

CLYDE CITY COUNCIL
Regular Session – August 19, 2025

Clyde City Council met at 7:00 p.m. on Tuesday, August 19, 2025, 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 August 5, 2025, regular session of council were distributed for review prior to this meeting. There were no corrections.

Motion: to approve the minutes of August 5, 2025, regular session of council as written,

Action: Approve,

Moved by Vice Mayor Scott Black, **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.

DISCUSSION OF PENDING OLD BUSINESS

There was none.

CORRESPONDENCE

- A thank you note for an expression of sympathy from the McBroom family. Laura McBroom, the mother of Dan and grandmother of Cole both working in our Environmental Services Department.

Visitors:

There were no visitors who requested to speak at this time.

FIRST READING ORDINANCES

2025-50 AN ORDINANCE REPEALING AND REPLACING CHAPTER 156 – “DEPARTMENT OF PARKS AND CEMETERIES” AND CREATING CHAPTER 160 – “CEMETERIES AND GROUNDS DEPARTMENT” OF THE CODIFIED ORDINANCES OF THE CITY OF CLYDE, OHIO, AND DECARLING AN EMERGENCY.

Ordinance No. **2025-50** 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** Vice Mayor Scott Black.

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.

Mr. LaBenne noted that current superintendent Jim Mason is retiring. In an effort to use resources efficiently, a decision was made to divide the responsibilities into 1) Department of Parks and 2) Cemeteries and Grounds Department. This plan has been in discussions since last year. Mr. LaBenne has plans to revise this entire section of the Codified Ordinances.

Mr. Shay likes this plan.

Mayor McCauley has no problem with this change. Restructuring in an effort to efficiently use talent is the prerogative of the City Manager.

By poll of Council, Ordinance No. **2025-50** was read by title only for its second reading.

Motion: to adopt Ordinance No. **2025-50**, **Action:** Adopt,

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

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 Ordinance No. **2025-50** has been adopted.

2025-51 AN ORDINANCE CREATING CHAPTER 109 “STANDARD APPEAL PROCESS” OF THE CODIFIED ORDINANCES OF THE CITY OF CLYDE, OHIO, AND DECARLING AN EMERGENCY.

Ordinance No. **2025-51** 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 Vice Mayor Scott Black, **Seconded by** Council Member Chris Shay.

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.

Mr. LaBenne indicated he and Solicitor Selvey reviewed this document. This is from Mr. LaBenne's old days of writing codes, if a process is repeated in a piece of code more than once it is virtually the same. You section it out, then call to it from all of the other parts of code. We have many different appeals processes, mostly all the same, with some slight variations. This does not replace any of those, it is to be put in place and then to be referenced by existing code eventually. Nothing actually changes there yet. Our BZA process stays the same, all the processes stay the same. This is getting this process in place first, and then going back through code later and deciding this should be part of this process. Other processes that may not completely fit this will stay as is. They are already written within that code, it already works and it is self-contained within that process. Instead of re-writing for all of our condemnation, nuisance and different type of codes, it is virtually the same thing that is written time and again. Then if a change is made to it, a change needs to go back and be made to all of those places. This is step one for efficiency purposes to get the process in place and it can be referenced later as we do more clean up.

By poll of Council, Ordinance No. **2025-51** was read by title only for its second reading.

Motion: to adopt Ordinance No. **2025-51**, **Action:** Adopt,

Moved by Council Member Greg McMaster, **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.

Mayor McCauley announced that Ordinance No. **2025-51** has been adopted.

SECOND READING ORDINANCES

2025-48 AN ORDINANCE REPLACING CHAPTER 709, "PEDDLERS AND SOLICITORS," OF THE CODIFIED ORDINANCES OF THE CITY OF CLYDE, OHIO.

By poll of Council, Ordinance No. **2025-48** was read by title only for its second reading.

Mr. LaBenne noted he has reviewed questions from Mr. McMaster at the previous reading, and those have been clarified in reference to canvassers.

Mr. Selvey agrees. Canvassers did not need to exist the way it was. It was not that we now allow something we didn't, it is that it was redundant before, so we are broader with it this time.

Motion: to adopt Ordinance No. **2025-48**, **Action:** Adopt,

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

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. **2025-48** has been adopted.

RESOLUTIONS

2025-52 A 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

Resolution No. **2025-52** was read in its entirety.

Mr. Weasner reported this is an annual process needed by the county auditor. The General Fund is increased by about \$77,000 and the Police Pension Fund is increased by about \$8,000.

Mr. McMaster requested confirmation if this legislation is approval to the county to accept these taxes (yes).

Mayor McCauley inquired if these are new taxes (this is approval for us to receive what they accepted/collected).

Motion: to pass Resolution No. **2025-52**, **Action:** Pass,

Moved by Council Member Chris Shay, **Seconded by** Vice Mayor Scott Black.

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. **2025-52** passed.

2025-53 A RESOLUTION AUTHORIZING THE PURCHASE OF TWO PARCELS OF REAL PROPERTY FROM CHERYL P. DOEBEL.

Resolution No. **2025-53** was read in its entirety.

Mr. LaBenne reported this is part of the property we previously purchased from the same owner. It has previously been discussed. It will be a strategic purchase for us to provide access to some of the land, instead of using Route 20. It gives us access off residential roads for future development and plans. We also have easements on this property for storm sewers and other stuff. We are already using the property heavily, and this will come in handy for future development.

Motion: to pass Resolution No. **2025-53**, **Action:** Pass,

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

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. **2025-53** passed.

2025-54 A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PASS-THROUGH GRANT AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR THE COMMUNITY PARK NATURE TRAIL PROJECT.

Resolution No. **2025-54** was read in its entirety.

Mr. LaBenne noted this was discussed at the last Council meeting. This project will begin in October. We will be reimbursed almost 100%, minus the \$1,000 they will keep for administrative overhead.

Mr. McMaster stated it will be nice to see this project added to Community Park.

Mr. Shay questioned the next step (some trees to be cut down following a path that has been naturally worn away; this project is over thirty years old; this includes putting some stone down, and a proper path; bridges have been discussed as Phase 2 or 3 funding; original funding request was \$700,000 for everything; this grant will get us through Phase 1 to have it a walkable trail). Mr. Shay was under the impression it is wet in this area and a raised boardwalk would be needed (it will still get wet as it is in flood plain area; the path will be built with this in mind; we may need some private donors for future steps). Mr. Shay questioned if security will be planned for this area, patrolled by law enforcement (we will not be running electric/lights for this area; as a formal trail it might be a little more secure).

Mayor McCauley finds it is interesting that the government collects tax dollars, awards them in grants, then charges you to do that.

Motion: to pass Resolution No. **2025-54**, **Action:** Pass,

Moved by Council Member Terri Meek, **Seconded by** Vice Mayor Scott Black.

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. **2025-54** passed.

2025-55 A RESOLUTION CREATING THE ADMINISTRATIVE POSITIONS OF CEMETERY AND GROUNDS SUPERINTENDENT, AND CODE ENFORCEMENT OFFICER.

Resolution No. **2025-55** was read in its entirety.

Mr. LaBenne noted the Cemetery and Grounds Superintendent position needed to be formally created after the department was separated from the Parks Department. Salaries need to be set. Code Enforcement Officer position has been discussed for a long time. This position has been advertised and some candidates have applied, including some that we knew would be applying. Interviews will be held soon. This is a way to get more work done.

Motion: to pass Resolution No. **2025-55**, **Action:** Pass,

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

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. **2025-55** passed.

ADMINISTRATIVE REPORT

Mr. LaBenne gave the following report:

- Time spent writing legislation for tonight's meeting, addressing employment changes, re-writing codes, job descriptions
- IBEW/Clyde Light & Power began negotiations; first meeting has been held
- 233 South Church Street property has been condemned; services are being abandoned as we move forward to get this property under control and cleaned up
- Mr. Brown has been attempting contact with Circle K to discuss sidewalks in that area to improve pedestrian safety
- Norfolk & Southern Railroad were in town and made repairs to several railroad crossings; however, several of the crossing repairs need further attention. Mr. Fiser and Mr. LaBenne will make contact with railroad representatives to request repairs be made.

Council noted the uneven crossings could possibly slow down local traffic, however, those that are unaware of the uneven crossings could result in possible vehicle damage. Mayor McCauley noted a lack of proper detour signs and rerouting when the Railroad was making the repairs.

FINANCE DIRECTOR'S REPORT

Mr. Weasner reported the following:

- Hired a new clerk for the finance office to begin on September 2nd
- Will be remodeling the office to accommodate the additional staff
- Staff continue with balance and reconciliation work

Mayor McCauley inquired when financial reports for Council will resume (in two weeks).

COUNCIL REMARKS

By poll of Council and Administration, the work session scheduled for August 26, 2025 is cancelled.

MOTIONS

Motion: to enter into an executive session at 7:36 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 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 no further business will take place following adjournment of the Executive Session.

Motion: to adjourn the Executive Session at 8:25 p.m. **Action:** Adjourn,

Moved by Council Member Terri Meek, **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.

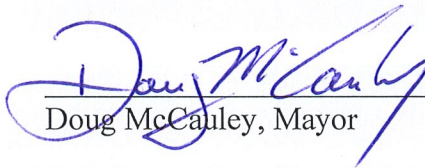
ADJOURNMENT

Motion: to adjourn the meeting at 8:26 p.m., **Action:** Adjourn,

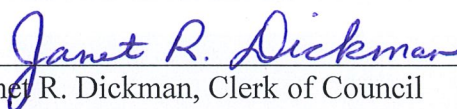
Moved by Council Member Chris Shay, **Seconded by** Council Member Greg McMaster

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.



Doug McCauley, Mayor



Janet R. Dickman, Clerk of Council

CITY OF CLYDE
COUNCIL MEETING

Date: Tuesday, August 15, 2025 Regular Session

Visitors – PLEASE SIGN IN:

1. Gary Smith
2. Ben Brown
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____