

CLYDE CITY COUNCIL
Regular Session – January 16, 2024

Clyde City Council met at 7:03 p.m. on Tuesday, January 16, 2024 in Council Chambers of the Municipal Building, 222 N. Main Street, Clyde, Ohio. Mayor Doug McCauley called the meeting to order.

Roll Call.

Present: Mayor Doug McCauley
Vice Mayor Scott Black
Council Member Greg McMaster
Council Member Terri Meek
Council Member Chris Shay
City Manager Justin LaBenne (Not voting)
Clerk of Council Janet Dickman (Not voting)
Deputy Clerk Jackie Hoppe (Not voting)
Finance Director Frank Weasner (Not voting)
Solicitor Zachary Selvey (Not voting)

Visitors signing in can be referenced in the Record Book Supplement.

The meeting opened with The Lord's Prayer followed by the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

The minutes of the January 2, 2024 special session reorganizational meeting of council were distributed for review prior to this meeting. There was one correction.

Page 5, Department Liaisons, Fire Department should be Terri Meek (not Greg McMaster)

Motion: to approve the minutes of the January 2, 2024 special session reorganizational meeting of council as corrected, **Action:** Approve,

Moved by Council Member Chris Shay, **Seconded by** Council Member Terri Meek.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek.

The minutes of the January 2, 2024 regular session of council were distributed for review prior to this meeting. There were no corrections.

Motion: to approve the minutes of the January 2, 2024 regular session of council as written, **Action:** Approve,

Moved by Council Member Greg McMaster, **Seconded by** Council Member Chris Shay.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley.

DISCUSSION OF PENDING OLD BUSINESS

To ensure that proper procedure is followed, Ordinance 2024-03 was re-read in its entirety.

2024-03 AN ORDINANCE ESTABLISHING WAGES AND OTHER CERTAIN BENEFITS FOR ADMINISTRATIVE PERSONNEL AND DECLARING AN EMERGENCY.

Ordinance No. **2024-03** was read in its entirety.

Mayor McCauley announced that this ordinance contained an emergency clause.

Motion: to suspend the rule preventing passage of an ordinance at a meeting at which it is first introduced, which is section 4-5 of the Charter, **Action:** Suspend rule,

Moved by Council Member Chris Shay, **Seconded by** Mayor Doug McCauley.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay.

By poll of Council, Ordinance No. **2024-03** was read by title only for its second reading.

Motion: to adopt Ordinance No. **2024-03**, **Action:** Adopt,

Moved by Council Member Scott Black, **Seconded by** Council Member Greg McMaster.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black.

Mayor McCauley announced that Ordinance No. **2024-03** has been adopted.

CORRESPONDENCE

- An invitation for Council Members to attend the Sandusky County Economic Development Corporation Annual Meeting of Investors on 3/1/2024, 7:30 a.m. at Ole Zim's. Anyone who would like to attend should contact Jackie Hoppe or Janet Dickman by 2/15/2024 so a reservation can be sent in

Visitors:

Jeremy Riehl, Scout Leader for Cub Scout Group 320, attended the meeting with members of his group and some of their parents. He stated they are attending to see how our municipal government works, to expose the Scouts to this government process and to thank the staff of the City. Mayor McCauley explained how this Council operates. The City of Clyde has a Charter and operates with a City Manager, a Finance Director and many different departments.

CHS Prom Committee – Advisor Morgan Garcia, Students Grace Runion and Joselyn Haas
The theme of the CHS Prom this year is “Light Up the Night” and it is to be held on May 4, 2024 at Kalahari in Sandusky. All events for the Prom will be at the same location, Kalahari. They would appreciate a donation from Council to help with the Prom expenses.

Council extended thanks for the Committee members addressing council. Mayor McCauley remembers many years of the prom being held at the high school gymnasium and using many, many Whirlpool cardboard boxes as the structure to create the Prom theme. Kalahari has proven to be a nice venue for this event, and many feel it is a safer event due to all activities being at the same location.

FIRST READING ORDINANCES

2024-09 AN ORDINANCE AMENDING SUBSECTION 1145.04(H)(1) AND SUBSECTION 1145.04(H)(2) OF THE CODIFIED ORDINANCES OF THE CITY OF CLYDE, OHIO.

Ordinance No. **2024-09** was read in its entirety.

Mr. LaBenne stated this change has been discussed for a while, to eliminate some red tape for business owners. Requests as outlined in the Ordinance have always been approved in the past to allow residential units in the top floors of downtown buildings. The owner would still need to get state permits and to follow all fire codes. The Planning Commission is aware of efforts such as this to clean up our zoning codes, with these codes being dated prior to the 1980's. The Planning Commission voted to approve recommendation of this change.

Mr. Selvey clarified we will still have our same fire codes about putting residential units above a restaurant and this in no way trumps that fire code or other regulations.

Mr. McMaster stated it makes sense to make this change.

Mayor McCauley stated this will be an ongoing process to bring the codes up to date.

Mayor McCauley announced that Ordinance No. **2024-09** had its first reading.

2024-10 AN ORDINANCE MAKING CERTAIN SUPPLEMENTAL APPROPRIATIONS, INTER-FUND TRANSFERS, AND INTRA-FUND TRANSFERS TO APPROPRIATIONS DURING THE FISCAL YEAR 2024 AND DECLARING AN EMERGENCY.

Ordinance No. **2024-10** was read in its entirety.

Mayor McCauley announced that this ordinance contained an emergency clause.

Motion: to suspend the rule preventing passage of an ordinance at a meeting at which it is first introduced, which is section 4-5 of the Charter, **Action:** Suspend rule,

Moved by Council Member Chris Shay, **Seconded by** Council Member Terri Meek.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster.

Mr. Weasner explained the reasons for the transfers. The Rec transfer and the Fair transfer that were discussed at the last meeting were listed under supplemental appropriations and should have been an interfund transfer. Our auditors recommended noting this change and having it approved

by Council. The bed tax line is to finish out expenses for 2023. All financials for 2023 will be closed after this meeting.

By poll of Council, Ordinance No. **2024-10** was read by title only for its second reading.

Motion: to adopt Ordinance No. **2024-10**, **Action:** Adopt,

Moved by Council Member Greg McMaster, **Seconded by** Mayor Doug McCauley.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek.

Mayor McCauley announced that Ordinance No. **2024-10** has been adopted.

SECOND READING ORDINANCES

There were none.

RESOLUTIONS

2024-11 A RESOLUTION REQUESTING THE SANDUSKY COUNTY COMMISSIONERS TAKE ACTION TO ADJUST THE BOUNDARY LINES OF GREEN CREEK TOWNSHIP FOR THE EXCLUSION OF THE PARCEL PREVIOUSLY ANNEXED (Parcel ID No: 06-25-00-004-00)

Resolution No. **2024-11** was read in its entirety.

Mr. Selvey noted we annexed the parcel off of South Main Street in 2023. There has been language added since we last annexed that would have required a new tax district to be created for this annexed parcel. By adjusting the boundary line, we can bring this area into the City and not have it in Green Creek Township. The current map will be updated.

Mr. Shay questioned if there will be any expense for updating the current map (no; it will just add this area to the City of Clyde).

Motion: to pass Resolution No. **2024-11**, **Action:** Pass,

Moved by Council Member Chris Shay, **Seconded by** Council Member Terri Meek.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley.

Mayor McCauley announced that Resolution No. **2024-11** passed.

2024-12 A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE PURCHASE OF AN RTV-X 1100 KUBOTA UTILITY VEHICLE FROM STREAKER TRACTOR SALES, INC.

Resolution No. **2024-12** was read in its entirety.

Mr. LaBenne noted this is an approved budget item for the Parks Department.

Mayor McCauley inquired if this vehicle will fit with the attachment we have for snow removal (yes).

Motion: to pass Resolution No. **2024-12**, **Action:** Pass,

Moved by Council Member Greg McMaster, **Seconded by** Mayor Doug McCauley.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay.

Mayor McCauley announced that Resolution No. **2024-12** passed.

2024-13 A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH FRESH ELECTRIC TO INSTALL 82 LED LIGHT FIXTURES AT COMMUNITY PARK.

Resolution No. **2024-13** was read in its entirety.

Mr. LaBenne noted the lights were ordered and have been received. The installation is an approved budget item. We would like to get the installation scheduled before the baseball season starts.

Mr. McMaster asked if the lights will be general aiming or precision aiming (general).

Ms. Meek likes the LED fixtures and is anxious to see this improvement.

Mr. Shay stated this is a long time coming and he is glad to see it getting done.

Mr. Black questioned if it was part of the purchase deal to include the installation (the vendor the lights was purchased from is different from the vendor who will do the installation).

Mayor McCauley inquired how many ball fields this will cover (every ball field; old lights in working condition will be repurposed at Hendricks Park). Were the new lights purchased without knowing if the brackets we currently have will fit (Clyde Light & Power (CL&P) evaluated the brackets and determined them as being fit; brackets will be cleaned up as needed). Could CL&P aim the lights as needed (yes). Mayor McCauley questioned if there is a clause in the installation contract that we can call them to come back as needed in the future (no, we will provide maintenance as needed).

Motion: to pass Resolution No. **2024-13**, **Action:** Pass,

Moved by Council Member Chris Shay, **Seconded by** Council Member Greg McMaster.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black.

Mayor McCauley announced that Resolution No. **2024-13** passed.

2024-14 A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR BIDS FOR THE CLYDE RAW WATER LINE AND THE CLYDE RAW WATER PUMP STATION PROJECT(S).

Resolution No. **2024-14** was read in its entirety.

Mr. LaBenne clarified this will be a water line to Old Fort. We would like to keep this project moving forward as it is a long time coming. The project is currently half funded.

Mr. Black has been looking forward to this project moving forward for years. He is glad to see this progress.

Mayor McCauley has discussed this project with Mr. LaBenne and Mr. Fiser. Mr. Fiser has secured \$3 mil and could possibly get additional funding. At this rate, the City will pay 50 cents on the dollar for this project. He noted "a want is a want, until you need it; when you need it, it's too late." The reservoir was built in the 1970's. Water rights and water availability are crucial to all. We have an opportunity now to prepare for the future and this is necessary.

Motion: to pass Resolution No. **2024-14**, **Action:** Pass,

Moved by Council Member Greg McMaster, **Seconded by** Council Member Chris Shay.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster.

Mayor McCauley announced that Resolution No. **2024-14** passed.

2024-15 A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR BIDS FOR THE 2024 CLYDE PAVING PROJECT.

Resolution No. **2024-15** was read in its entirety.

Mr. LaBenne explained we are getting ready for the next round of paving for late 2024 or into 2025.

Mayor McCauley questioned if the cost for paving some dead-end streets will be absorbed by the City Permanent Improvement fund (yes). He questioned if we have received \$175,000 in grant funds from Ohio Public Works (OPW) for this project (Mr. Fiser has the financial information).

Motion: to pass Resolution No. **2024-15**, **Action:** Pass,

Moved by Council Member Terri Meek, **Seconded by** Council Member Chris Shay.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black, Council

Member Greg McMaster, Council Member Terri Meek.

Mayor McCauley announced that Resolution No. **2024-15** passed.

2024-16 A RESOLUTION APPROVING THE COVERAGES AND PREMIUMS FOR VARIOUS LIABILITY, AUTO AND PROPERTY INSURANCE COVERAGES FOR THE CITY OF CLYDE, OHIO FOR THE PERIOD JANUARY 23, 2024 TO JANUARY 23, 2025.

Resolution No. **2024-16** was read in its entirety.

Mr. Weasner explained this is the annual renewal for our PEP coverage. The 14% increase was expected, due to inflation and due to our significant cyber security coverage. The Cincinnati Insurance Company no longer offers coverage for Inland Marine Property Coverage On Power Lines and Poles; we are expecting a quote this week from a new underwriter.

Ms. Meek inquired about the cyber coverage (it is covered under the wrongful acts and/or legal liability umbrellas).

Motion: to pass Resolution No. **2024-16**, **Action:** Pass,

Moved by Council Member Chris Shay, **Seconded by** Council Member Greg McMaster.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley.

Mayor McCauley announced that Resolution No. **2024-16** passed.

ADMINISTRATIVE REPORT

Mr. LaBenne gave the following report:

- Many conversations, including solar and windmill conversations, and announcements made last week
- A lot of internal happenings
- Preparation for FY 2023 closing
- Preparation for Designing Local
- Planning for the Work session next week

FINANCE DIRECTOR'S REPORT

Mr. Weasner reported the Finance Department continues to work to close out FY 2023. Information will be available at the next meeting.

COUNCIL REMARKS

Ms. Meek extended thanks to our City crews for taking care of cold weather repairs that were needed this past weekend.

Mr. Shay noted there are many volunteer spots that are still open on the various City Boards and Commissions.

Mr. Shay inquired about the start date for upcoming repairs on Church Street (they will probably start in a couple weeks).

Mr. Shay inquired about the status of the repairs being made on Woodland Avenue and Maple Street (near the VFW) (they are currently halted due to weather conditions; more details are available in Mr. Fiser's bi-weekly report).

Mayor McCauley noted any electrical outages this past weekend were short in duration due to the efforts of CL&P; he offered kudos to this crew. Other area municipalities were out of power for close to twelve hours. We have a sound electric grid and a good crew.

Mr. Selvey discussed the open vacancies on the City Boards and Commissions. Some current members of these Boards and Commissions are "snow birds" and are unavailable to attend meetings in person as is required. He questioned if Council would like to consider allowing members of the Boards and Commissions to attend meetings virtually, if needed. He clarified this could not apply to Council members, as the Charter requires in person attendance for Council members. Mr. Shay requested confirmation that the Fair Board uses a probationary period for all new members (yes).

Mr. LaBenne noted some volunteers have expressed an interest in serving but then do not follow up or follow through with seeking appointment. We will need to recruit some new volunteers.

Mr. Selvey noted Council could include in the legislation that a member could be removed from a Board or Commission due to non-attendance at meetings.

Mayor McCauley feels if this change would make the meetings more efficient, it would make sense to move forward with the change.

A work session is scheduled for Tuesday, January 23, 2024 with an open house being held between 5-7 p.m. Designing Local will be here with display boards for attendees to view.

MOTIONS

Motion: to donate \$1,000 to the CHS Prom Committee, **Action:** Donate,

Moved by Council Member Chris Shay, **Seconded by** Council Member Greg McMaster.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay.

Motion: to enter into an executive session at 8:04 p.m. for the purpose to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee and to consider the purchase or sale of real estate,

Action: Enter Closed Session,

Moved by Mayor Doug McCauley, **Seconded by** Council Member Greg McMaster.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Greg McMaster, Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black.

Motion: to exit/adjourn the executive session at 9:06 p.m., **Action:** Adjourn,

Moved by Council Member Chris Shay, **Seconded by** Council Member Terri Meek.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Council Member Terri Meek, Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster.

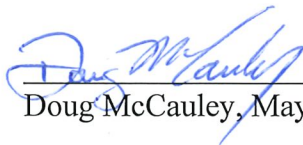
ADJOURNMENT

Motion: to adjourn the regular meeting at 9:07 p.m., **Action:** Adjourn,

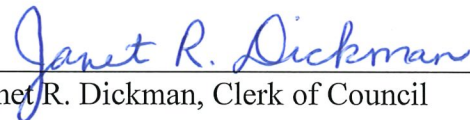
Moved by Mayor Doug McCauley, **Seconded by** Council Member Chris Shay.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Mayor Doug McCauley, Council Member Chris Shay, Vice Mayor Scott Black, Council Member Greg McMaster, Council Member Terri Meek.



Doug McCauley, Mayor



Janet R. Dickman, Clerk of Council

CITY OF CLYDE

COUNCIL MEETING

Date: Tuesday 1-16-2024 Regular Session

Visitors – PLEASE SIGN IN:

1. Gene Paul Scott and L. McCarroll
2. Morgan Garcia Kathleen
3. Grace Runion [Signature]
4. Joselyn Haas
5. Gary Smith
6. Jeremy Riehl
7. Ed Cleveland
8. Sharon Tucker
9. Melinda Kemmenah
10. Kathryn Nelson
11. Stephanie Tiller
12. Thomas Howard
13. Robert Holman
14. Timothy Lutz
15. [Signature]
Ben Brown