

4155

MAY 20, 2024 – REGULAR MEETING

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Bridget Boyle opened the meeting at 7:00 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: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large) and John Kahler (At Large); John Hays (At Large) was absent, Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, Director of Finance Kathy Kaufman, Director of Communications and Constituent Services Liz Croak, Police Chief David Pauly and WPCC Superintendent Kevin Hughes.

PUBLIC HEARING: A Public Hearing with Tiffin City Council was opened at 7:01 p.m. for the consideration of Ordinance 2024-38, AN ORDINANCE responding to Petition No. 2024-01 vacating the alley off of Frost Parkway running East/West between Lots Nos. 517, 518, and 519 of Heming's Resurvey and Lot Nos. 33 and 534 of New Fort Ball Addition in the Third Ward of the City of Tiffin, Ohio. Mark Morgan, 165 Lincoln Road, who owns property in the Frost Parkway area at 41 Adams St., addressed Council about his concern that the city is giving property away and not maintaining the alleys. The mayor explained that the petitioner owns the properties on both sides of the alley in question, and he already maintains that alley. By vacating that alley, it takes the responsibility of maintaining that alley off of the city, and he will continue to maintain it. Mr. Morgan added that the alley next to his Adam St. property is full of potholes from the garbage trucks, and he has called the City this year regarding repairs to no avail. Mayor Wilkinson promised to review the issue with him directly. There being no further input, the public hearing closed at 7:10 p.m.

MINUTES: None.

COMMITTEE REPORTS:

Councilmember Kahler reported that the Law & Community Planning Committee met in City Chambers on May 13, 2024 starting at 5:15 p.m. The purpose of the meeting was to discuss Mayor's Request for Legislation #24-19 regarding the SIEDC contract renewal as well as any other business to come before the committee. Attending were committee members John Kahler, John Hays, and Dennis Snay. Also attending were Mayor Lee Wilkinson, Law Director Zachary Fowler, City Administrator Nick Dutro, Council Member Scott Hoernemann and Council Member Aaron Jones. Attending from the public were Aaron Montz, Adam Gillmor and Donna Gross representing TSEP. Council Member Kahler started the meeting by opening discussions regarding Mayor's Request for Legislation #24-19. In the past the City of Tiffin has contracted with the Seneca Industrial and Economic Development Corporation, dba TSEP, to handle certain aspects of commercial and industrial development for the City of Tiffin. That contract is coming up for renewal and the Committee was tasked with whether or not to recommend that the City renew the contract. The fees and payments from the City to SIEDC/TSEP would remain the same as in the past, \$130,000 annually. SIEDC/TSEP is a private 501(c)(3) and as such possesses advantages when it comes to handling commercial and industrial development. For example, SIEDC/TSEP would not be subject to the same open records laws as staff performing the same duties for the City of Tiffin would be. Therefore, SIEDC/TSEP is able to better hold private business information in confidence. Also, the cost to the City to handle the tasks that SIEDC/TSEP currently handles would most likely equal the fees the City pays to SIEDC/TSEP and could even exceed those fees. Council Member John Hays moved to recommend that the Law Director draft legislation approving the Mayor to renew the City's contract with SIEDC/TSEP. Council Member Dennis Snay seconded the motion. The motion carried with a vote of 3-0. Report respectfully submitted by John Kahler, Chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on May 9, 2024 at 5:30 p.m. on site at the parking lot on the corner of W. Market and St. Clair Streets. Attending were committee members Cheyane Thacker, Aaron Scott, Scott Hoernemann, and Dennis Snay, along with Law Director Zach Fowler, Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson, Public Works Superintendent Brandon Burner, John Hill, Brian Marker, and Dan Pritt. Thacker called the meeting to order. The purpose of the meeting is to discuss Alley Vacation Petition #2024-02 by Dan Pritt and John Hill in the First Ward between West Market and St. Clair Streets, Mayor's Request for Legislation #24-20 for removal of the stoplight at Hall and S. Sandusky Sts., and any other business that may come before them. Thacker asked the petitioners to inform the committee why they wanted the alley vacated. Mr. Hill is the owner of Heavenly Pizza

4156

and is building the new headquarters for Heavenly Pizza at the lot of the old West Junior High. He would like to include an outdoor space to provide entertainment for customers and the public. Thacker read the responses of department heads regarding the potential alley vacation. Watson had no issues with the proposed alley vacation so long as the city maintains an easement to maintain a sewer line located within the east/west portion of said alley. Snay motioned to have the Law Director prepare legislation to vacate the alley. Jones seconded the motion. The motion passed 4-0. The committee decided to hold the discussion on Mayor's Request for Legislation #24-20 to be scheduled at the next regular council meeting. With no further business the committee adjourned at 5:44 p.m. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

REPORTS OF THE OFFICERS:

MAYOR LEE WILKINSON:

Mayor Wilkinson presented a proclamation to the Tiffin Fire/Rescue Division declaring the week of May 19-25, 2024 as Emergency Medical Services Week. The 50th anniversary theme of EMS Week is "Honoring our past and forging our future". An open house will be held at Station #1 on Saturday at 1:00 p.m.

The Mayor also presented a proclamation to Chief David Pauly and the Tiffin Police Department recognizing May 12-18, 2024 as National Police Week and declaring May 15th as Peace Officer Memorial Day.

Police Chief Pauly then presented lifesaving awards to Ofc. Becca Timm (her 1st) and Sgt. Eric Aller (his 4th) for their handling of a critical incident with a suicidal female on the West Street Bridge in February. He also presented a lifesaving to Ofc. Steven Beutler (his 1st) for his intervention with a man contemplating suicide at the East Perry Street Bridge in March. Chief Pauly congratulated them for their exemplary action that directly saved lives.

Mayor Wilkinson reported that the first Farmers Market on May 18th was well attended and reminded the public that they will be held every Saturday through October at their new location on Madison St. Operation Hallmark has a Nutcracker event sale going on; see Christy Wiser to order your Nutcracker for the Christmas in July event. Please also contact her if you have not yet picked up your flowers to be planted in your downtown planters. The City pool will open on Memorial Day, June 1st will be the Fishing Derby at Izaak Walton, the youth camps are beginning, and the East Green Concert Series is starting up.

Superintendent Kevin Hughes give his update on the Water Pollution Control Center (WPCC). He reported that his staff consists of seven people including himself. Carey Correll and Nick Borer obtained their Class 3 operator licenses in 2023, and a couple of others are on their way to getting theirs. He explained that wastewater was discharged directly into the river when planning for a first wastewater plant with only primary water treatment began in 1936. Construction started in 1955 and was completed in December 1956. The first upgrade in 1968 added secondary settling tanks, aeration tanks, two digesters and chlorine for disinfection. A smaller upgrade in 1988 added a third digester and a storm tank for up to 15 million gallons of primary treatment. In 2015 the Long Term Control Plan with the EPA was revised to lower our CSO events to no more than four per year and separate the city's combined sewers. Upgrades to the wastewater treatment plant were to be done in three phases: update the screening and aeration systems; go from 4 million gallons to 13 million gallons per day; and the yet to be done installation of a high rate treatment plant capable of 24 million gallons per day. The first upgrade in 2016 of that three-part plan was to upgrade the bar screens to stainless steel to better protect the equipment. The second part was to upgrade the aeration system for better oxygen transfer into the water without using as much air or energy. New buildings were put in during 2021, and the SKAT system was updated to respond after hours to any alarms or resets from a phone or computer. All four raw pumps were replaced with Gorman-Rupp pumps out of Mansfield, allowing for easier service and maintenance. Another part of the 2021 upgrade was a new primary splitter box and primary tank that allowed them to eliminate the secondary lift pumps in the aeration tank. The anaerobic tank reduces chemical usage. The new 80 ft. diameter secondary tank has allowed them to go from 4 million gallons a day to 13 million gallons a day. There are new electrical buildings and a new generator that allows them to run the whole plant without having to do a manual transfer in the event of an outage. Some of the additional post upgrade benefits are the electric bill savings of over \$100,000 since the 2016 project. Switching from chlorine to UV disinfection saves about \$20,000 annually in chemical costs. With the new SKAT system and generator there are a lot fewer call-ins than previously. They have a lot of solids coming into the plant, and since the cost of having other people come in and haul it all for us, but at \$100,000 and up per year. They already have the equipment, so in 2023 they hauled and applied over 1.7 million gallons of sludge or bio solids to four different

4157

farm fields in the area. In 2023 they retrofitted a utility trade trailer purchased in 2022 to haul all of their hoses and fittings out to job sites where they are pumping, such as with the Street Department. They replaced a 1979 Ford backhoe with a new one. Great Lakes Concrete Restoration did masonry work on the deteriorating areas of the digester buildings. There is a brush and leaf composting facility, which in 2023 took in over 12,500 cubic yards of brush with about 20% of the grindings given away to the residents; about 175 cubic yards of leaf mulch is given away to the public on October 1st of every year. We had more rain in 2023 than in 2022 but the average plant flow went down, indicating that the sewer system is effective. They treated 1.274 billion gallons in 2023 without any EPA violations or violations of our MPDS permit. They successfully completed their 2023 DMR QA's that have to be submitted to the EPA, which is a testament to lab tech Chris Borer, who has never had any issues with the DMR QA's in his ten years. City Administrator Nick Dutro noted that Tiffin operated a landfill on CR 90 from 1956 to 1972, when it was sealed and closed. We are still working with the EPA to make sure no pollutants go into the Sandusky River or Lake Erie to keep our waterways clean. He and Kevin were out there a couple weeks ago, and it's a beautiful piece of property now. He thanked Hughes and his department for all they do to make sure everything is running smoothly and safely.

Chief David Pauley gave his 2023 report on the Tiffin Police Department, beginning with an overview of numbers for last year. They had 11,959 calls for service, or about 33 per day which was similar to 2022. The city had a decrease in major crimes, such as theft, murder, robbery, sexual assault and child abuse. Last year the department had over 3,300 hours of training, which Pauley said is the most hours the department has done with a return on investment in a highly trained officer, dispatcher, or civilian staff. The department's average response time for a 911 call is 5.6 seconds, meaning the department achieves its goal of a 10 second response time 94% of the time. As for staff changes, three dispatchers left the department, one officer and three dispatchers were hired. TPD's authorized strength is 31, while there were only 28 officers in 2023, and now one more in 2024 for a total of 29. Pauley said that 2023's achievements were eight primary goals with 56 objectives, of which they met 86%; the remaining 14% of those goals were re-evaluated to consider viability and the unattained goals for 2023 were added to the 2024 goals. The top three goals for 2024 are recruiting and retention; wellness, resiliency and staff morale; and community engagement and collaboration. Other highlights of the year were: K-9 program fundraised, reinstated and operational; bike patrol reinstated and operational; early warning system and wellness tracking improvements; a communications supervisor position and training program was created; lateral positions legislated, advertised and hired; three officers became licensed drone pilots who collaborate with Seneca County Sheriff's Office, Fostoria Police Department and Tiffin University; case management and CAD CFS system collaboration; upgraded equipment through grants; the golf cart program was researched, debated and implemented; and morale is on an upward swing. Pauley also provided statistics for divisions within the department, inter-jurisdictional units, internal affairs, and responses to aggression. Criminal investigations: 160 cases were opened in 2023 and 144 closed. 25% of the cases were closed by arrest. Seneca County Drug Task Force: 32 overdose investigations in Tiffin, which is a small decrease from 2022, and four overdose fatalities in Tiffin were investigated compared to six in 2022. Black Swamp Emergency Services Unit: The special operations team was called out for 25 missions, and an additional three missions had the special operations team on standby. The full team was called out for 4 missions. Internal Affairs: 11 complaints from the public about dissatisfaction in an officer's conduct; one resulted in a coaching session about policy, four were determined to be unfounded, four employees were exonerated, one complaint was not sustained because the violation could not be proven or disproven and one was sustained. Response to aggression: 38 responses to aggression out of 828 arrests; 36 responses were against men, two were against women, in two incidents a Taser was utilized, 33 subjects assaulted or attempted to assault an officer, 28 had a history of being armed/dangerous, 33 were impaired by drugs and/or alcohol and/or suffered from a mental illness. In five of the incidents, an officer was injured, and in eight a subject was minorly injured/treated by EMS. He thanked the men and women of his department and said they would remain a highly respected, professional police department that serves as a model for the region, This would be achieved by maintaining a presence in their crime control efforts, high ethical standards, state accreditations, strong relationships with community stakeholders and innovative approaches to keep the residents of Tiffin safe.

Mayor Wilkinson noted that when he attended the recent Mayor's Conference with 75-80 other mayors, he was told he was lucky that our fire and police departments collaborate so well. President Boyle echoed the increased morale in the departments due to his leadership

CLERK OF COUNCIL ANN FORREST: No report.

4158

DIRECTOR OF FINANCE KATHY KAUFMANN:

Finance Director Kaufman explained that Ord. 2024-36, up for its third reading, was to add donations to the Parks budget. Also, suspension of Ord. 2024-42 is requested to transfer \$350,000 into the Early Action 24 & 30 Fund to get out in front of any possible change orders.

Director of Finance Report for the month ending:	APRIL 30, 2024
Total Receipts for the month:	\$6,752,271.21
Total Expenses for the month:	\$3,922,000.18
The General Fund unencumbered balance:	\$5,762,041.61

The income tax receipts for April 2024 were \$1,928,493.00. The total annual increase in income tax receipts in April 2024 compared to April 2023 is \$226,988.21. Year to date income tax receipts are up 7.38%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for April 2024 is \$234,622.38.

The unexpended balance for all funds is **\$40,961,940.00** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the April 30, 2024 financial report as presented, as well as the bank reconciliation emailed to Council; Councilmember Hoernemann seconded. On a voice vote motion was approved 6-0.

DIRECTOR OF LAW ZACHARY FOWLER:

Director of Law Fowler reported that he had passed out the credit card report to council members for review. He said they will get the reports quarterly from the department heads. 15 cards have been issued with an annual cap of \$25,000. He also reported that there was a change in personnel in the prosecutor's office. With the city prosecutor having to handle over 250 cases at any one time, Aaron Bates terminated his employment due to the overload. Andrew (Andy) Boucher has now been hired, but a part-time prosecutor is needed so he does not burn out with the workload. The office is also getting new software for more efficiency. Fowler asked for suspension of Ord. 24-37 as contractual discussions have taken place with the county to bring someone in by July 1st.

WRITTEN COMMUNICATIONS:

Mayor's Request for Legislation #24-21 – Appointment to the Civil Service Commission (Sarah Lazzari)

Referred to Personnel & Labor Relations Committee

Finance Director's Request for Legislation #F24-25 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Police, Fire, Park and WPCC Budgets.

On file in Clerk of Council's Office; legislation prepared under Ord 2024-40.

Finance Director's Request for Legislation #F24-26 to amend the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Fund and Early Action 24 & Project Fund Budgets, and to approve a transfer from the Sewer Fund to the Early Action 24 & 30 Project Fund. (\$350,000.00)

On file in Clerk of Council's Office; legislation prepared under Ord 2024-42.

Ohio Division of Liquor Control – New permit for Turntable LLC dba The Turntable, 116 S. Washington St.

Referred to Streets, Sidewalks and Sewers Committee.

ORAL COMMUNICATIONS: None.

MOTIONS:

- A. Councilmember Roessner moved to accept the Law Director's credit card report. Councilmember Snay seconded. Voice vote was taken and motion was approved 6-0.
- B. Councilmember Thacker moved to amend Ord. 2024-38 to correct the listing of Section 2 which appears twice and should read Section 2 and Section 3. Councilmember Jones seconded. Voice vote was taken and motion was approved 6-0.

RESOLUTIONS: None.

4159

ORDINANCES:

Ordinance 2024-34, introduced by John Hays and read for the third time.

AN ORDINANCE authorizing the Mayor and/or Tiffin-Seneca Economic Partnership to apply to and receive from the Ohio Department of Development, Office of Community Development for a Small Cities Community Development Block Grant for qualifying projects and allowable administrative expenses, authorizing bidding and executing of contracts as needed, and declaring an emergency.

Councilmember Thacker moved for passage; Councilmember Roessner seconded.

Roll call votes were taken on the emergency and passage, and both were approved 6-0.

Ordinance 2024-36, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$8,648.00 into the Police Budget and \$663.00 into the Park Budget.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

Ordinance 2024-37, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate \$25,883.00 into the Prosecutor's Budget.

Amended Ordinance 2024-38, introduced by Cheyane Thacker and read for the second time.

AN ORDINANCE responding to Petition No. 2024-01 vacating the alley off of Frost Parkway running East/West between Lot Nos. 517, 518, and 519 of Heming's Resurvey and Lot Nos. 533 and 534 of New Fort Ball Addition in the Third Ward of the City of Tiffin, Ohio.

Ordinance 2024-39, introduced by John Kahler and read for the first time.

AN ORDINANCE approving a contract with the Seneca Industrial & Economic Development Corporation for administrative services of a comprehensive economic development program and declaring an emergency.

Ordinance 2024-40, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the annual budget.

Ordinance 2024-41, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE responding to Petition No. 2024-02 vacating the alley off of West Market Street running North/South between Lot No. 598 of Heming's Resurvey and the alley off of St. Clair Street running East/West between Lot Nos. 596 and 597 and Lot No. 15 all of Heming's Resurvey in the Third Ward of the City of Tiffin, Ohio.

Ordinance 2024-42, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Sewer Fund and Early Action 24 & 30 Project Fund, to approve a transfer from the Sewer Fund to the Early Action 24 & 30 Project Fund, and declaring an emergency.

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

Discussion: Finance Director Kaufman said that the \$350,000 was time-sensitive in order to pay invoices and not stall the project. She said the money was being appropriated into the Sewer Fund and then moved into the Project Fund. Roessner added that this was for Schonhardt and Benner Streets.

Roll call votes were taken on the suspension, emergency and passage, and each was approved 6-0.

OTHER BUSINESS:

President Boyle announce a public hearing to be held at the next regular meeting on Monday, June 3, 2024 at 7:00 p.m. in Council Chambers for consideration of Alley Vacation Petition #2024-02 under proposed Ordinance 2024-41.

4160

Councilmember Thacker asked her fellow Streets, Sidewalks & Sewers Committee members if they saw any reason to request a hearing for the new liquor permit for Turntable LLC dba The Turntable, a new restaurant downtown in the First Ward. The committee concurred that no hearing was required. Thacker asked the Clerk of Council to sign and return the document as “no hearing required”.

Councilmember Thacker announced a Streets, Sidewalks and Sewers Committee meeting for Wednesday, May 29, 2024 at 5:15 p.m. on-site at Hall and S. Sandusky Sts. to discuss Mayor’s Request for Legislation #24-20 for removal of the stoplight at that intersection and any other business that may come before them.

In the absence of Personnel & Labor Relations Committee chair John Hays, it was noted that the corresponding committee meeting to discuss Mayor’s Request for Legislation #24-21 regarding the appointment of Sarah Lazzari to the Civil Service Commission would be announced shortly.

ADJOURNMENT: 8:45 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this _____ day of _____, 2024

Presiding Officer of Council

Attest: _____
Clerk of Council