

December 23, 2025

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: Margaret Phillips, Pat Hovis. Beth Gillman, Cathy King, Richard Morgan and Avery Robinson. Jerry Tarolli is excused.

Ms. Phillips moved to approve regular meeting minutes for December 9, 2025, seconded by Mrs. King. 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

Under first reading this evening:

- Ordinance 38-25: Administration has requested Council to consider adopting the first reading, due to time sensitivity.
- Ordinance 39-25: Administration has requested Council to consider adopting the first reading, due to time sensitivity.
- Resolution 25-11: Administration has requested Council to consider adopting the first reading, due to time sensitivity.

Also, Ordinance 37-25, under second reading, Administration has requested Council to consider adopting on the first reading, due to time sensitivity.

Merry Christmas

MAYOR'S REPORT

Not present

AUDITOR'S REPORT

Under correspondence is the November 2025 Financial Report, request Council to consider approving this evening.

Ordinance 37-25, Salary ordinance that is not covered under collective bargaining agreements. Requested Council to consider adopting the first reading, due to time sensitivity.

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Ordinance 38-25, New software agreement for the Auditor's office, Uniform Accounting Network (UAN). The current software in use is outdated. Requested Council to consider adopting the first reading, due to time sensitivity. After the Council meeting each Council member will need to sign the agreement if they choose to adopt Ordinance 38-25.

Ordinance 39-25 amends the appropriations for the fiscal year ending December 31, 2025. This includes some year-end budgeting adjustments.

Resolution 25-11, this is to meet filing deadlines with the Ottawa County Board of Elections for the Fire Levy that will be placed on the May Primary ballot.

TREASURERS REPORT

As of December 23, 2025
Provided by Clerk of Council

Bed Tax: \$346,668.91
Watercraft Dock Tax: \$23,236.50
STR Registration Fee: \$33,600.00

LAW DIRECTOR REPORT

Not present

SAFETY SERVICE REPORT

Not present

Clerk of Council read the following on Mr. Sass's behalf:

Revetment project on W. Lakeshore Drive is progressing and looks very good.

City is in the process of replacing the heating system in the PC Senior Center.

The Christmas tree received a generous donation for ornaments, and the City Street Dept. put them on December 17, 2025.

There are weekly meetings with engineering firms to solidify drawings and plans for the infrastructure and street improvements.

Officer Adams was sworn in on Friday, December 19, 2025, as a new member of the Port Clinton Police Department.

Thank you to Ms. Phillipps for her years of service on Council, enjoy your free time.

I wish everyone a Joyous Holiday Season as we look forward to a Healthy, Productive 2026.

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Mrs. King inquired why there is an emergency clause in Resolution 25-11.

President Sarty advised the Law Director must have felt there was a need due to its urgency, due to the deadline. Generally, an emergency clause is not included in a Resolution.

Mr. Mogan inquired when the deadline is for this resolution.

President Sarty advised February 4th, and there are additional steps that need to be done for a complete submission prior to February 4th.

INCOME TAX COMMISSIONER

Not present

POLICE CHIEF

Not present

FIRE CHIEF

Nothing to present

COMMITTEE REPORTS

Finance Committee

Ms. Hovis

Nothing to present

Environment and Public Works Committee

Mr. Tarolli

Not present

Safety Services Committee

Ms. Phillips

Nothing to present

Economic and Community Development Committee

Mrs. Gillman

The next committee meeting will be on Tuesday, January 6, 2026, at 6:00 pm. Subject, short-term rentals and any other topics that may come up.

CORRESPONDENCE

Port Clinton Architectural Review Board, November 13, 2025, meeting minutes

Planning Commission / Board of Zoning Appeals, November 13, 2025, meeting minutes

Finance Committee meeting minutes, December 8, 2025

Economic & Community Development Committee, December 9, 2025, meeting minutes

Financial Report, November 2025, provide by Gabe Below

Mrs. Gillman moved to accept the Finance Report, November 2025, seconded by Mr. Robinson. All agreed.

Ms. Phillips moved to accept the correspondence as provided, seconded by Mr. Robinson. All agreed

THIRD READING OF ORDINANCES AND RESOLUTIONS

None

SECOND READING OF ORDINANCES AND RESOLUTIONS

Ordinance 36-25

AN ORDINANCE AUTHORIZING AND DIRECTING THE DIRECTOR OF SAFETY AND SERVICE TO PREPARE AND SUBMIT APPLICATIONS AS MAY BE REQUIRED FOR PLANNING, DESIGN OR CONSTRUCTION OF THE WATER METER REPLACEMENT IMPROVEMENTS, WATER AND SANITARY SEWER INFRASTRUCTURE IMPROVEMENTS, LAKESHORE DRIVE/SR 163 REVETMENT IMPROVEMENTS, BROOKLYN STREET SANITARY PUMP STATION REHABILITATION IMPROVEMENTS, PERRY/MONROE/HARRISON IMPROVEMENTS, ELEVATED WATER TANK BASE IMPROVEMENTS, WASTEWATER TREATMENT PLANT PUMP AND HEAT/AIR EXCHANGE UNIT IMPROVEMENTS, LAUREL AVENUE RECONSTRUCTION SANITARY SEWER AND STORM SEWER IMPROVEMENTS, LEAD SERVICE LINE INVENTORY, AND LEAD SERVICE LINE REPLACEMENT INFRASTRUCTURE IMPROVEMENTS TO THE OHIO WATER DEVELOPMENT AUTHORITY(OWDA), OHIO ENVIRONMENTAL PROTECTION AGENCY (OEPA), OHIO DEPARTMENT OF DEVELOPMENT (ODOD), COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), WATER POLLUTION CONTROL LOAN FUND (WPCLF), WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA), OHIO PUBLIC WORKS COMMISSION (OPWC), OHIO DEPARTMENT OF TRANSPORTATION STATE INFRASTRUCTURE BANK (SIB) AND ANY OTHER FUNDING SOURCES OR PROGRAMS THAT BECOME AVAILABLE AND TO EXECUTE APPLICATION DOCUMENTS FOR THE FUNDING SOURCES AS REQUIRED AND TO EXECUTE CONTRACTS FOR PLANNING, DESIGN, AND CONSTRUCTION PHASES AND DECLARING AN EMERGENCY.

No action taken. Ordinance 36-25 will be moved to its third reading on January 13, 2026.

Ordinance 37-25

AN ORDINANCE REVISING AND FIXING THE SALARY RANGES OF CERTAIN EMPLOYMENT POSITIONS NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT AND DECLARING AN EMERGENCY.

Mrs. Gillman moved to waive the three required reading of Ordinance 37-25: seconded by Ms. Hovis.

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

Mrs. Gillman moved to retain the emergency clause of Ordinance 37-25: seconded by Ms. Hovis.

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

Mrs. Gillman moved to adopt Ordinance 37-25: seconded by Ms. Hovis.

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

FIRST READING OF ORDINANCES AND RESOLUTIONS

Ordinance 38-25

AN ORDINANCE APPROVING THE UNIFORM ACCOUNTING NETWORK (UAN) PARTICIPATION AGREEMENT AND AUTHORIZING AND DIRECTING THE AUDITOR TO EXECUTE ALL NECESSARY DOCUMENTATION WITH THE AUDITOR OF STATE TO IMPLEMENT THE UAN FINANCIAL MANAGEMENT AND ACCOUNTING SYSTEM FOR THE CITY OF PORT CLINTON AND DECLARING AN EMERGENCY

Ms. Hovis moved to waive the three required readings of Ordinance 38-25: seconded by Mrs. King.

Mr. Morgan inquired if this is something new or is this something we renew yearly.

Mr. Below advised that it is new software for the Auditor's office for budgetary checks and payroll checks. The system used prior is very outdated. There is minimal cost to the City (\$3,000 a year).

Mr. Morgan, why is this an emergency?

Mr. Below advised in the email that the Council Clerk provided you the city was not approved to use this software until December 11th. Auditor's office is to do training on December 29th and 30th with implementation and go live on January 1, 2026.

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

Ms. Hovis moved to retain the emergency clause of Ordinance 38-25: seconded by Mrs. King.

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

Ms. Hovis moved to adopt Ordinance 38-25: seconded by Mrs. King.

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

Ordinance 39-25

AN ORDINANCE AMENDING APPROPRIATIONS FOR THE FISCAL YEAR ENDING ON DECEMBER 31, 2025.

Ms. Hovis moved to waive the three required readings of Ordinance 39-25: seconded by Mr. Robinson.

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

Ms. Hovis moved to adopt Ordinance 39-25: seconded by Mr. Robinson.

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

Resolution 25-11

A RESOLUTION DECLARING IT NECESSARY TO LEVY A NEW 3.9-MILL PROPERTY TAX LEVY, PURSUANT TO SECTION 5705.19(I) OF THE REVISED CODE, AND REQUESTING THE OTTAWA COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE CITY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THE NEW PROPERTY TAX LEVY AND DECLARING AN EMERGENCY.

Ms. Hovis moved to waive the three required readings of Resolution 25-11: second by Mr. Robinson.

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

Ms. Hovis moved to retain the emergency clause of Resolution 25-11: seconded by Mr. Robinson.

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

Ms. Hovis moved to adopt Resolution 25-11: seconded by Mr. Robinson.

Mr. Morgan inquired if the Fire Levy will go on the May ballot.

Chief Gutman advised, yes. The current tax levy for the Fire Department operating on was formed in 2006 (for 1.9 mill) and is done this year.

Mr. Morgan inquired is this need supporting surrounding townships, due to inflation or because there hasn't been one since 2006?

Chief Gutman advised the previous levy was based on an operation budget of \$80,000, back then the department was entirely volunteer. Now the \$80,000 doesn't cover one of our department full-time members.

Mr. Mogan inquired why we aren't a volunteer department any longer.

Chief Gutman advised that in 2019 EMS left the City of Port Clinton. At that time for the City of Port Clinton to get a third party to come to the City of Port Clinton would have cost from 5k to 8k a year and would have needed an additional levy at that time. Instead of going to the voters, the city created our own EMS (North Central EMS). The city has been able to survive. Also, back in 2019 we had forty-five volunteers, we are currently at fourteen. So, we offset the lack of volunteers with part-time and full-time positions, which drives more costs. The lack of volunteers is nationwide not a Port Clinton problem only.

Mr. Morgan inquired about the coverage for surrounding township EMS coverage.

Chief Gutman advised the city's EMS service Catawba, Portage and Bay Township.

Mr. Below advised that Catawba, Portage and Bay Township have contracts with the City for EMS service. Raising revenue for these services is very important. Also, when Chief Gutman joined the Fire Department his salary was 100% paid by a grant that expired last year.

Chief Gutman advised the EMS does inner facility transports for Magruder Hospital, that soft billing helps. We have done everything we can, there is no more funding available.

President Sarty advised that the response time is much faster than prior to the City not having their own EMS.

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

BUSINESS FROM THE FLOOR

Mr. Morgan – Advised that he contacted Federal Coastal Management to discuss the rocks at the beach across from the park. They didn't have any information to provide. He then contacted the Army Corp of Engineers, no body knows the answer. He is expecting a return call.

Mr. Robinson – Mr. Robinson moved to authorize the City Administration to advertise for Requests for Qualifications and to enter into a contract for planning services to implement the City of Port Clinton Active Transportation Infrastructure Program grant award; seconded by Mrs. King.

Mr. Below advised that the city is to receive a \$100,000 planning grant from the US Department of Transportation. This is the next step. We have received positive indications from Department of Transportation that this will happen. The new Transportation Secretary has already approved the program. We expect to see the contract at the end of February, or early March. There is a cost share

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from three entities: City of Port Clinton, Greater Sandusky Partnership and Park District of Ottawa County.

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

Ms. Hovis – Merry Christmas

Mr. Tarolli – Not present

Mrs. King – Wishing everyone a Happy Holiday.
Will miss working with Ms. Phillips. You were one of my favorite teachers.

Mrs. Gillman – Thank you for your service, knowledge and always willing to answer questions.

Mrs. Gillman moved to extend for one year the City contract with Republic Services for residential curbside pick-up through 2026: seconded by Ms. Phillips.

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

Mr. Below advised the current monthly rate for trash/recycling pickup is \$24.40. The one-year extension cost will be \$22.90, a reduction of \$1.50 a month. Also, there will be an option to sign up and pay \$10.00 a month for composting service.

President of Council, Mrs. Sarty: Mrs. Sarty advised back in 2014 she was new to Council, and Ms. Phillips took her under her wing. She has been a great help and is very knowledgeable. Thank you! Mrs. Sarty provided a gift from Council to Ms. Phillips for her service.

Ms. Phillips – Ms. Phillips advised she is first generation American in her family. Her parents advised whatever they (the children) did they had to participate. That is why she is a Councilman. She was asked to be a Councilman and decided to do it; she was elected another three terms. She feels she is too old to go any further. You must have all ages working together (younger, middle-aged and older people) or otherwise you are stale. If you are going to complain about anything, you absolutely had to vote in the last election. You all can do this, this isn't too bad, you learn things. Everyone makes a mistake; we all do that all.... the time. Accept your mistake and move forward. It was fun. I appreciate all of you who helped me.

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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 6:40 p.m.

Sandra Chafee
Clerk of Council

Lisa Sarty
President of Council