

LANCASTER CITY COUNCIL
LANCASTER, OHIO

December 15, 2025

PRAYER
PLEDGE OF ALLEGIANCE
REGULAR MEETING CONVENES
CALL TO ORDER
ROLL CALL
READING AND DISPOSING OF THE JOURNAL
REPORTS OF CITY OFFICIALS
COMMUNICATIONS
SPECIAL PRESENTATION AND AWARDS
PETITIONS AND MEMORIALS
PERMISSION OF VOTERS AND TAXPAYERS TO ADDRESS COUNCIL
REPORTS OF STANDING COMMITTEES
REPORTS OF SPECIAL COMMITTEES
PUBLIC HEARINGS
READING OF RESOLUTIONS

THIRD READING

None

SECOND READING

- | | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Temp Res #105-25 | A RESOLUTION TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ENTER INTO AGREEMENTS WITH THE FAIRFIELD COUNTY BOARD OF COMMISSIONERS, WITH VARIOUS CONSULTANTS AS NEEDED, AND TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR CONSTRUCTION OF THE PROJECT KNOWN AS THE WHILEY ROAD RECONSTRUCTION PROJECT
Public Works Committee (Tener/Crites) (3 Readings) |
| Temp Res #106-25 | A RESOLUTION OF CONSENT FOR PRELIMINARY LEGISLATION AND TO AUTHORIZE THE SERVICE-SAFETY DIRECTOR TO ENTER INTO AGREEMENTS AS NECESSARY TO COMPLETE THE PROJECTS KNOWN AS FAI US 22/SR 37/158 VAR, PID 98022 AND D05 FY2027 BRIDGE REHAB WEST, PID 124808
Public Works Committee (Tener/Crites) (3 Readings) |

FIRST READING

- | | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Temp Res #113-25 | A RESOLUTION TO APPROVE A THEN AND NOW CERTIFICATE FOR THE PAYMENT OF A BILL IN THE GENERAL FUND (1001)
Code Enforcement & Zoning Committee (Sollie/Luchtenberg) (1 Reading) |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

READING OF ORDINANCES**THIRD READING**

None

SECOND READING

Temp Ord #72-25 AN ORDINANCE DETERMINING TO PROCEED WITH THE ACQUISITION, CONSTRUCTION, AND IMPROVEMENT OF CERTAIN PUBLIC IMPROVEMENTS IN THE CITY OF LANCASTER, OHIO IN COOPERATION WITH THE LANCASTER REGIONAL ENERGY SPECIAL IMPROVEMENT DISTRICT AND DECLARING AN EMERGENCY

Economic Development Committee (Hoop/Crites) (2 Readings)

Temp Ord #73-25 AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR THE PURPOSE OF ACQUIRING, CONSTRUCTING, AND IMPROVING CERTAIN PUBLIC IMPROVEMENTS IN THE CITY OF LANCASTER OHIO IN COOPERATION WITH THE LANCASTER ENERGY SPECIAL IMPROVEMENT DISTRICT, APPROVING THE C-PACE ASSIGNMENT AGREEMENT, AND DECLARING AN EMERGENCY

Economic Development Committee (Hoop/Wing) (2 Readings)

Temp Ord #74-25 AN ORDINANCE TO REPEAL AND REPLACE LANCASTER CODIFIED ORDINANCE PART ONE – ADMINISTRATIVE CODE, TITLE THREE – LEGISLATIVE, CHAPTER 111 – RULES OF COUNCIL AND TO DECLARE AN EMERGENCY

Law Committee (Crites/Bizjak) (2 Readings)

*Motion to replace with 74-25**

FIRST READING

Temp Ord #75-25 AN ORDINANCE TO AMEND PERMANENT ORDINANCE 63-25, THE MANAGEMENT PAY ORDINANCE, AND TO DECLARE AN EMERGENCY

Finance Committee (Schoonover/Ailes) (1 Reading)

Temp Ord #76-25 AN ORDINANCE TO AMEND PERMANENT ORDINANCE 64-25, THE NON-UNION PAY ORDINANCE, AND TO DECLARE AN EMERGENCY

Finance Committee (Schoonover/Ailes) (1 Reading)

TABLED LEGISLATION

None

UNFINISHED BUSINESS

NEW BUSINESS

ANNOUNCEMENT OF SCHEDULED MEETINGS

REGULARLY SCHEDULED CITY COUNCIL MEETINGS

1. January 12th, 2026, at 6:30 p.m. – Council Chambers
2. January 26th, 2026, at 6:30 p.m. – Council Chambers

SPECIAL SCHEDULED MEETINGS

1. January 5th, 2026, at 6:00 p.m. – City Hall 1897 Conference Room – Re-organization meeting

REGULARLY SCHEDULED COMMITTEE MEETINGS

None

READING OF BILLS

MNCO - \$206.32 - for publication of ordinances PO 70-25, PO 71-25
Spotlight Awards - \$296.00 – for plaques new name council name plates
ProForma - Invoice to be received – for legislation books

EXECUTIVE SESSION (if needed)

ADJOURNMENT

TEMPORARY RESOLUTION NO. 113-25

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO APPROVE A THEN AND NOW CERTIFICATE FOR THE PAYMENT OF A BILL IN THE GENERAL FUND (1001)

WHEREAS, the Community Development Department recently received an invoice in the amount of Four Thousand Two Hundred Dollars (\$4,200.00) from Miller Services, LLC for plumbing work that was completed within the department; and

WHEREAS, due to an oversight in department processes, the purchase order for payment was not opened until two (2) days after the work was completed, so Then and Now authorization from Council is necessary to issue payment; now, therefore,

BE IT RESOLVED BY COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Lancaster City Council hereby approves a Then and Now Certificate in the amount of Four thousand Two Hundred Dollars (\$4,200.00) to pay Miller Services, LLC.

SECTION 2. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Date Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Code Enforcement & Zoning Committee

TEMPORARY ORDINANCE NO. 74-25*

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO REPEAL AND REPLACE LANCASTER CODIFIED ORDINANCE PART ONE – ADMINISTRATIVE CODE, TITLE THREE – LEGISLATIVE, CHAPTER 111 – RULES OF COUNCIL AND TO DECLARE AN EMERGENCY

WHEREAS, the Lancaster City Council President referred proposed changes to the Rules of Council to the Law Committee for review its November 7th meeting; and

WHEREAS, the Law Committee met and determined that certain Rules of Council should be amended as agreed upon by its members; and

WHEREAS, certain aspects of those changes were also discussed by Council as a whole during the New Business portion of its November 17, 2025, meeting and afterwards the Law Committee Chair requested that the Law Director make the recommended changes to the Rules of Council; and

WHEREAS, the Law Director drafted Exhibit A, attached hereto, to reflect those changes as well as fix some inconsistencies in Chapter 111; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Part One – Administrative Code, Title Three – Legislative, Chapter 111 – Rules of Council of the Codified Ordinances of the City of Lancaster, shall hereby be repealed and replaced pursuant to Exhibit A which is attached hereto and incorporated herein by reference.

SECTION 2. That City Council hereby finds that this Ordinance was deliberated upon and passed in open meetings in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Law Committee

I, Anitra Scott, Clerk of Council do hereby certify that on _____, 2025 the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council

TITLE THREE - Legislative

Chap. 111. Rules of Council.

Chap. 113. Clerk of Council.

Chap; 115. Ordinances and Resolutions.

**CHAPTER 111
Rules of Council**

111.01	Time of regular meetings.	111.20	Voting.
111.02	Special meetings.	111.21	Introduction of ordinances.
111.03	Calling to order; preliminaries; presiding officer.	111.22	Limitations on reference.
111.04	Quorum.	111.23	Action of Council; procedure.
111.05	Permission to leave chamber.	111.24	Resolutions and expenditure of money.
111.06	President Pro Tempore and Clerk of Council.	111.25	Appeal from decision of the chair.
111.06.1	Standing committees.	111.26	Undebatable motions.
111.07	Order of business.	111.26.1	Debatable motions.
111.08	Exception to order of business.	111.27	Calling member to order.
111.09	Committee or official's reports.	111.28	Change in rules.
111.10	Speaking.	111.29	Action upon failure of committee to report.
111.10.1	Voters and taxpayers addressing Council.	111.30	Suspension of rules.
111.11	Motions.	111.31	Chief of Police to preserve order and compel attendance.
111.12	Division of the question.	111.32	Power to compel attendance.
111.13	Writing out motion.	111.33	Refusal to attend special meetings.
111.14	Reference of motion to committee.	111.34	Use of Robert's Rules of Order.
111.15	Motion to adjourn.	111.35	Changing rules.
111.16	Motions considered during debate.	111.36	Tobacco Products prohibited at all meetings.
111.17	Motion to take from the table.	111.37	Providing Council members with ordinance books. (Repealed)
111.18	Motion to reconsider.	111.38	Schedule of Council.
111.19	Previous question.		

Adoption of ordinances and resolutions - see Ohio R.C. 715.03, 731.17
General powers - see Ohio R.C. 715.03, 731.01, 731.05, 731.47
To establish sewerage rates - see Ohio R. C. 729.49
Composition - see Ohio R. C. 731.01, 731.06
Qualifications - see Ohio R. C. 731.02, 731.44
Election and term - see Ohio R. C. 731.03, 733.09
Election of officers - see Ohio R. C. 731.04
President pro tempore - see Ohio R. C. 731.04, 733.08
Powers as to salaries and bonds - see Ohio R. C. 731.07 et seq., 731.49 et seq.
Vacancy - see Ohio R. C. 731.43
Quorum - see Ohio R.C. 731.44
Regular and special meetings - see Ohio R.C. 731.44, 731.46
Rules; journal; expulsion of members - see Ohio R. C. 731.45
Contract restriction - see Ohio R. C. 731.48
Failure to take oath or give bond - see Ohio R. C. 731.49
Mayor and directors to attend meetings - see Ohio R. C. 733.06
President of Council - see Ohio R. C. 733.07 et seq.
President to preside with no vote except for a tie - see Ohio R. C. 733.09
Mayor's reports - see Ohio R. C. 733.32, 733.41
Misconduct - see Ohio R. C. 733.72 et seq.
Contract interest - see Ohio R. C. 733.78

111.01 TIME OF REGULAR MEETINGS.

Regular meetings of Council shall be held at the designated Council Chambers per the adopted schedule for the calendar year, or at such time as maybe ordered by Council.
(~~Ord. 14-16. Passed 4-4-16.~~)

111.02 SPECIAL MEETINGS.

Special meetings of Council may be called by the Mayor, President of Council, or any three members of Council upon written request delivered to the Clerk of Council. No business shall be transacted at any special meeting of Council, except the particular business for the transaction of which such special meeting may be called and the notice to be served on each member requiring his/her attendance at such special meeting shall contain a statement of the business for the transaction of which such special meeting may be called.
(~~Ord. 14-16. Passed 4-4-16.~~)

111.03 CALLING TO ORDER; PRELIMINARIES; PRESIDING OFFICER.

The President or, in his/her absence, the President pro tempore shall take the chair at the prescribed meeting start time, shall immediately call the members to order, and shall proceed with the meeting agenda. In the absence of the President and President pro tempore, if a quorum shall be present, Council shall appoint one of its members President pro tempore for that meeting, or until the appearance of the President or President pro tempore. If a quorum is not present, the

members may by a majority vote take a recess for a period not exceeding one hour. The President pro tempore retains his/her right to vote and enter into discussion and debate, even when **presiding over** chairing a session.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.04 QUORUM.

A majority of the members of Council shall constitute a quorum.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.05 PERMISSION TO LEAVE CHAMBER.

No member shall leave the Council chamber while Council is in session, without permission being granted by the presiding officer.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.06 PRESIDENT PRO TEMPORE AND CLERK OF COUNCIL.

Not later than January 7th of each year in a new term of Council, Council shall hold an Organizational Meeting for the purposes of appointing a President pro tempore and a Clerk of Council. Any Council member may make a motion in this meeting to appoint individuals to these positions. Any such motion must be seconded and passed by a majority vote of Council.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.06.1 STANDING COMMITTEES.

The President pro tempore in the first regular meeting of the new term of Council shall submit proposed committee assignments, proposed committee ~~chairman~~ **and vice chair**, and proposed appointments to boards and commissions to Council for consideration and approval. Confirmation of these appointments is required by a majority of Council. Any Council member can move to strike out one or more names and offer alternate nominations. Any such motion must be seconded and passed by a majority vote of Council. Upon motion, second, and majority confirmation, Council may change such appointments during the term.

It shall be the duty of Council not later than the first regular meeting of the new term to appoint standing committees on each of the following subjects:

- ~~(a) Code Enforcement & Zoning Committee
(Certified Building Department, & Code Enforcement, & Engineering)~~
- ~~(b) Economic Development Committee
(Annexations, CDBG Program & Economic Development) [Chamber of Commerce, CIC, etc.]~~
- ~~(c) Finance Committee
(Auditor, Treasure, Income & City Budget)~~
- ~~(d) Law Committee
(General Legal Issues, Law Director's Office, Municipal Court, Clerk of Court, Council, Council Rules, Council Clerk, Mayor's Office & Service Safety Director)~~
- ~~(e) IT/Telecom
(Information technology and communications)~~
- ~~(f) Public Works Committee
(Engineering, LDOT, Transit, & Cemetery)~~

- ~~(g) Safety Committee
(Police & Fire)~~
- ~~(h) Service Committee
(Gas, IT/Telecom, Utilities Collection, Parks and Recreation, Olivedale & Sanitation)~~
- ~~(i) Water/Water Pollution Control Committee
(Water, Wastewater, & Storm Water & Environmental Engineering)
(Ord. 40-17. Passed 12-11-17.)~~
- (a) Administrative & Finance: Mayor, Service-Safety Director (HR), IT/Telecom (GIS), Auditor, Treasurer, City Budget, and Income Tax**
- (b) Community & Economic Development: Community Development (Housing & Neighborhoods/Building/Planning & Zoning), Parks & Recreation, Economic Development, and Port Authority**
- (c) Law & Public Safety: Police, Fire, Code Enforcement, Lancaster Codified Ordinances (Council Rules), Law Director & City Prosecutor, Municipal Court Clerk, and Municipal Court Judges**
- (d) Public Utilities: Gas, Utilities Collection, Sanitation, Water, and Water Pollution Control**
- (e) Public Works: Engineering, Environmental Engineering, Stormwater Management, and Transportation (Cemetery)**

111.07 ORDER OF BUSINESS.

The business of all regular meetings of Council shall be transacted in the following order:

- (a) Prayer
 - (b) Call to Order
 - (c) Pledge of Allegiance
 - (d) Roll Call
 - (e) Reading and disposing of the Journal
 - (f) Reports of City Officials
 - (g) Reading of Communications
 - (h) Reading of Petitions and Memorials
 - (i) Special Presentations and Awards
 - (j) Permission of voters and taxpayers to address Council
 - (k) Report of Standing Committees
 - (l) Reports of Special Committees
 - (m) Scheduled Public Hearings
 - (n) Resolutions
 - (o) Ordinances
 - (p) Unfinished Business
 - (q) New Business
 - (r) Announcement of Scheduled Meetings
 - (s) Reading of Bills
 - (t) Executive Session (if needed)
 - (u) Adjournment
- ~~(Ord. 14-16. Passed 4-4-16.)~~

111.08 EXCEPTION TO ORDER OF BUSINESS.

It shall be the duty of the President to proceed with the order of business adopted in Section 111. 07. The President may, however, at any time permit a member to introduce an ordinance, resolution, motion or order out of the regular order for the same, if there is no objection on the part of a majority vote of Council.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.09 COMMITTEE OR OFFICIAL'S REPORTS.

Any subject matter having been referred to any committee of Council or City officer shall be reported upon, in writing, by such committee or officer, and at least a majority of each and any committee to which a subject has been referred shall report thereon. Such report shall, in every instance be accompanied by the original papers upon which such report is based and be signed by such members thereof as concur therein, and the same shall be read by the Clerk, or at the Clerk's desk by the member making the report, without motion.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.10 SPEAKING.

In all cases the member who shall first address the President and attempt to gain the floor shall speak first. However, when two or more members shall address the chair at once, the President shall name the member who is first to speak. No member shall be allowed to speak except from his/her own desk. No member shall speak more than twice on the same subject, nor longer than five (5) minutes without leave, and no member shall speak more than once on the same motion until every member desiring to speak on that motion shall have had an opportunity to do so. Any member, while discussing a question, may read from books, papers or documents, any **information** matter pertinent to the subject under consideration without asking leave.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.10.1 VOTERS AND TAXPAYERS ADDRESSING COUNCIL.

In order to ensure that the amount of time allowed for voters and taxpayers to address Council is fair to all in attendance, it shall be the duty of the President of Council to enforce a three (3) minute rule. No person speaking during the voter and taxpayer time shall be permitted to speak for longer than three (3) minutes and no person shall receive permission under this agenda item to speak more than once per Council meeting.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.11 MOTIONS.

When a motion is made and seconded, it shall be stated by the President before any debate shall be in order. Every such motion and all amendments thereto, if any, may be withdrawn by the movers thereof at any time before decision, if a majority of the members then present shall agree thereto.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.12 DIVISION OF THE QUESTION.

Any member may call for a division of the question, or the President may direct the same; and the same in either case shall be divided if it comprehends questions so distinct that one being taken away, the other will stand an entire question for decision.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.13 WRITING OUT MOTION. (REPEALED)

~~When required by any member, every motion or proposition shall be reduced to writing before action is taken thereon. (Ord. 14-16. Passed 4-4-16.)~~

111.14 REFERENCE OF MOTION TO COMMITTEE.

When a motion is made for reference of any subject to a standing committee, and it is moved to substitute therefor a select committee, the question of reference to a standing committee shall be first put.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.15 MOTION TO ADJOURN.

A motion to adjourn shall always be in order, unless Council is engaged in voting; but it being decided in the negative, shall not again be entertained until some motion, call or order takes place.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.16 MOTIONS CONSIDERED DURING DEBATE .

When a question or proposition is before Council, or under debate, no motion shall be received except the following:

- (a) To adjourn.
- (b) To lay on the table.
- (c) For the previous question.
- (d) To postpone to a day certain.
- (e) To amend.
- (f) To commit.
- (g) To postpone indefinitely.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.17 MOTION TO TAKE FROM THE TABLE.

A motion to take from the table shall be in order when that order of business is being transacted in which such matter to be taken up was laid upon the table, and such motion shall be decided without debate; provided that the mover may be permitted to briefly state his/her reason for the motion.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.18 MOTION TO RECONSIDER.

Any member who voted on the prevailing side may move a reconsideration of any such action of Council, provided, that the motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall be in order any time, except when a motion on some other subject is pending. A motion to reconsider being laid upon the table, may be taken up and acted upon at any time when Council is engaged in transacting miscellaneous business. No motion to reconsider shall be made more than once on any matter or subject, and the same number of votes shall be required to reconsider any action of Council as is required to pass or adopt the same.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.19 PREVIOUS QUESTION.

When the previous question shall be moved and seconded by another, it shall be put in these words: "Shall the main question now be put?" Until decided, this shall preclude all further debate, and all amendments and motions, except one motion to adjourn and one motion to lay on the table, but shall not preclude pending amendments from being put in their order before the main question. If a call for previous question is not sustained, the subject under consideration shall not thereby be postponed, but the business shall proceed as if no such call had been made.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.20 VOTING.

When demanded by any member and seconded by another, the yeas and nays shall be taken on the adoption of any ordinance, resolution, or any question or proposition submitted to Council. In taking the yeas and nays the Clerk shall call the names of the members in alphabetical order, and the President shall announce the result of such vote. The Clerk may be required to read the vote taken upon the demand of any member.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.21 INTRODUCTION OF ORDINANCES.

Ordinances shall be introduced by members of Council with their names endorsed thereon.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.22 LIMITATIONS ON REFERENCE.

After an ordinance or resolution has been once referred to a standing or special committee and report made thereof to Council, the same may be again referred, but after ordinances have been read the third time and put on their passage, it shall not again be referred, except under instructions from Council, which instructions shall embody substantially the amendment or amendments proposed.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.23 ACTION OF COUNCIL; PROCEDURE.

The action of Council shall be by ordinance or resolution and on the passage of every ordinance or resolution the vote shall be taken by yeas and nays and entered on the Journal. However, this shall not apply to the ordering of an election, or direction by Council to any board or officer to furnish Council with information as to the affairs of any department or office. No ordinance or resolution granting a franchise, or creating a right, or involving the expenditure of money, or the levying of a tax, or for the purchase, lease, sale or transfer of property, shall be passed, unless the same shall have been read on three (3) different days, and with respect to any such ordinance or resolution, there shall be no authority to dispense with this rule, except by three-fourths (3/4) vote of all the members elected thereto. No ordinance shall be passed by Council without the concurrence of a majority of all members elected thereto. Ordinances for third reading shall not be considered or acted on in connection with other matters, and a separate roll call and vote shall be had on the passage of each and every ordinance.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.24 RESOLUTIONS AND EXPENDITURE OF MONEY.

Resolutions shall be offered by any member of Council present, with his/her name endorsed thereon, and may be referred to the proper committee. No contract, agreement or other subject involving the expenditure of money shall be entered into, nor shall any ordinance, resolution or order for the appropriation or expenditure of money be passed by Council unless the City Auditor shall have first certified that the money required for the contract, agreement or other obligation, or to pay the appropriation or expenditure is in the Treasury to the credit of the fund in which it is to be drawn, and not appropriated for any other purpose.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.25 APPEAL FROM DECISION OF THE PRESIDING OFFICER CHAIR.

An appeal to Council from the decision of the **presiding officer chair** may be taken by any member, if duly seconded, and the question shall be: "Shall the decision of the **presiding officer chair** be sustained?"

~~(Ord. 14-16. Passed 4-4-16.)~~

111.26 UNDEBATABLE MOTIONS.

The following motions are not debatable:

- (a) To adjourn.
- (b) To lay on the table.
- (c) To take from the table.
- (d) For the previous question.
- (e) Question of order.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.26.1 DEBATABLE MOTIONS.

The following motion(s) are debatable:

- (a) Motion to suspend rules

This section does not prohibit any other motions from being debated which are otherwise permitted by ordinance or Roberts Rules of Order.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.27 CALLING MEMBER TO ORDER.

If any member, in speaking or otherwise shall violate any rule of Council, the President shall, or any member may, call the member to order. If such member shall be called to order while speaking, the member shall immediately take his/her seat. The question of order shall be decided without debate, and if the decision shall be in favor of the member called to order while speaking, he/she shall be at liberty to proceed with his/her speech without leave of Council.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.28 CHANGE IN RULES.

Any proposed amendment or addition to the rules of Council may ~~shall be first~~ **be** referred to the standing committee on **Council Law Rules**, which **committee** shall report ~~the~~ **out regarding the proposed change** at the next regular meeting of Council **after the conclusion of its review**.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.29 ACTION UPON FAILURE OF COMMITTEE TO REPORT.

If any matter is referred to any standing or special committee of Council, and the same is not reported upon by the committee at the next regular meeting of Council, Council may by a majority vote thereof take each matter so referred from such committee and act upon such matter without report, at the meeting following the failure to report, unless upon proper excuse an extension of time is granted such committee.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.30 SUSPENSION OF RULES.

These rules, or any one of them, may be temporarily suspended at any meeting of Council by a three-fourths (3/4) vote of all members, and vote on such suspension, in such cases, shall be taken by yeas and nays and entered on the Journal.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.31 CHIEF OF POLICE TO PRESERVE ORDER AND COMPEL ATTENDANCE.

Under the direction of the presiding officer of Council, the Chief of Police shall preserve order and decorum, and, by order of Council, shall compel the attendance of absent members as may be prescribed by ordinance.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.32 POWER TO COMPEL ATTENDANCE.

At any special meeting of Council, the hour of meeting having arrived and ~~three~~ **four (4)** members being present, they shall have power to compel the attendance of absent members by summons, and it shall be the duty of the Chief of Police or other proper officer to punctually execute such summons.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.33 REFUSAL TO ATTEND SPECIAL MEETINGS.

Any member of Council who shall refuse to appear forthwith when summoned, unless he/she is sick or has sufficient excuse to be accepted by Council, shall be ~~liable~~ **subject** to expulsion or such other penalty as Council may prescribe.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.34 USE OF ROBERT'S RULES OF ORDER.

In the absence of any rule upon any matter of business, Council shall be governed by Robert's Rules of Order.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.35 CHANGING RULES.

These rules shall not be altered, amended, or repealed except by a majority vote of all members of Council.

~~(Ord. 14-16. Passed 4-4-16.)~~

111.36 TOBACCO PRODUCTS PROHIBITED AT ALL MEETINGS.

Smoking of cigarettes, E-cigarettes, pipes, or cigars and the use of all tobacco products shall be prohibited at all meetings of the Lancaster City Council including ~~caucus~~ **standing or special committee meetings.**

~~(Ord. 14-16. Passed 4-4-16.)~~

**111.37 PROVIDING COUNCIL MEMBERS WITH ORDINANCE BOOKS.
(REPEALED)**

EDITOR'S NOTE: Former Section 111.37 was repealed by Ordinance 6-11.

111.38 SCHEDULE OF COUNCIL.

An announcement shall be made at each regularly scheduled meeting of Council notifying those in attendance of meetings currently scheduled for the next thirty **(30)** days. These shall include but are not limited to Regular Council Sessions, Special Council Sessions, Public Hearings, and Committee Meetings. The Clerk shall be responsible for posting these advance notifications for the public. The postings shall include the meeting date, meeting time, meeting place, and a brief description of the purpose of the meeting.

~~(Ord. 14-16. Passed 4-4-16.)~~

TEMPORARY ORDINANCE NO. 75-25

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO AMEND PERMANENT ORDINANCE 63-25, THE MANAGEMENT PAY ORDINANCE, AND TO DECLARE AN EMERGENCY

WHEREAS, Permanent Ordinance 63-25 established the benefits, titles, and compensation for management and professional personnel employed by the City of Lancaster, Ohio for the year 2026; and

WHEREAS, the salary listed in Section 3 of Permanent Ordinance 63-25 for the Police Chief and Deputy Police Chief did not account for the correct number of pay periods in 2026 and needs to be corrected; and

WHEREAS, the salary listed in Section 4 of Permanent Ordinance 63-25 for the Fire Chief and Assistant Fire Chief did not account for the correct number of pay periods in 2026 and needs to be corrected; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That City Council hereby amends Permanent Ordinance 63-25, pursuant to Exhibit A attached hereto, to change the hourly, bi-weekly, and annual salary amounts listed in Sections 3 and 4.

SECTION 2. That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this Ordinance is necessary to accurately reflect the appropriate title and pay range for the positions; wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

I, Anitra Scott, Clerk of Council do hereby certify that on _____, 202_ the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council



TEMPORARY ORDINANCE NO. 61-25

PERMANENT ORDINANCE NO. 63-25

AN ORDINANCE TO ESTABLISH THE BENEFITS, TITLES, AND COMPENSATION FOR MANAGEMENT AND PROFESSIONAL PERSONNEL EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2026, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. MANAGEMENT AND PROFESSIONAL PERSONNEL.

The following management and professional positions are approved and established, effective Payroll #1, 2026, in accordance with the department, job title, salary range, and number of employees listed below:

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>RANGE</u>	<u>EMPLOYEES</u>
Auditor	Assistant Auditor	23	1
Cemetery	Maintenance Supervisor	18	1
Code Enforcement	Code Enforcement Director	21	1
Community Development	City Planner	21	1
	Certified Building Manager	23	1
	Grant Manager	18	1
	Zoning Administrator	18	1
Engineering	City Engineer	32	1
	Assistant City Engineer	27	1
Environmental Engineering	Environmental Engineer	30	1
Gas	General Manager	31	1
	Operations Manager	27	1
	Construction Supervisor	19	2
	Compliance/Supply Manager	20	1
Income Tax	Tax Commissioner	24	1
	Asst. Tax Commissioner	19	1
IT/Telecom	IT Director	26	1
	Assistant IT Director	22	1
	GIS Manager	22	1

Law Director	Assistant Law Director	27	1
	Senior Attorney	23	1
	Assistant Prosecutor	21	3
Police Department	Comm Tech Supervisor	13	1
Sanitation	Department Superintendent	25	1
	Assistant Superintendent	19	1
Service-Safety	Service-Safety Director	31	1
	HR Coordinator	16	1
	Facilities Manager	14	1
Storm Water Utility	Storm Water Manager	27	1
	Storm Water Engineer II	23	1
Transportation	Department Superintendent	27	1
	Operations Manager	21	1
	Traffic Control Supervisor	18	1
	Maintenance Supervisor	18	1
Utilities	Department Superintendent	22	1
	Assistant Superintendent	19	1
Water	Department Superintendent	28	1
	Plant Manager	21	2
	Construction Supervisor	18	1
	Distribution Manager	21	1
	Compliance Manager	18	1
Water Pollution Control Department	Superintendent	28	1
	Assistant Superintendent	21	1
	Chemist	19	1

SECTION 2. POLICE CHIEF AND DEPUTY POLICE CHIEF.

The annual compensation for the Police Chief, Deputy Police Chief, effective payroll #1, 2026, shall be as follows:

Police Chief	Hourly	\$	69.085	71.313 (TO 75-25, 12/15/25)
	Bi-weekly	\$	5,526.84	5,705.005
	Annual	\$	149,224.65	154,035.13
Deputy Police Chief	Hourly	\$	64.869	67.276 (TO 75-25, 12/15/25)
	Bi-weekly	\$	5,189.52	5,382.08
	Annual	\$	140,117.04	145,316.16

SECTION 3. FIRE CHIEF AND ASSISTANT FIRE CHIEF.

The annual compensation for the Fire Chief and one Assistant Fire Chief, effective payroll #1, 2026, shall be as follows:

Fire Chief	Hourly	\$	66.829 69.074 (TO 75-25, 12/15/25)
	Bi-weekly	\$	5,346.36 5,525.60
	Annual	\$	144,351.73 149,191.20
Assistant Fire Chief	Hourly	\$	62.750 65.164 (TO 75-25, 12/15/25)
	Bi-weekly	\$	5,020.06 5,212.80
	Annual	\$	135,541.53 140,745.60

SECTION 4. RETIREMENT PICK-UP.

Employees covered by this Ordinance do not receive retirement pension pick-up.

SECTION 5. LONGEVITY PAY.

Employees covered by this Ordinance, who were hired on or after January 1, 2006, are not eligible to receive this benefit.

Full-time employees covered by this Ordinance, who were hired on or before December 31, 2005, shall, after five (5) years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. An employee shall be paid longevity commencing January 1st of the year in which the anniversary of employment with the City occurs.

SECTION 6. PAY SCALE.

The Pay Scale for employees referenced in Section 1 of this Ordinance above, is set forth in the attached Exhibit A. These Pay Scales are effective Payroll #1, 2026.

SECTION 7. SUPERVISOR DISCRETION.

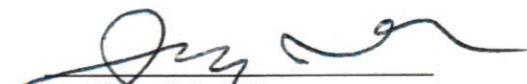
The Service-Safety Director or elected official responsible for supervision of a City department may, in the exercise of his or her sound discretion, adjust the pay step and/or benefits (e.g., vacation leave, personal time, and compensatory time) of an employee covered by this Ordinance in light of that employee's experience, education, performance, or other extenuating circumstances. Any adjustment under this provision must be in writing and, upon delivery to the City Auditor, the adjustment shall be made as soon as practicable.

SECTION 8. FORCE AND EFFECT.

This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the continued and uninterrupted services by the City of Lancaster. Wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: 12-1-2025 after 3 reading. Vote: Yeas 10 Nays 0

Approved: December 1, 2025



President of Council

Clerk: 



Mayor

Offered by: 

Second by: 

Requested by Finance Committee

TEMPORARY ORDINANCE NO. 76-25

PERMANENT ORDINANCE NO. _____

AN ORDINANCE TO AMEND PERMANENT ORDINANCE 64-25, THE NON-UNION PAY ORDINANCE, AND TO DECLARE AN EMERGENCY

WHEREAS, Permanent Ordinance 64-25 established the benefits, titles, and compensation for those employees who are not members of the recognized bargaining units employed by the City of Lancaster, Ohio for the year 2026; and

WHEREAS, intended changes to employee positions and pay ranges in the Municipal Court Clerk's Office were not reflected in Permanent Ordinance 64-25 and now need to be corrected; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Permanent Ordinance 64-25 is hereby amended, pursuant to Exhibit A, attached hereto.

SECTION 2. That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this Ordinance is necessary to accurately reflect the appropriate pay ranges and positions within the department; wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee

I, Anitra Scott, Clerk of Council do hereby certify that on _____, 202_ the Lancaster Eagle Gazette published the summary of this ordinance in accordance with Ohio Revised Code 731.24.

Clerk of Council



TEMPORARY ORDINANCE NO. 62-25*

PERMANENT ORDINANCE NO. 6425

AN ORDINANCE TO ESTABLISH BENEFITS, TITLES, AND COMPENSATION FOR THOSE EMPLOYEES WHO ARE NOT MEMBERS OF THE RECOGNIZED BARGAINING UNITS EMPLOYED BY THE CITY OF LANCASTER, OHIO FOR THE YEAR 2026, AND TO DECLARE AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. NON-UNION PERSONNEL.

The following non-union positions are approved and established, effective Payroll #1, 2026, in accordance with the department, job title, salary range, and number of employees listed below:

<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>RANGE</u>	<u>EMPLOYEES</u>
Auditor	Finance Specialist	J	3
	Payroll Specialist	J	1
Cemetery	Administrative Assistant I	D	1
Code Enforcement	PT Code Enforcement Inspector	J	2
	Code Enforcement Inspector	J	1
Community Dev.	Administrative Assistant II	G	1
	Permit Clerk	G	1
	Certified Inspector (Building)	L	2
	Housing Program Coordinator	G	1
	PT Grant Finance Specialist	J	1
	Program Coordinator	J	1
	Zoning Inspector	L	2
Engineering	Office Manager	J	1
	Engineer I	K	1
	Right-of-Way Manager	L	1
	<i>*When Right-of-Way Manager is acting as the Public Improvement Inspector</i>	P	
Fire	Administrative Assistant III	I	1
	Administrative Assistant II (part-time)	G	1
Gas	Administrative Assistant II Office Manager	G J	1
	Engineering Technology & Econ Development Technician	L	1

Income Tax	Tax Auditor	J	3
	PT Tax Clerk	A	1
IT/Telecom	Administrative Assistant II	G	1
	IT Specialist II	H	1
	IT Specialist III	J	1
	Fiber Maintenance Specialist	J	1
	GIS Specialist	L	1
Law Director	Clerical Assistant	B	1
	Paralegal	H	3
	Office Manager	I	1
Mayor	Executive Assistant	L	1
Municipal Court-Clerk	Deputy Clerk, I	A	3 4 (TO 76-25, 12/15/25)
	Deputy Clerk, II	C	6
	Deputy Clerk, II	E	1
	1 st Deputy/Civil	E F	1 (TO 76-25, 12/15/25)
	1 st Deputy/Criminal	F	1
	1 st Deputy/Traffic	F	1
	Administrative Assistant	L	1
	Chief Deputy Clerk	N	1
Police	Administrative Assistant III	I	1
Sanitation	Administrative Assistant II	G	2
Service-Safety	Office Manager	J	1
Storm Water Utility	Office Manager	J	1
	Storm Water Inspector	I	1
	Storm Water Specialist III	J	1
Transportation	Administrative Assistant II	G	1
Treasurer	Finance Specialist	J	1
Utilities	Customer Service Manager	H	1
Water	Administrative Assistant II	G	1
WPC	Administrative Assistant II	G	1

SECTION 2. PAY SCALE.

The Pay Scale for employees referenced in Section 1 of this Ordinance above, is set forth in the attached Exhibit A. The Pay Scale is effective Payroll #1, 2026.

SECTION 3. RETIREMENT PICK-UP.

Employees under this Ordinance do not receive retirement pension pick up.

SECTION 4. LONGEVITY PAY.

Employees covered by this ordinance, who were hired on or after January 1, 2006, are not eligible to receive this benefit.

Full-time employees covered by this Ordinance, who were hired on or before December 31, 2005, shall, after five years of continuous service with the City, receive a \$3.25 bi-weekly payment for each year of service. An employee shall be paid longevity pay commencing January 1st of the year in which the anniversary of employment occurs.

SECTION 5. SUPERVISOR DISCRETION.

The Service-Safety Director or elected official responsible for supervision of a City department may, in the exercise of his or her sound discretion, adjust the pay step and/or benefits (e.g., vacation leave, personal time, and compensatory time) of an employee covered by this Ordinance in light of that employee's experience, education, performance, or other extenuating circumstances. Any adjustment under this provision must be in writing and, upon delivery to the City Auditor; the adjustment shall be made as soon as practicable.

SECTION 6. FORCE AND EFFECT.

This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the continued and uninterrupted services by the City of Lancaster. Wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: 12-1-2025 after 3 reading. Vote: Yeas 10 Nays 0

Approved: December 1, 2025

Clerk: [Signature]

[Signature]
President of Council
Don H. McJannet
Mayor

Offered by: [Signature]

Second by: [Signature]

Requested by Finance Committee