Dawn Iannantuono, Director of Law Brent T. Howard, City Administrator Nick Dutro, Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

**SPECIAL MEETING ANNOUNCEMENT (Rev. II):** This is the notice, in compliance with Charter Section 3.09(B), to announce a Special Meeting of Tiffin City Council on Monday, December 11, 2023 at 5:30 p.m. in Council Chambers at City Hall. For consideration: To read Res. 23-31 and Ords. 23-91 through 23-98, which include the 2024 Budget and the Pay Ordinance, hold a mock training session for the newly-elected councilmembers and law director, and any other business Council may consider.

**MINUTES:** None.

**COMMITTEE REPORTS:** None.

President Boyle announced that no additional Committee of the Whole meeting would be scheduled.

**REPORTS OF THE OFFICERS:**

**HER HONOR MAYOR DAWN IANNANTUONO:** None.

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

**DIRECTOR OF FINANCE KATHY KAUFMAN:** No report.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

**WRITTEN COMMUNICATIONS:** None.

**ORAL COMMUNICATIONS:** None.

**MOTIONS:**

- A) Councilmember Perry moved to read Res. 23-31 and Ords. 23-91 through 23-98; Councilmember Monsour seconded. Voice vote was taken, and motion was approved 7-0.

**RESOLUTIONS:**

**Resolution No. 23-31**, introduced by Chris Monsour and read for the second time.

RESOLUTION AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN OHIO'S URBAN FORESTRY GRANT PROGRAM, EMERGING PROGRAMS 2023, TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY.

**ORDINANCES:**

**Ordinance 23-91**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AMENDING CHAPTER 197 OF THE TIFFIN CODIFIED ORDINANCES REGARDING THE CITY INCOME TAX CODE TO COMPLY WITH RECENT STATE STATUTORY CHANGES, AND DECLARING AN EMERGENCY.

4098

**Ordinance 23-92**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AMENDING SECTION 135.03 OF TIFFIN CODIFIED ORDINANCES, CLARIFYING THE COMPOSITION OF THE CITY’S INVESTMENT ADVISORY COMMITTEE, AND APPROVING THE CITY’S REVISED INVESTMENT POLICY.

**Ordinance 23-93**, introduced by Chris Monsour and read for the second time.

ORDINANCE AUTHORIZING THE CHIEF OF THE FIRE/RESCUE DIVISION TO EXECUTE AN ADDENDUM TO AN AGREEMENT FOR MUTUAL AID WITH THE FOSTORIA POLICE DIVISION, TIFFIN POLICE DEPARTMENT, FOSTORIA FIRE DEPARTMENT, AND SENECA COUNTY SHERIFF’S OFFICE FOR CERTAIN LAW ENFORCEMENT PURPOSES, AND DECLARING AN EMERGENCY.

**Ordinance 23-94**, introduced by Kevin Roessner and read for the second time.

ANNUAL ORDINANCE APPROPRIATING CERTAIN SUMS FROM ALL CITY FUNDS FOR CURRENT AND OTHER EXPENDITURES OF THE CITY OF TIFFIN FOR FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.

**Ordinance 23-95**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AMENDING AND RESTATING ORDINANCE NO. 22-112 THE CITY PAY ORDINANCE TO COMPLY WITH THE STATE OF OHIO MINIMUM WAGE LAW, TO ESTABLISH APPROPRIATE RATES OF COMPENSATION FOR CERTAIN CITY EMPLOYEES, AND DECLARING AN EMERGENCY.

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ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS AND PAYMENT OF BOND AND LOAN PRINCIPAL AND INTEREST, AND DECLARING AN EMERGENCY.

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ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS FROM THE 101 GENERAL FUND TO THE 242 PARK AND RECREATION FUND, AND DECLARING AN EMERGENCY.

**Ordinance 23-98**, introduced by Kevin Roessner and read for the second time.

ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS FROM THE 552 SEWER REVENUE FUND TO THE 557 COMBINED SEWER SEPARATION FUND, AND DECLARING AN EMERGENCY.

**OTHER BUSINESS:**

Mayor Iannantuono began the scheduled mock training session by asking all newly-elected councilmembers, law director and mayor to exchange seats with the current members. Using a mock meeting agenda, they were guided through the various steps of a meeting with additional information and suggestions throughout.

There being no other business at the conclusion of the mock training session, the Council meeting was adjourned.

**ADJOURNMENT:** 6:47 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council

4099

**DECEMBER 18, 2023 – 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: Chris Monsour (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Kevin Roessner (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Cheyane Thacker (At Large), Vickie Wilkins (At Large), and John Spahr, Jr. (At Large) were present. Also attending were Mayor Dawn Iannantuono, City Administrator Nick Dutro, Director of Law Brent Howard, Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

**MINUTES:** The minutes of the December 4, 2023 Regular and Committee of the Whole Meetings, as well as the December 11, 2023 Special Council Meeting minutes, were approved as written.

**COMMITTEE REPORTS:** No reports.  
No additional Committee of the Whole was scheduled.

**REPORTS OF THE OFFICERS**

**MAYOR DAWN IANNANTUONO:**

Mayor Iannantuono stated that she had no report, no updates or proclamations for her last meeting. She thanked the community for the opportunity serve as Tiffin’s 50<sup>th</sup> mayor and 1<sup>st</sup> woman mayor. She wished the City all the best moving forward, adding that it was in good hands with the great department heads and staff. President Boyle thanked her for her leadership and for stepping up when the City and Council needed her the most.

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

**DIRECTOR OF FINANCE KATHY KAUFMANN:**

Director of Finance Kaufman explained that Ord. 23-99 was for end-of-year budget adjustments, many of which are for projects moving from one year into the next, as we are reducing the budget in 2023 wherever we can. There are a few increases to make sure we have enough for the final payrolls which will be on December 29<sup>th</sup>. She also put in for advances in case we need to get some reimbursements in before the end of the year for some of those projects to make sure that our funds are not out of balance and showing a negative amount. If those reimbursements don’t make it in time, we have to have permission in advance to make sure we can take care of them. Regarding Budget Ordinance 23-94, there is a new Budget attachment as the Mayor proposed a new Budget with a 3% wage increase for non-union employees.

Director of Finance Report for the month ending:	NOVEMBER 30, 2023
Total Receipts for the month:	\$5,347,085.24
Total Expenses for the month:	\$6,743,708.40
The General Fund unencumbered balance:	\$5,938,427.41

The income tax receipts for November 2023 were \$824,155.61. The total annual increase in income tax collections for November 2023 compared to November 2022 is \$31,993.67. Year to date income tax receipts are up 0.49%.

The portion of income tax receipts that was transferred into fund 215 for public streets for November 2023 is \$96,063.82.

The unexpended balance for all funds is **\$38,810,519.49**, which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the November 30, 2023 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Monsour seconded. On a voice vote motion was approved 7-0.

**4100**

**DIRECTOR OF LAW BRENT T. HOWARD:**

Director of Law Howard gave his final report with a shared history “by the numbers” since his first day of work as Director of Law on September 5, 1995. The first resolution was 95-27, which approved by appointment by Mayor David Martien to fill an unexpired term as Law Director. His first ordinance was Ord. 95-62 amending the budget to fund a seventh dispatcher, and he noted that we still have seven dispatchers. In 2023 we introduced 100 ordinances. The high of the past 28 years was 2020 when there were 142 ordinances. There were ten years when Council introduced more than 100 ordinances in a year, and there were 17 years when Council introduced less than 100. There was one other year when Council introduced 100 ordinances. Total resolutions were 1,025, and total ordinances were 2,686; total resolutions and ordinances combined were 3,711. Since September 1995 there have been six mayors including one acting mayor, five presidents of the United States, five clerks of Council, zero World Series championships of his beloved Cincinnati Reds, one child of his was born during these years, we have had seven Ohio governors, seven Heidelberg University presidents including four interims, and four Tiffin University presidents, five finance directors, and one chair of the Sandusky County-Seneca County-City of Tiffin Port Authority, Jim Supance, and he continues in that position. He said he had 13 days left in his term, with his last day being 12/31/23.

President Boyle said he would be very greatly missed.

**WRITTEN COMMUNICATIONS:**

Mayor’s Request for Legislation #23-50 – Legislation to authorize the City of Tiffin to issue a “Resolution of Intent” to the Ohio Public Works Commission.

*On file in Clerk of Council’s office; legislation prepared under Res. 23-22.*

**ORAL COMMUNICATIONS:**

Future Law Director Zachary Fowler thanked Brent Howard for his 28 years of service. He said that they had been together with Squire Patton last week, and John Larsen had said that Howard was a model law director. Fowler said Howard had been helpful over the past year with learning how to do the job and thanked him for his support.

Former mayor and Council member Jim Boroff said it had always been a pleasure working with Brent Howard and said that he always did the right thing. He gave Council and the Mayor the absolute necessary information they needed to make the right things happen. He said his integrity and work ethic have been impeccable, and he absolutely has been what a public servant is all about.

Bryce Riggs, Executive Director of the Seneca Regional Chamber of Commerce/Destination Seneca County, first thanked Mayor Dawn Iannantuono for her leadership over the past year. He then recalled that Director of Law Howard had been his Cub Scout leader as well as his Junior Achievement volunteer, so he has always been a role model for him then and now in the public roles he has served. He thanked both Howard and Council members for their leadership and leadership.

Former city administrator Dale Thornton thanked Brent Howard for his guidance to the mayors, city administrators, finance directors and fire and police chiefs. Thornton said had served with many all types of leaders over the years, but he would always remember his quiet, steadfast, cautious, but always correct advice and assistance. No matter what the issue was, he was always willing to say what he truly felt and help them through many difficult situations. He said that we are very lucky to have both Brent and his wife Susan in our community.

**MOTIONS:**

- A) Councilmember Roessner moved to amend Ord. 23-94 with revised Exhibit A; Councilmember Thacker seconded. Roll call vote were taken and motion was approved 7-0.

**RESOLUTIONS:**

**Resolution 23-31**, introduced by Chris Monsour and read for the third time.

**RESOLUTION AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN OHIO’S URBAN FORESTRY GRANT PROGRAM, EMERGENCY PROGRAMS 2023, TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY.**

Councilmember Monsour moved for passage; Councilmember Thacker seconded.

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

## 4101

**Resolution 23-32**, introduced by Chris Monsour and read for the first time.

A RESOLUTION DECLARING THE OFFICIAL INTENT AND REASONABLE EXPECTATION OF THE CITY OF TIFFIN ON BEHALF OF THE STATE OF OHIO (THE BORROWER) TO REIMBURSE ITS 261 OPWC FUND FOR THE 2023 OPWC PAVEMENT REPAIR PROGRAM CP08AA, ANN, EAST DAVIS, ELM, ETC. STREETS RESURFACING PROJECT WITH THE PROCEEDS OF TAX EXEMPT DEBT OF THE STATE OF OHIO, AND DECLARING AN EMERGENCY.

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

*Discussion: Councilmember Roessner explained that OPWC requires a resolution in order for the City to receive the \$500,000 reimbursement due.*

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

## ORDINANCES:

**Ordinance 23-91**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING CHAPTER 197 OF THE TIFFIN CODIFIED ORDINANCES REGARDING THE CITY INCOME TAX CODE TO COMPLY WITH RECENT STATE STATUTORY CHANGES, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

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

**Ordinance 23-92**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING SECTION 135.03 OF TIFFIN CODIFIED ORDINANCES, CLARIFYING THE COMPOSITION OF THE CITY'S INVESTMENT ADVISORY COMMITTEE, AND APPROVING THE CITY'S REVISED INVESTMENT POLICY.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

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

**Ordinance 23-93**, introduced by Chris Monsour and read for the third time.

ORDINANCE AUTHORIZING THE CHIEF OF THE FIRE/RESCUE DIVISION TO EXECUTE AN ADDENDUM TO AN AGREEMENT FOR MUTUAL AID WITH THE FOSTORIA POLICE DIVISION, TIFFIN POLICE DEPARTMENT, FOSTORIA FIRE DEPARTMENT, AND SENECA COUNTY SHERIFF'S OFFICE FOR CERTAIN LAW ENFORCEMENT PURPOSES, AND DECLARING AN EMERGENCY.

Councilmember Monsour moved for passage; Councilmember Wilkins seconded.

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

**Amended Ordinance 23-94**, introduced by Kevin Roessner and read for the third time.

ANNUAL ORDINANCE APPROPRIATING CERTAIN SUMS FROM ALL CITY FUNDS FOR CURRENT AND OTHER EXPENDITURES OF THE CITY OF TIFFIN FOR FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.

Councilmember Roessner moved for passage; Councilmember Perry seconded.

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

**Ordinance 23-95**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AMENDING AND RESTATING ORDINANCE NO. 22-112 THE CITY PAY ORDINANCE TO COMPLY WITH THE STATE OF OHIO MINIMUM WAGE LAW, TO ESTABLISH APPROPRIATE RATES OF COMPENSATION FOR CERTAIN CITY EMPLOYEES, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Spahr seconded.

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

**Ordinance 23-96**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS AND PAYMENT OF BOND AND LOAN PRINCIPAL AND INTEREST, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Monsour seconded.

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

4102

**Ordinance 23-97**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS FROM THE 101 GENERAL FUND TO THE 242 PARK AND RECREATION FUND, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Thacker seconded.

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

**Ordinance 23-98**, introduced by Kevin Roessner and read for the third time.

ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS FROM THE 552 SEWER REVENUE FUND TO THE 557 COMBINED SEWER SEPARATION FUND, AND DECLARING AN EMERGENCY.

Councilmember Roessner moved for passage; Councilmember Spahr seconded.

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

**Ordinance 23-99**, introduced by Kevin Roessner and read for the first time.

ORDINANCE AMENDING BUDGET ORDINANCE 22-108 TO MAKE YEAR-END BUDGET ADJUSTMENTS AND APPROVE NECESSARY TRANSFERS, AND DECLARING AN EMERGENCY.

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

*Discussion: Councilmember Roessner said the Finance Director had explained during the Committee of the Whole that this was for year-end Budget adjustments for final payments, etc. as well as some sewer expenses moved to next year.*

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

**Ordinance 23-100**, introduced by Vickie Wilkins and read for the first time.

ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT EASEMENTS AND TAKE ALL OTHER ACTIONS NECESSARY TO ACQUIRE EASEMENTS FOR COLLECTING WATER SAMPLES NEAR THE CITY'S LANDFILL PROPERTY, AND DECLARING AN EMERGENCY.

Councilmember Wilkins moved for suspension of the three-reading rule and passage; Councilmember Monsour seconded.

*Discussion: Councilmember Wilkins explained that Riki LLC owns the land that we have an informal agreement with to collect water and vegetation samples, but the Ohio EPA now requires the corresponding legislation.*

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

**OTHER BUSINESS:**

City Administrator Dutro recognized and thanked each of the members who were leaving Council. He said he appreciated Chris Monsour who stepped in earlier this year to fill the 1<sup>st</sup> Ward seat and thanked him for his time and for his years on the Civil Service Commission. John Spahr also stepped in as member at large for the past 18 months, and he looked forward to continuing to work with him in the county. Vickie Wilkins first meeting was about the time Mayor Montz said he was leaving and she weathered the storm with us; it has been a joy to work with her. He also said that it has been a joy to watch how Dan Perry has become a business owner who gives to the community and has served on Council. Dutro said he has admired Ken Jones for his dedication since spoke to Council as a concerned citizen and how much he cares about his Second Ward. He added that it was a great pleasure to work with Mayor Iannantuono and said the city owes her a lot for stepping up to become mayor upon the departure of Aaron Montz. He thanked Brent Howard for his time and support since his time as a newspaper reporter until now.

**ADJOURNMENT:** 8:00 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council