

**CLYDE CITY COUNCIL**  
**Regular Session – May 19, 2026**

Clyde City Council met at 7:00 p.m. on Tuesday, May 19, 2026, 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 Chris Shay  
Council Member Cody Browning  
Council Member Greg McMaster  
Council Member Terri Meek  
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)

**Absent/**

**Excused:**

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 May 5, 2026, regular session of council were distributed for review prior to this meeting. There were no corrections.

**Motion:** to approve the minutes of May 5, 2026, regular session of council as written

**Action:** Approve,

**Moved by** Council Member Cody Browning, **Seconded by** Council Member Terri Meek.

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

**Yes:** Mayor Doug McCauley, Council Member Greg McMaster, Vice Mayor Chris Shay, Council Member Terri Meek, Council Member Cody Browning.

**DISCUSSION OF PENDING OLD BUSINESS**

Mr. LaBenne referenced the correspondence shared with Council at the last meeting from the Ohio Department of Commerce, Division of Liquor Control, related to a permit request from Red Roof Inn. He stated the City has requested a hearing before a permit is considered to be issued. This business currently has a permit, so we need to find out if they are requesting a permit under a new name. There was another arrest recently of an individual at the Red Roof Inn. It was noted there was not a D-6 application for Sunday sales.

## CORRESPONDENCE

The Clyde VFW invites Council Members to participate in the Memorial Day parade.

A thank you note from North Baltimore Police Department for the K9 police vehicle the City of Clyde recently sold to them for \$1.

### Visitors: Codie Sours – Honor Ink

Mr. Sours is the owner of Honor Ink (he distributed information). He introduced himself: he has lived in Clyde for five years and feels it is a great community; he has a business degree from Tiffin and he loves art; he is a former military veteran, married fourteen years, father of three, involved in coaching, and he also supports other local businesses (All Flier'd Up, Wild Brew). He is proud to have a very clean, compliant, professional business, noting he received zero deficiencies during a Health Department inspection.

Ms. Meek offered thanks and welcome to Mr. Sours.

Mr. Browning is happy to see more businesses coming to Clyde.

Mr. McMaster appreciates having this business in Clyde.

Mr. Shay offered thanks for bringing this business to our town, and offered thanks to Mr. Sours for his military service.

Mayor McCauley offered thanks, and also thanks for his service to the youth of our community.

Adam Lowery is a resident of Buckeye Street and has lived at this property for nineteen years. He shared his concern with his neighbor who has a very large, dead tree (50-60 foot). This tree overhangs Mr. Lowery's garage, where he has valuables inside valued at approximately \$100,000. Mr. Lowery has needed to repair his fence, and clean up large branches that have fallen. The neighbor is elderly and does not want to address the issue. The Clyde Zoning department stated they do not deal with tree issues. Mr. Lowery is seeking assistance in dealing with this issue, without causing a large neighborhood problem.

Mr. Selvey will look into the legalities of this issue. He has not dealt with tree issues in the past, and Clyde has changed some codes recently so he would like to have some time to fully review codes. Mr. Selvey questioned if the tree would fall, would it be in the street/roadway and/or hit power lines (yes). This will also be considered, as the tree is now also a threat to City property as well. Mr. Selvey invites Mr. Lowery to call his office next week, and Mr. Selvey will have some answers/options ready to discuss with him.

Mayor McCauley thanked Mr. Lowery for attending this meeting, as he feels this is the right approach to discuss this issue.

**FIRST READING ORDINANCES**

**2026-42 AN ORDINANCE ESTABLISHING THE FEE SCHEDULE, INSPECTION SCHEDULE, AND RELATED ADMINISTRATIVE PROVISIONS FOR RESIDENTIAL CONSTRUCTION REGULATED UNDER CHAPTER 1301 OF THE CODIFIED ORDINANCES OF THE CITY OF CLYDE AND DECLARING AN EMERGENCY.**

Ordinance No. **2026-42** 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 Chris Shay, **Seconded by** Mayor Doug McCauley.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 4, No = 1).

**Yes:** Council Member Greg McMaster, Vice Mayor Chris Shay, Council Member Cody Browning, Mayor Doug McCauley.

**No:** Council Member Terri Meek

Mr. LaBenne stated this Ordinance is related to setting fees; this information will be needed for our application to be submitted in June with approval in July. This is the first step, with several steps to follow. Work sessions will need to be held prior to implementation. New construction will be the target.

Ms. Meek is not a proponent of the Residential Building Code. She encourages residents to attend Council meetings to voice their opinions.

Mr. Browning also encourages contractors to attend along with residents.

Mr. McMaster inquired about the number of fees associated with projects, such as a fee for an addition to an existing dwelling, and an additional HVAC fee related to the addition (yes, if there are separate inspections needed there would be separate fees).

Mayor McCauley requested clarification of standard fees compared to owner/occupant fees (some fees can be waived, some are mandatory). Mayor McCauley would like to keep the fees within reason.

By poll of Council, Ordinance No. **2026-42** was read by title only for its second reading.

**Motion:** to adopt Ordinance No. **2026-42**, **Action:** Adopt,

**Moved by** Vice Mayor Chris Shay, **Seconded by** Mayor Doug McCauley.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3, No = 2).

**Yes:** Vice Mayor Chris Shay, Mayor Doug McCauley, Council Member Cody Browning.

**No:** Council Member Terri Meek, Council Member Greg McMaster

Mayor McCauley announced that Ordinance No. **2026-42** has been adopted.

## SECOND READING ORDINANCES

There were none.

## RESOLUTIONS

### **2026-43 A RESOLUTION AUTHORIZING THE EXECUTION OF AN AMENDMENT WITH AMERICAN MUNICIPAL POWER, INC. REGARDING THE ADVANCED METERING PROGRAM.**

Resolution No. **2026-43** was read in its entirety.

Mr. LaBenne reported we have already implemented the AM program. This Resolution is a formality to get it into the master schedule.

**Motion:** to pass Resolution No. **2026-43** **Action:** Pass,  
**Moved by** Council Member Cody Browning, **Seconded by** Council member Greg McMaster.  
**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).  
**Yes:** Council Member Terri Meek, Council Member Cody Browning, Mayor Doug McCauley, Council Member Greg McMaster, Vice Mayor Chris Shay.

Mayor McCauley announced that Resolution No. **2026-43** passed.

### **2026-44 A RESOLUTION AUTHORIZING THE EXECUTION OF A SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC. FOR PARTICIPATION IN THE NOTEWORTHY AI PROGRAM.**

Resolution No. **2026-44** was read in its entirety.

Mr. LaBenne stated this equipment will be used to monitor the integrity of the poles, watching for potential risks and helping staff to keep on top of things. This equipment will give a full inventory of our electric poles. Years ago, we used Richland Engineering to perform this service. This will be more efficient.

Ms. Meek questioned if the equipment software is SOC compliant (yes).

Mr. Browning requested confirmation that the two cameras will not be used to spy on residents or used by the Police Department (correct, they will not).

**Motion:** to pass Resolution No. **2026-44** **Action:** Pass,  
**Moved by** Council Member Cody Browning, **Seconded by** Council Member Terri Meek.  
**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).  
**Yes:** Council Member Cody Browning, Mayor Doug McCauley, Council Member Greg McMaster, Vice Mayor Chris Shay, Council Member Terri Meek.

Mayor McCauley announced that Resolution No. **2026-44** passed.

**2026-45 A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR A FEASIBILITY STUDY WITH LJB ENGINEERING, INC. FOR WATER TREATMENT PLANT UPGRADES.**

Resolution No. **2026-45** was read in its entirety.

Mr. LaBenne stated we are wrapping up Phase II for sewer expansion. This study will review how our water plant matches up to our sewer capacity. The water plant is the next to rollout improvements, with the need for pumps.

Mr. Browning feels the cost is extremely reasonable (the plant was built with expansion in mind).

McMaster commended this as a proactive measure, as related to our drinking water.

Mayor McCauley questioned if this project was discussed during the budget hearings (it is not a capital project; it was planned for in the general budget).

**Motion:** to pass Resolution No. **2026-45 Action:** Pass,

**Moved by** Vice Mayor 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 Greg McMaster, Vice Mayor Chris Shay, Council Member Terri Meek, Council Member Cody Browning.

Mayor McCauley announced that Resolution No. **2026-45** passed.

**ADMINISTRATIVE REPORT**

Mr. LaBenne gave the following report:

- Wrapping up a variety of items before his vacation

**FINANCE DIRECTOR'S REPORT**

Mr. Weasner reported the following:

- Reviewed the April financial statement
  - Funds are pretty close to what they were last month
  - Small discrepancy for electric, which is more in line with what it should be
  - Awaiting first bill to be paid from Greenbridge
  - Was contacted by Evergreen regarding status of their billing
  - Income Tax receipts were down; however, there was an increase in receipts right after the first of May

Ms. Meek inquired about an update for the 2024 audit (a meeting is scheduled for Friday).

Mayor McCauley questioned if Greenbridge is paying their utilities (their first billing was sent the end of April; invoices will be sent monthly). We must keep track if they are or are not paying on time. Mr. Weasner noted Whirlpool is behind in their utilities payments by \$27,000.

### COUNCIL REMARKS

By poll of Council and Administration, the work session scheduled for May 26, 2026 is cancelled.

Ms. Meek attended the Little League parade and it was nice to see all the people at the park. She received a complaint related to restroom facilities, suggesting there is a need for port-a-pots at the back of the park, near the back diamonds (this will be referred to Superintendent Griffith).

Mr. Shay inquired if an update for the summer paving program is available (no).

Mr. Shay acknowledged it is National EMS Week, noting Sandusky County has a strong EMS crew.

Mayor McCauley asked Council Members to contact the VFW if they are able to participate in the Memorial Day parade.

Mayor McCauley has heard that the port-a-pots were moved due to the tanker that services them was ruining the concrete near the back diamonds.

### MOTIONS

There was none.


### ADJOURNMENT

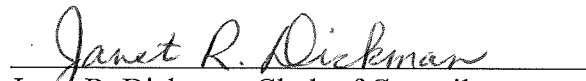
**Motion:** to adjourn the meeting at 7:53 p.m. **Action:** Adjourn,

**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, Vice Mayor Chris Shay, Council Member Terri Meek, Council Member Cody Browning, Mayor Doug McCauley.

  
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Doug McCauley, Mayor

  
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Janet R. Dickman, Clerk of Council