

September 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.

Mr. Tarolli moved to appoint Mrs. Gillman as Acting Council Clerk; seconded by Ms. Hovis. All agreed.

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

Ms. Phillips moved to approve regular meeting minutes for September 9, 2025, seconded by Ms. Hovis. All agreed.

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

GUEST PRESENTATION

Julie Frattaroli, City of Port Clinton Water Department Manager – to discuss new software

Mrs. Frattaroli advised that many changes have been made to include a new phone system, website, metering system and software to manage the water billing.

An old phone number (419-734-4040) from twenty years ago, is no longer active and advises to use 419-734-5522 to reach City Hall.

The city has launched a new website within the last month. We ask that you refresh your browser in your search engine to prevent our old website from trying to load. Please manually type portclinton.com to create a new history to take you to our new website. If you have any questions, please don't hesitate to call City Hall.

The Water Department has recently converted to new billing software. This software will be more streamlined and allow the city to go paperless.

- Please be aware that your account number and pin numbers have changed.
- The new software does have the option to set up auto pay as an option from your credit card or checking account.
- ACH is an option and is free if you sign up for that in person at City Hall.
- The invoice format has been updated making it more simplified.
- The phone number to pay your invoice over the phone has changed, please reference your invoice.
- Paperless billing is available; however, you will need to re-sign up for the conversion didn't work for this option. Once you have signed up your invoice will come to you via email.

The new metering system allows us to read the meters from our computers. Currently there are 300 meters on the system. These meters are more accurate; you may see an increase or decrease on your water bill. In the future community members can meter their own meters to see when there are spikes in water usage.

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Sewer deduct meters are due by October 31, 2025, to receive credit.

PUBLIC COMMENT

Dave Barth, 911 Glendale Drive

Mr. Barth advised that 420 Monroe Steet is overgrown and needs addressed.

Elva Cortez, 211 W. Third Street

Ms. Cortez brought in a bucket of yard waste. She advised that she has had it in the boulevard for two months and the city crew won't pick it up. Ms. Cortez called City Hall and was advised that there were items that were in her pile that cannot go through the shredder, and they will not pick up the pile.

Mr. Colston advised he will personally drive by tomorrow and contact Ms. Cortez.

PRESIDENT OF COUNCIL

Under first reading this evening:

- Ordinance 26-25 can go all three readings. It will not be assigned to a committee.
- Resolution 25-7 can go all three readings. It will not be assigned to a committee

MAYOR'S REPORT

Mayor Snider advised that Kleinfelder Engineering Firm had submitted all final drawings and documents to the five primary funding sources for review:

- USEPA Stag Funds
- US Army Corp of Engineers Funds
- US Department of Agriculture
- Ohio EPA Division of Environmental & Financial Assistance
- Ohio EPA Division of Surface Water

We anticipated that the review process would take two to eight weeks. Mr. Colston and Mayor Snider received word today that the USEPA Stag Funds have been approved. Once all five groups sign off, we can go out for bids.

City Wide Fall Clean-up is Saturday, October 18, 2025, 8:00 – 3:00pm at the Port Clinton City Hall parking lot.

Cemetery Fall Clean-up is Wednesday, October 1, 2025. Please remove all items removed by September 30, 2025.

For several decades the Port Clinton Kiwanis Club have honored the Port Clinton Patrolman and Ottawa County Deputy of the Year. Recently Kiwanis approached Mayor Snider to discuss with Chief Gutman about recognizing a Fire Fighter of the Year. Later this evening during regular weekly training the fire department will be casting a vote for the Fire Fighter of the Year. Then on October 15, 2025, at the regular Kiwanis meeting a ceremony will be held for that individual.

AUDITOR'S REPORT

On September 15, 2025, Mr. Below met with the Forest Service in Washington D.C. inquiring about the IRA fund that the City received. The forest service indicated that we have a green light to move forward with the reimbursement grant.

In the very near future there will be renditions available for the new splash pad that will be placed at the Waterworks Park. This is the first splash pad to be installed in Port Clinton and Ottawa County wide.

Resolution 25-7, this is an annual resolution we present to Council from the Budget Commission of Ottawa County. This authorized the County to collect property tax; this does not raise any rates. Mr. Below requests Council to consider adopting this evening, if they choose.

TREASURERS REPORT

As of September 25, 2025

Bed Tax: \$272,617.93

Watercraft Dock Tax: \$23,210.75

STR Registration Fee: \$29,300.00

Mr. Tarolli inquired how are the numbers compared to last year.

Mr. Brenner advised that we are a little lower on the bed tax, currently at 80% of projected budget. The watercraft tax is over budget by 11%, and STR Registration tax is down from last year. This is due to all the registrations from last year were the initial fee of \$300.00; renewals are only \$100.00.

LAW DIRECTOR REPORT

Nothing to present

SAFETY SERVICE REPORT

Nothing to present

INCOME TAX COMMISSIONER

Not present

POLICE CHIEF

Not present

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FIRE CHIEF

Not present

COMMITTEE REPORTS

Finance Committee

Ms. Hovis

Nothing to present

Environment and Public Works Committee

Mr. Tarolli

A committee meeting was held prior to the Council meeting. Discussed Ordinance 24-25. The committee unanimously agreed to recommend Council consider adopting Ordinance 24-25.

Safety Services Committee

Ms. Phillips

Nothing to present

Economic and Community Development Committee

Mrs. Gillman

A committee meeting will be held this evening at the Council meeting; to discuss Resolution 25-6.

CORRESPONDENCE

None

THIRD READING OF ORDINANCES AND RESOLUTIONS

None

SECOND READING OF ORDINANCES AND RESOLUTIONS

Ordinance 24-25

AN ORDINANCE AUTHORIZING AND DIRECTING THE DIRECTOR OF SAFETY AND SERVICE AND AUDITOR TO ENTER INTO A GRANT AGREEMENT WITH THE FEDERAL HIGHWAY ADMINISTRATION ON BEHALF OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION TO IMPLEMENT THE CITY OF PORT CLINTON ACTIVE TRANSPORTATION INFRASTRUCTURE IMPROVEMENT PROGRAM GRANT AWARD AND DECLARING AN EMERGENCY

No action taken. Ordinance 24-25 will be moved to its third reading on October 14, 2025.

Resolution 25-6

A RESOLUTION EXPRESSING SUPPORT FOR CONSTRUCTION OF NEW SINGLE-FAMILY HOMES IN THE CITY OF PORT CLINTON AND PROMOTING SUCH CONSTRUCTION THROUGH ECONOMIC DEVELOPMENT INCENTIVES

No action taken. Resolution 25-6 will be moved to its third reading on October 14, 2025.

FIRST READING OF ORDINANCES AND RESOLUTIONS

Ordinance 26-25

AN ORDINANCE VACATING A PORTION OF THE NORTH-SOUTH ALLEY LOCATED BETWEEN LOTS 4 AND 5, BLOCK 23 OF THE ORIGINAL PLAT OF THE CITY OF PORT CLINTON

No action taken. Ordinance 26-25 will be moved to its second reading on October 14, 2025.

Resolution 25-7

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

No action taken. Resolution 25-7 will be moved to its second reading on October 14, 2025.

BUSINESS FROM THE FLOOR

Mr. Morgan – Nothing to present

Mr. Robinson – Nothing to present

Ms. Phillips – Nothing to present

Ms. Hovis – Nothing to present

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Mr. Tarolli – Mr. Tarolli stated with the street department being shorthanded all summer, they did a great job.

Mr. Tarolli asked Mayor Snider when Council members will be able to tour 201 Madison Street and discuss what is going to be done in regard to the renovation.

Mayor Snider advised he would be happy to show Council members the building anytime. The Administration does not have a plan as of yet. The city has hired a Criteria Architect that has toured 201 Madison Street and 1868 E. Perry Street. He has spoken to staff to determine our current usage to convert into 201 Madison Street with additional wants and needs as determined.

Mr. Tarolli recommended that the information Mayor Snider provided earlier this evening regarding the five funding sources for F.L.I.P. should be provided to the community.

Mayor Snider advised Mr. Tarolli, that an article will be in The Beacon, “Mayor Mike’s Memo” in the near future on that exact subject.

Mrs. King – Mrs. King inquired on a communication plan that was discussed at the latest Economic and Community Development committee meeting, hiring someone for that position. Is anything happening with that?

Mrs. Gillman advised that minutes from that meeting were sent to everyone to review.

Mayor Snider advised at this time; nothing has been put in place.

Mr. Below believes that the Administration doesn’t receive the minutes from the committee meetings.

Mrs. King stated the garbage bid is coming up soon, will there be an ordinance at the next regular scheduled meeting?

Ms. Shenker advised there will be an ordinance on October 14, 2025, Council meeting. Administration will request that Council consider adopting at the first reading. The ordinance will be similar to the previous ordinance for the need for trash and recycling. Once the ordinance is adopted, we will be able to make the bid documents available to those who want to participate in the bidding process.

Mrs. King advised that the Environmental and Public Works committee had recommended that brush pickup be included in the bid package.

Ms. Shenker advised that Administration was not aware of that request.

President Sarty recommended to Council if they have suggestions for the Administration that are discussed at their committee meetings, the minutes from those meetings need to be forwarded to the Administration to consider.

Mrs. Gillman – Nothing to present

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ANNOUNCEMENTS

None

ADJOURNMENT

With no further business to discuss, Ms. Phillips moved to adjourn; seconded by Mr. Tarolli. With all those in favor, the meeting was adjourned at 6:29 p.m.

Sandra Ostheimer
Clerk of Council

Lisa Sarty
President of Council