

**PORT CLINTON CITY COUNCIL MINUTES
REGULAR MEETING**

The regular meeting of the Port Clinton City Council held in the Linda Hartlaub City Hall Chambers. Lisa Sarty, President of Council, presided and the meeting opened at 6:00 p.m.

The roll was called and the following Council members were present: Beth Gillman, Jerry Tarolli, Pat Hovis, Cathy King, Richard Morgan, and Margaret Phillips. Kelly Gangle excused.

Ms. Phillips moved to approve regular meeting minutes for October 24, 2023; seconded by Mr. Tarolli. All agreed.

The chair notes certification had been received regarding the compliance with the rules and notification of this meeting.

GUEST PRESENTATION

None

PUBLIC COMMENT

None

PRESIDENT OF COUNCIL

There are four new ordinances and one new resolution under first reading this evening:

- Ordinance 24-23: Can go the full three readings. Safety & Service Committee has already reviewed Ordinance 24-23.
- Ordinance 25-23: Administration requests that Council consider adopting at the second reading. This ordinance will not be assigned to a committee.
- Ordinance 26-23: Can go the full three readings. This resolution will not be assigned to a committee.
- Ordinance 27-23: Administration requests that Council consider adopting at the first reading. This ordinance will not be assigned to a committee.
- Resolution 23-13: Can go the full three readings. This ordinance will be assigned to Environment & Development Committee.

The December 26, 2023, Council meeting will be moved to December 19, 2023, 6:00 pm. Prior to the December 19, 2023, Council meeting the newly elected officials will be sworn in at Port Clinton City Hall, Linda Hartlaub Council Chambers.

MAYOR'S REPORT

Recently the Administration met with Kleinfelder Company (formally known as Poggemeyer Design Group) to go over the Forward Looking Infrastructure Project (FLIP). Currently the City needs to find temporary loans from the point of construction to the end of construction. Once completed the US Department of Agriculture (USDA) will take over with their ten million dollar grant and nine million dollar loan they provided the City to assist in paying for the project.

Bond Council for the City of Port Clinton has certified that we have all the funds and the documentation has been certified; said paperwork has been supplied to the USDA for their final approval. Per USDA it will take thirty to forty-five days to complete the review. Once approved the City of Port Clinton can go out for bid.

The City has hired Doug Nusser as the City's Special Project Coordinator. Mr. Nusser previously worked for Kleinfelder Company. He was considering retiring, but decided to take the position with the City. Mr. Nusser has been involved with the Infrastructure Project from its inception and will be a great asset to the City.

The downtown Christmas tree is ready for its official lighting ceremony during Sip & Shop on November 18, 2023, at 6:00 pm. Would like to thank Derek & DiAnna Hohman from Catawba for donating the tree. They are not available to attend the ceremony. However, their children will be in attendance to flip the switch. Special thanks to Ken Gill Construction, Port Clinton Police Department and several of the City's Service Department employees for all the work to put the tree in its honorary spot.

On December 2, 2023, is the annual Christmas Parade and tree lighting at Adams Street Park. The parade will start at the former Great Scott property and proceed down Second Street to Adams Street. Santa and Mrs. Claus will be in attendance.

Santa's scheduled to be at his house at Adams Street Park:

- Sundays:
 - December 3rd, 12:00 – 1:00 pm
 - December 10th, 12:00 – 1:00 pm
 - December 17th, 12:00 – 1:00 pm
- Wednesdays:
 - December 6th, 5:00 – 6:00 pm
 - December 13th, 5:00 – 6:00 pm
 - December 20th, 5:00 – 6:00 pm

Today a Park Survey was released to the public. Thank you to OHM Consultants, Gabe Below, Mr. Colston, Trish McCartney, and the Ottawa County Parks Board for financial assistance to make the survey happen. The survey is located on the City's webpage, and Facebook page. Please share with friends and family; even if they live out of town.

Journey's End (walk) event will be on December 22, 2023, 6:00 pm. Starting at Trinity United Methodist Church, St. John Episcopal, RJ's Ice Cream & Desserts, Our Guest Inn & Suites, then back to Trinity United Methodist Church.

Congratulation to the Fire Fighters Association for another successful Feather Party last Saturday. All proceeds go to the Port Clinton Fire Department to help equip and serve the community.

There are City crews crack sealing the streets and picking up leaves. Please be mindful of their presence when driving.

A new mural has been placed at Friendship Park. The artist is Rick Dziak.

"Art brings light, light brings activity, activity brings people, people brings ideas, and ideas lead to commerce".

AUDITOR'S REPORT

Mrs. Sarty read the following on behalf of Mr. Below in his absence:

Members of Council,

It pains me that I cannot be with you this evening. I wish to provide four updates:

1. For the next meeting, Council will receive a year-end appropriations ordinance, as well as an ordinance providing for a temporary budget for 2024 to cover the first few months of the year. Action would not be needed until December. Mr. Colston and I recently met with the department heads to discuss budget needs for 2024 and the results were promising. I plan to discuss with the Finance Committee next month.
2. There may also be legislation necessary to adjust the City's current fund structure to meet the requirements of the City's new finance software provided by the Auditor of State, called the Uniform Accounting Network, or UAN. We hope to launch this new system in January. It will bring the City Auditor's Office accounting, payroll, and budget software into the 21st Century, and provide significant cost savings each year: approximately \$35,000 annually when compared to the cost of the current system – operating cost will be approximately \$5,000 per year, down from \$40,000 per year. This is a great opportunity, especially compared to alternative solutions offered by the private sector with startup costs of over \$100,000 alone. There is zero startup cost with UAN. I have asked Mrs. Hovis and Mrs. Gillman to offer tonight a motion from the floor pertaining to the new system. I ask that Council approve the motion.

3. On the agenda this evening is Ordinance 27 which authorizes salaries for two employment positions: Special Projects Coordinator and Economic Development Coordinator. The first addresses a position previously held by Mr. Petersen, and Mr. Wehenkel before that. The position will manage the infrastructure project, among other things. The second position would promote and manage economic development incentives and related efforts, including new programs available to cities like Port Clinton. It would also manage grant pursuits and administration, supporting all City programs so that more state, federal, and foundation dollars offset costs borne by Port Clinton taxpayers. A job description was previously provided to City Council. Mayor Snider, Mr. Colston, and I all support this effort. And I have no doubt this position will more than pay for itself within the first year. ask that City Council pass Ordinance 27 this evening.

4. And last but not least (and if Mayor Snider already spoke about this, please repeat for emphasis!), Council received this morning the announcement of the Open House for the Recreational Amenities Survey & Plan scheduled for November 30 at 7 pm to be held at The Arts Garage. An online survey went live late yesterday. I encourage everyone to participate. I wish to thank Mrs. Ostheimer for circulating the announcement to the media and on Facebook, and the Park District of Ottawa County which is sponsoring the project, and the Arts Council for allowing use of the space. And thank you, Council, for passing legislation approving this planning project.

TREASURER'S REPORT

Mrs. Ostheimer provided the following in Mr. Brenner's absence:

- Bed Tax as of October 31, 2023: \$294,695.74
- Watercraft Tax as of October 31, 2023: \$25,653.07

LAW DIRECTOR REPORT Not present

SAFETY SERVICE

Mr. Morgan inquired about the announcement of all ready hiring a Special Project Coordinator; when Ordinance 27-13 is to approve the position.

Mr. Colston advised Ordinance 27-13 is to make the Special Project Coordinator a salary positions vs. an hourly position. The Special Project Coordinator position is on a previous ordinance that has been approved some time ago. A 35 hour work will has been designated for this position.

POLICE CHIEF Not present

FIRE CHIEF Not present

COMMITTEE REPORTS

Finance Committee

Ms. Hovis

Nothing to present

Environment and Public Works Committee

Mr. Tarolli

The next committee meeting will be on November 28, 2023, at 5:00 pm

Safety Services Committee

Ms. Phillips

There will not be a November committee meeting.

Economic and Community Development Committee

Mrs. Gillman

The next committee meeting will be on November 28, 2023, at 6:30 pm

CORRESPONDENCE

Safety & Service Committee meeting minutes, October 24, 2023

Mrs. Gillman moved to approve the correspondence as presented; seconded by Mr. Tarolli. All agreed.

Ohio Division of Liquor Control, Fraternal Order of Eagles, Lodge 2295, 219 Madison Street, Port Clinton, Ohio

Mrs. Gillman moved to waive the right to a hearing by the Ohio Division of Liquor Control; seconded by Mr. Tarolli

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Ms. Hovis, yes; Mr. Morgan, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

THIRD READING OF ORDINANCES AND RESOLUTIONS

None

SECOND READING OF ORDINANCES AND RESOLUTIONS

None

FIRST READING OF ORDINANCES AND RESOLUTIONS

Ordinance 24-23

AN ORDINANCE MODIFYING PART 7 OF THE PORT CLINTON CODIFIED ORDINANCES BY ORDAINING CHAPTER 735, "SHORT-TERM RENTALS" IN ORDER TO ESTABLISH A REGISTRATION PROGRAM AND GUIDELINES FOR THE OPERATION OF SHORT-TERM RENTALS AND DECLARING AN EMERGENCY

No action taken – Ordinance 24-23 will be moved to second reading on November 28, 2023, at the regular scheduled Council meeting

Ordinance 25-23

AN ORDINANCE AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR) TO OBTAIN NEW BUOYS THROUGH THE ODNR NAVIGATIONAL AIDS GRANT

No action taken – Ordinance 25-23 will be moved to second reading on November 28, 2023, at the regular scheduled Council meeting

Ordinance 26-23

AN ORDINANCE AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO DEPARTMENT OF NATURAL RESOURCES FOR FINANCIAL ASSISTANCE FOR THE OPERATION OF THE PORT CLINTON HARBOR PATROL AND APPROPRIATING FUNDS.

No action taken – Ordinance 26-23 will be moved to second reading on November 28, 2023, at the regular scheduled Council meeting

Ordinance 27-23

AN ORDINANCE ESTABLISHING THE SALARIES OF CERTAIN SUPERVISORY POSITIONS CLASSIFIED AS EXEMPT EMPLOYEES OF THE CITY OF PORT CLINTON, OHIO, AND REPLACING ANY PREVIOUS ORDINANCES REFERENCING SALARIES FOR CERTAIN EXEMPT EMPLOYEES AND DECLARING AN EMERGENCY.

Mr. Tarolli moved to waive the three required readings of Ordinance 27-23; second by Ms. Phillips.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Ms. Hovis, yes; Mr. Tarolli, yes; Mr. Morgan, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Ms. Phillips moved to retain the emergency clause of Ordinance 27-23; seconded by Mrs. King.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Ms. Hovis, yes; Mr. Tarolli, yes; Mr. Morgan, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Ms. Phillips moved to adopt Ordinance 27-23; seconded by Mrs. King.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Ms. Hovis, yes; Mr. Tarolli, yes; Mr. Morgan, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Resolution 23-13

A RESOLUTION OF SUPPORT FOR THE PORTAGE RIVER ARTS/RECREATION CORRIOR AND THE INCLUSION OF CERTAIN PROJECTS IN THE STATE CAPITAL BUDGET

No action taken – Resolution 23-13 will be moved to second reading on November 28, 2023, at the regular scheduled Council meeting

BUSINESS FROM THE FLOOR

Mr. Morgan – A property owner approached Mr. Morgan inquiring what can be done about a property that has become an eyesore (exterior maintenance issue).

Mr. Colston advised to email the property address on to him and he and the Zoning Inspector will review the property and they will mail the necessary document if warranted.

Ms. Phillips – The Safety Service Committee meeting on November 28, 2023 will be cancelled due to nothing to be discussed.

Mr. Tarolli – Thank you to Mr. Below, Mayor Snider and Mr. Coslton for what you have done to bring Ordinance 27-23 to Council. The work that will be done will be tremendous for the City.

“Sometime moving forward, can move you backwards. Modernization isn’t always the right way to go; need to keep the personal touch”. That is the reason he voted “No” on the RITA motion.

Ms. Gangle – Not present

Mrs. King – The Feather Party was amazing.

Mrs. King announced that she had reached out to Regional Income Tax Agency (RITA) to see if they can collect short term rental tax. They advised her no. She requested that they send her information on what they could do for our City. They stated they could supply feedback on our current tax ordinance for free with the most recent tax changes to Ohio law. In addition to providing us a cost estimate to use their service.

Mrs. King motioned to submit a cost estimate worksheet to Rita to perform their services; seconded by Ms. Hovis.

Mayor Snider advised that it would be detrimental to the citizens, due to not having a contact in the City.

Mr. Colston stated for the record: That he feels our Income Tax Department would not be happy about this option. There could be a couple of individuals without a job; if this would go through. I believe this would be a major problem and detrimental to the City. We have looked at this in the past and have decided against this option.

Discussion ensued.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Ms. Hovis, yes; Mr. Tarolli, no; Mr. Morgan, yes; and Mrs. King, yes. Motion carried 5-1: per Mrs. Sarty

Ms. Hovis – The Feather Party was amazing; never had so.... much fun.

Recently Ms. Hovis was at The Art Garage (TAG); was blown away what is available and the talent at TAG.

Ms. Hovis moved to approve a participation agreement between the City of Port Clinton and the Auditor of State for the UAN financial management and accounting system; that the City Auditor take the necessary steps to make the software available to the City as soon as is feasible, and further that this motion be effective November 1; seconded by Mrs. Gillman.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Ms. Hovis, yes; Mr. Tarolli, yes; Mr. Morgan, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Mrs. Gillman – Feather Party was food was good and the company was fantastic.

Thank you to this Administration for supporting The Arts Garage and other projects like that.

ANNOUNCEMENTS None

ADJOURNMENT

With no further business to discuss Ms. Phillips moved to adjourn; seconded by Mrs. King. With all those in favor, the meeting was adjourned at 6:38 p.m.

Sandra Ostheimer
Clerk of Council

Lisa Sarty
President of Council