The Village

MINUTES
Sheffield Village Council Meeting
Monday, January 26, 2026 at 7PM

Mayor called the meeting to order at 7:03 pm

ROLL CALL
Cynthia Conrad, John D. Hunter, Scott Pederson, Robert Yarber, Matthew Bliss, Mitchell Carr

MOMENT OF SILENCE / PRAYER/PLEDGE TO THE FLAG

The mayor stated that in the Building and Lands and Finance committee meetings prior to this council meeting they discussed the need for Ordinance 3006 to be added to the agenda so that preliminary expenditures for the new service complex can begin. Looking for a motion to add legislation number 3006.
Cynthia Conrad moved to add ordinance 3006 to the agenda
Matthew Bliss seconded the motion
Motion carried 6-0

MINUTES
John Hunter moved to accept and approve the minutes from the regular Council meeting on 01.12.26.
Scott Pederson seconded the motion
Motion carried 6-0

ADMINISTRATIVE None

CORRESPONDENCE None

REPORT OF STANDING COMMITTEES:
Buildings & Land John D. Hunter The committee met this evening to get an update on the new service building complex. Village Administrator gave a report on what steps have been taken to date with cost of said projects. Ordinance #3006 had been added to this agenda to appropriate the funds that were removed last month in the permanent budget $500,000 Capital projects fund and $200,000 General Fund. We will get updates as we proceed. Thanks to all who cooperated in this meeting.
Community Development N/A
Finance & Insurance Robert Yarber Jr. Finance Committee met prior to this meeting. Fiscal office provided an update and will prepare a forecast for revenues for the February meeting. We accepted the Building and Lands $700,000 appropriation ordinance to be added to the agenda. Next meeting is February 23, 2026 @ 6:30 pm
Parks & Recreation Scott Pederson Park survey is being prepared by Dru Sexton. This one will be a shorter survey, approximately 15 questions. Hopefully this will get more responses from residents to obtain their input.
Safety Matthew Bliss No report
Utilities, Streets & Drains Cynthia Conrad No report

LEGISLATION

ORDINANCE NO. 2990: AN ORDINANCE AMENDING TABLE 1107-3 AND ESTABLISHING SECTION 1107.06(w) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF SHEFFIELD REGARDING DATA WAREHOUSES

1st Reading 09.22.25
2nd Reading 10.27.25
Tabled 11.10.25 to 03.09.26

Mayor indicated there will be a Committee of the Whole meeting to discuss this in the future and they will bring in experts. Mayor, Yarber and Gallo will be participating in an OML zoom meeting about data centers. If anyone is interested, please let him know and he will forward the meeting link.

ORDINANCE NO. 2992: AN ORDINANCE AMENDING TABLE 1107-3 AND SECTION 1107.06(r)(1) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF SHEFFIELD REGARDING SHORT-TERM RENTALS

1st Reading 09.22.25
2nd Reading 10.27.25
Tabled 11.10.25
Tabled 11.24.25
3rd Reading 01.26.26

Mayor suggested that this ordinance be tabled again until March 9, 2026.
John Hunter moved to table gain until March 9, 2026.
Mitchell Carr seconded the motion
Motion carried 6-0

ORDINANCE NO. 2995: AN ORDINANCE BY THE COUNCIL OF THE VILLAGE OF SHEFFIELD AMENDING THE ZONING CLASSIFICATION OF PORTIONS OF LORAIN COUNTY PERMANENT PARCEL NUMBERS 03-00-008-000-004, 03-00-008-000-010, 03-00-008-000-011, 03-00-008-000-022, AND 03-00-008-000-023 FROM AN R ZONING DISTRICT TO AN M-1 ZONING DISTRICT AND PARCEL NUMBER 03-00-008-000-004 AND 03-00-008-000-011 FROM AN R ZONING TO A C-3 ZONING DISTRICT

1st Reading 10.27.25
2nd Reading 11.10.25
Tabled 11.24.25
Tabled 12.08.25 to 02.09.26

Last meeting a Committee of the Whole meeting was set for January 29, 2026, but had to be cancelled due to the chairman becoming unavailable to attend.
Robert Yarber suggested to reschedule Comm of the Whole meeting to February 9, 2026 at 6:00 pm
Mitchell Carr moved to reschedule meeting to February 9, 2026 at 6:00 pm
Scott Pederson seconded the motion
Motion carried 6-0

ORDINANCE NO. 3004: AN ORDINANCE ADOPTING A POLICY FOR THE VILLAGE OF SHEFFIELD TO PERMIT USE OF VILLAGE-OWNED VEHICLES AND THE DECLARING OF AN EMERGENCY

1st Reading 01.12.26
2nd Reading 01.26.26
3rd Reading _____

This item had previously been set for the Committee of the Whole meeting on January 29, 2026, which had to be cancelled, therefore it will be added to the agenda on the February 9, 2026 meeting.

ORDINANCE NO. 3005: AN ORDINANCE ESTABLISHING CHAPTER 1355 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF SHEFFIELD CREATING A VACANT BUILDING ENFORCEMENT PROGRAM

1st Reading **01.26.26**
2nd Reading _____
3rd Reading _____

John Hunter asked if it could be discussed. This is a good idea, but who will be responsible for doing inspections? Will both the fire department and service departments be involved? Will there be a fine?
Law Director indicated there already is a penalty.
John Hunter stated it still needs clarification

Law Director read the appropriate sections of 1355.99 and 1331.99 regarding the Village Administrator, or his designee shall be responsible for overseeing and enforcing this.

ORDINANCE NO. 3006: AN ORDINANCE TO INCREASE APPROPRIATIONS AND EXPENDITURES FOR THE VILLAGE OF SHEFFIELD FOR FY2026 AND DECLARING AN EMERGENCY.

1st Reading **01.26.26**
2nd Reading _____
3rd Reading _____

John Hunter moved to suspend the rules
Matthew Bliss seconded the motion
Scott Pederson stated we just got this today, would like to wait.
John Hunter stated this project has been delayed too long. This ordinance is only re-appropriating funds that were removed from the 2026 budget last month. These amounts had been included in the budget for several years. In 2020, council passed legislation to issue bonds to build the service building, but never moved forward. This is long overdue.
Robert Yarber asked if there was a risk to any of the steps if this is delayed.
Fiscal Officer indicated that a purchase order for Bramhall for all the engineering work, cannot be opened until funds are appropriated.
Called for the question to suspend the rules
Motion carried 5-1 (Pederson dissenting)
Matthew Bliss moved to approve
Mitchell Carr seconded the motion
Called for the question.
Mr. Pederson wanted to abstain
Law Director explained that you must have a specific reason for abstaining from a vote. If you do not and abstain, your vote will be counted with the majority vote.
Motion carried 5-1 (Pederson dissenting)

EXECUTIVE SESSION

Mayor asked for a motion to move executive session to end of meeting
Cynthia Conrad moved that we finish rest of agenda items before going into executive session
John Hunter seconded the motion
Motion Carried

MISCELLANEOUS BUSINESS

Fiscal Officer's Report — No report
Mayor's Report — Mayor presented Khalil Whitworth with the Employee of the Month certificate. Thankful for Khalil and all his hard work and dedication to the village.
Thanks to the Fire/Police/Service departments during the storm. They all did an exceptional job.
We had Finance report before regular meeting. In 2025, the general fund started the year with $7.2 million and ended with over $8.6 million. $1.4 increase in balance. Concerns moving forward with Ford holding off on production, but other obligations may have an impact on things. Retreat at French Creek

will bring in additional permit fees and income tax from construction project. Working closely with Tony Gallo to bring new businesses or assist in business expansion. All kinds of things are happening.
Also, provided the Building department December report of fees collected.

Village Administrator: No report
Fire Chief: No report
Police Chief: No report
Econ Dev: No report
Council:

Scott Pederson would like to make a motion to upgrade video and recording equipment in council chambers to post meetings on website. The village is only 1 of 3 in the county that does not do this. Would like to have meeting minutes on website for transparency.

Mayor indicated this is currently being worked on, so no motion is needed. We are also getting a new website and there will be a page for council meetings and minutes.
Scott Pederson asked how long before new website is operational
Mayor expected that it would be three months. Going from 200 pages on current website to 6 or 7 pages.
Tony Gallo: Would this be posted live or after meeting?
Scott Pederson: After
John Hunter: Congratulations to Employee of the Month. Commend service department on the plowing – they did an excellent job. Also comment the police department for all the calls for service responded to during the storm. Concur with Scott about recording the meetings. Thanks to council for supporting the building project appropriation. Commend Village Administrator and mayor for getting more things done on the building project than I did in 16 years as mayor.
Mitchell Carr: Ford employees are voting on new contract tomorrow.

Comments – limited to 3 minutes
No one was signed up
Only member of the audience stated great job on roads with snow removal

Robert Yarber made a motion to move into executive session to discuss pending litigation.
Matthew Bliss seconded the motion
Motion carried 6-0

Executive Session held

Robert Yarber made a motion to end executive session and return to the regular meeting
John Hunter seconded the motion
Motion carried 6-0

Regular meeting returned at 8:17 om

Matthew Bliss made a motion to move into executive session to discuss employee compensation
Cynthia Conrad seconded
Motion carried 6-0

Matthew Bliss moved to end executive session and return to the regular meeting
John Hunter seconded the motion
Motion carried 6-0

Regular meeting returned at 8:29 pm

Mitchell Carr moved to adjourn the meeting
John Hunter seconded the motion
Motion carried 6-0

2-9-2026
Approved

Karen Shawver
Karen Shawver, Fiscal Officer

R.C.
Robert Markovich, Mayor