

4104

JANUARY 2, 2024 – REGULAR MEETING

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

ROLL CALL: Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large), and John Kahler (At Large) were present. Also attending were Mayor Lee Wilkinson, City Administrator Nick Dutro, Director of Law Zachary Fowler, Director of Finance Kathy Kaufman and Director of Communications and Constituent Services Liz Croak.

MINUTES: The minutes of the December 18, 2023 Regular and Committee of the Whole Meetings were approved as written.

Resolution 2024-1, introduced by Kevin Roessner and read for the first and only time required.
A RESOLUTION APPOINTING ANN FORREST AS CLERK OF COUNCIL FOR THE TIFFIN CITY COUNCIL FOR A TERM BEGINNING JANUARY 1, 2024.
Councilmember Roessner moved for passage; Councilmember Thacker seconded.
Roll call vote was taken on the passage by Director of Law Fowler, and it was approved 7-0.
Director of Law Fowler administered the oath to Ann Forrest as Clerk of Council.

Resolution 2024-2, introduced by Kevin Roessner and read for the first and only time required.
A RESOLUTION APPOINTING CHEYANE THACKER PRESIDENT PRO TEMPORE OF TIFFIN CITY COUNCIL FOR A TWO-YEAR TERM, BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2025.
Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.
Roll call vote was taken on the passage, and it was approved 7-0.
Director of Law Fowler administered the oath to Cheyane Thacker as President Pro Tempore.

COMMITTEE REPORTS:

President Boyle announced councilmember appointments to the following committees:

- Finance: Kevin Roessner, Chair; members Aaron Jones and John Kahler.
- Law & Community Planning: John Kahler, Chair; members John Hays and Dennis Snay
- Materials & Equipment: Aaron Jones, Chair; members John Hays and Kevin Roessner
- Personnel & Labor Relations: John Hays, Chair; members John Kahler and Cheyane Thacker.
- Recreation & Public Property: Dennis Snay, Chair; members Aaron Jones and Scott Hoernemann.
- Streets, Sidewalks & Sewers: Cheyane Thacker, Chair; members Aaron Jones, Scott Hoernemann, Kevin Roessner and Dennis Snay.
- Economic Development & Downtown Planning: Scott Hoernemann, Chair; members Aaron Jones and Cheyane Thacker.

No reports were presented, and no additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS

MAYOR LEE WILKINSON:

Mayor Wilkinson thanked former Mayors Montz and Iannantuono, former and present City Council members, city staff and community members for their support in working to improve the quality of life for the residents of Tiffin. He stated that his priorities for the new term and key focus areas in the coming months would be:

- Continued Economic Development: Stimulating local businesses, attracting new investments, and fostering job growth are important to ensuring the economic vitality of our city. He added that the Shop Small/Win Big contest continues to the end of January.
- Infrastructure Upgrades: Continued investment in our infrastructure is essential, including roads, bridges, and sewers (The Long Term Control Plan).
- Community Safety: Ensuring the safety of our residents remains a top priority. Making sure that the Police and Fire departments are well staffed and well equipped.

4105

- **Community Engagement:** Engaging with our residents is fundamental to the success of any program. We need to encourage active participation in the decision-making process. Open and transparent communication will be the cornerstone of our efforts to build a stronger and more inclusive community.
- **Financial Accountability:** Prudent fiscal management is critical in achieving our goals. We will work closely with the City Department Heads and City Council to ensure responsible budgeting, seek grant opportunities, and explore innovative financing to support our initiatives while maintaining financial sustainability.
- **Education and Youth Programs:** We will work towards strengthening partnerships with schools and the public library to create and enhance educational opportunities for all residents and especially for our young people.

Mayor Wilkinson added that he was confident that, by working together, we can overcome challenges and make our city an even better place to live, work, go to school, and play. He said he looked forward to a productive term and the opportunity to collaborate with each off them in the best interests of our community.

Wilkinson then introduced Lori Brodie, Northwest Regional Liaison from the State Auditor's Office, who presented the City with the Auditor of State Award, noting that the City has received the award before. She noted that 6,000 entities are audited each year and only about 8% are eligible for this award by having a clean audit. Brodie stated that the award represents the work of all employees and recognized Finance Director Kathy Kaufman for her outstanding leadership with the Auditor of State Award for 2022. Councilmember Thacker commended Kaufman for all the work she does, noting that she has surrounded herself with all good people.

CLERK OF COUNCIL ANN FORREST: No report.

DIRECTOR OF FINANCE KATHY KAUFMANN:

Director of Finance Kaufman thanked Lori Brodie for taking the time to come to the Council meeting and also appreciated her outstanding staff as this was a result of the whole group working together.

Regarding Ord. 2024-1, she noted that there had been a listing added as change order (Exhibit A) of all of open purchase orders from 2023 and a couple from 2022. These funds were already appropriated in the 2023 Budget, but the carryover could be due to something like a December utility bill that won't be received until January or something that has already been ordered. This makes sure that the funds come out of the 2023 Budget and not from the 2024 Budget. She has to have Council's approval for these purchase orders and requested suspension of the ordinance to make sure payments are paid as they come in under the 2023 Budget and are not late.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler explained that Ord. 2024-1 approving funds from 2023 to be used in 2024 references the Tiffin Codified Ordinance that approves this carryover for payment of projects not fully completed in 2023. He also reported that the city prosecutor and administrative assistant offices are now back at City Hall. He reminded councilmembers that the Ethics Law packet from HR has to be signed within 15 days. He added that new council members have to attend the Ohio Public Records training at some point during their term, and financial disclosure forms must be submitted by May 15.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-01 – Appointments to 2024 City of Tiffin Boards and Commissions.

Referred to Personnel & Labor Relations Committee.

Mayor's Request for Legislation #24-02 – Authorization for the City Administrator to order supplies and facilitate contract to repair damaged equipment.

Referred to Streets, Sidewalks and Sewers Committee.

Mayor's Request for Legislation #24-03 – Inventory of City of Tiffin Urban Forest

Referred to Streets, Sidewalks & Sewers Committee

Mayor's Request for Legislation #24-04 – Road Salt Competitive Acquisition

Referred to Streets, Sidewalks & Sewers Committee

Mayor's Request for Legislation #24-05 – Authorization for City Administrator to enter into an agreement with an engineering firm.

Referred to Streets, Sidewalks & Sewers Committee

4106

ORAL COMMUNICATIONS: None.

MOTIONS: None.

RESOLUTIONS:

Resolution 2024-3, introduced by Aaron Jones and read for the first time and only time required.
A RESOLUTION AUTHORIZING THE SALE DURING CALENDAR YEAR 2024 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 Hoernemann seconded.
Roll call votes were taken on the emergency and passage, and both were approved 7-0.

ORDINANCES:

Ordinance 2024-1, introduced by Kevin Roessner and read for the first time.
AN ORDINANCE AMENDING BUDGET ORDINANCE 23-94 TO PROVIDE FUNDS FOR EXPENDITURES APPROVED IN 2023 FOR PROJECTS WHICH WERE NOT FULLY COMPLETED IN THAT YEAR AND MUST BE CARRIED OVER INTO 2024.
Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Thacker seconded.
Discussion: Councilmember Roessner explained that there were items from 2023 that still need to be paid.
Roll call votes were taken on the emergency and passage, and both were approved 7-0.

OTHER BUSINESS:

Councilmember Hays announced a Personnel & Labor Relations Committee meeting to be held Monday, January 8, 2024 at 5:30 p.m. in Council Chambers to discuss Mayor's Request for Legislation #24-01 regarding appointments to 2024 City of Tiffin Boards and Commissions, and any other business that may come before them.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting to be held Monday, January 8, 2024 immediately following the 5:30 p.m. Personnel & Labor Relations meeting to discuss Mayor's Requests for Legislation #24-02 – (repair damaged traffic signal equipment), #24-03 (urban forest inventory), #23-04 (road salt competitive acquisition), #23-05 (Eastland Park Sewer Rehabilitation Project), and any other business that may come before them.

ADJOURNMENT: 7:25 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council