

John Hamilton requested **a moment of silence in memory of John Ginty who served on the city commission from 2000 – 2003 and recently died.**

John Hamilton **called the meeting to order** at 5 p.m. after the **Invocation**, given by Diedre Cole, and the **Pledge of Allegiance**.

The clerk called **the roll** and the following Commissioners responded: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton.

**Upon motion of Pervis Brown and second of Julie Farrar, the commission voted to excuse Wesley Poole. The President declared the motion passed.**

**City staff present:** Jim Lang – Interim Police Chief, Jim Green - Fire Captain, Scott Miller – General Services Director, Carrie Handy – Planner, Thomas Schwan – Transit Administrator, Tom Whitted – IT Manager, Don Icsman – Law Director, Nicole Ard - City Manager, Hank Solowiej – Finance Director and Kelly Kresser – Commission Clerk.

**Upon motion of Pervis Brown and second of Julie Farrar, the commission voted to approve the minutes of the February 13, 2012, meeting and dispensed with the oral reading. The President declared the motion passed.**

#### **AUDIENCE PARTICIPATION** (*agenda items only*)

Tim Schwanger, 362 Sheffield Way, congratulated the new city commissioners. He asked if there are plans for Lions Park, Phase III - the paving and reconstruction of the main roadway leading into the park. Nicole Ard said there are future phases planned and John Hamilton said the city will progress as money becomes available.

Glenn Szatala, IAFF President, urged affirmative passage of Item #5 for the annual fire fighter physicals in the Sandusky Fire Department.

#### **PRESENTATIONS**

Thomas Schwan provided the **2011 annual report for the Sandusky Transit System (STS)** noting completion of his first full year in charge of the system. A three-year contract was awarded to MV Transportation with a one-year option and the city is secure with its transportation provider. Ridership increased 42% from the previous year at 145,369 trips. The cost per mile to the city is \$3.99 and the direct cost per trip is \$10.59. STS provided 60,145 demand response rides and 15,051 were for the elderly or disabled. The Sandusky-Perkins Area Ride Connection (SPARC) system was created in 2009 and is a fixed, one-hour loop with approximately 20 bus stops on each route. Ridership on SPARC I showed an 18% increase in 2011 while SPARC II ridership - in its first year – provided 45,711 trips; the SPARC routes are used for travel to and from many job sites. The average number of daily trips is 149 and a total of 17,976 job related trips were provided in 2011. SPARC funding comes from the Job Access and Reverse Commute (JARC) grant to provide rides from low income areas to job areas and has doubled for the year 2012 and is being used to help develop a third SPARC route. Thomas Schwan provided SPARC maps showing how the routes have progressed and included pictures of the vehicles and their wraps. 2011 was a successful year for the STS with a 42% increase in ridership. The bus stop shelters are a spring project and funding is already in place. The first steps have been taken to upgrade the transit facility security plan including the addition of fencing, lighting and security cameras. SPARC III will be designed for park and job locations on the west side of town. Coordinated transportation services are more important than ever and funding is often overlooked. Pervis Brown asked about ridership to the hospital and to doctor's offices and Thomas Schwan said this accounts for approximately 25% of all trips. This is higher in the demand response system than in the SPARC system. John Hamilton asked how many vehicles are on the road at any given time and Thomas Schwan said as an average, there are normally 14 – 15 vehicles on the road at one time. Diedre Cole said she is intrigued with the job related statistics and noted the rides provided for jobs on SPARC I and II could be combined for a total of 33,000 job-related trips. Diedre Cole said the majority of the STS fleet vehicles use gasoline and asked how the recent gas price increases affect the STS operation. Thomas Schwan said the city changed how it is billed for fuel in the most recent contract to help lower the cost of fuel. The two diesel vehicles in the fleet use approximately 8 – 10 miles to each gallon and smaller vehicles are not an option for this area. Diedre Cole said she and Thomas Schwan will be attending a transportation summit in Toledo on March 30 and Thomas Schwan said this is an opportunity to see what is available to spend our money in

the best way and to best serve the needs of the clients. Thomas Schwan is working with the Ohio Public Transit Administration regarding funding. Diedre Cole said this summit is hosted by the Toledo Metropolitan Area Council of Governments and the cost is \$60 per attendee.

John Hamilton recognized **Hank Solowiej and the Finance Department staff for receiving the Government Finance Officer Association Certificate of Achievement for excellence in financial reporting for the city's 2010 Comprehensive Annual Finance Report.**

#### **CURRENT BUSINESS**

**Upon motion of Diedre Cole and second of Pervis Brown, the commission voted to accept all communications. The President declared the motion passed.**

#### **ITEM #1 – Submitted by Thomas Schwan, Transit Administrator**

**Budgetary Information:** There is no additional cost associated with this resolution. It is intended to cooperatively plan for the future of transit services in Sandusky, Erie County political subdivisions and local agencies.

**RESOLUTION NO. 004-12R:** It is requested a resolution be passed **in support of the Erie County Board of Developmental Disabilities filing an application to the Ohio Department of Development for the Local Government Innovation Fund (LGIF) program and to participate as a collaborative partner;** and declaring that this resolution shall take immediate effect in accordance with Section 14 of the city charter.

**Upon motion of Diedre Cole and second of Pervis Brown, the commission voted to adopt this Resolution under suspension of the rules and in accordance with Section 14 of the city charter. Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed. Roll call on the Resolution: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the Resolution passed.**

#### **ITEM #2 – Submitted by Todd J. Roth, P.E., P.S.**

**Budgetary Information:** The original contract amount was \$894,203. Change Order #1 is a deduct in the amount of \$36,503 for options B and D which are items that are covered under the general trades portion of the contract. The revised contract amount will be \$857,700 with \$99,618 from the water fund, \$110,092 from the sewer fund, \$70,000 from the land and water conservation grant, \$2,892 from the Sandusky/Erie County Community Foundation grant and \$575,098 from community development block grant funds.

**ORDINANCE NO. 12-017:** It is requested an ordinance be passed **authorizing and directing the city manager to approve the first change order for work being performed by Kelstin, Inc., of Shelby, Ohio, for the Lions Park project, phase II and to deduct the contract amount by \$36,503 in relation thereto;** and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**Upon motion of Keith Grohe and second of Julie Farrar, the commission voted to adopt this Ordinance under suspension of the rules and in accordance with Section 14 of the city charter. Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed. Roll call on the Ordinance: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the Ordinance passed.**

#### **ITEM #3 – Submitted by Todd J. Roth, P.E., P.S.**

**Budgetary Information:** The project cost based on bids, including advertising is \$30,330.20. A check in the amount of \$21,616 has been received from the city's insurance carrier and the project will be partially paid out of those proceeds. The remaining balance of \$8,714.20 will be paid with funds from the Golf course operating budget.

**ORDINANCE NO. 12-018:** It is requested an ordinance be passed **authorizing and directing the city manager to enter into a contract with Feick Contractors, Inc. of Sandusky, Ohio, for the Mills Creek Golf Course club house roof repair project;** and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**Upon motion of Jeff Smith and second of Julie Farrar, the commission voted to adopt this Ordinance under suspension of the rules and in accordance with Section 14 of the city charter.**

*Discussion:* Pervis Brown and Julie Farrar both said they are excited a local business is able to receive this contract.

**Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed. Roll call on the Ordinance: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the Ordinance passed.**

**ITEM #4 – Submitted by Jane E. Cullen, Engineering Technician**

**Budgetary Information:** The force account estimate for work to be performed by Norfolk Southern Railway is \$146,850, to be paid with city capital funds.

**ORDINANCE NO. 12-019:** It is requested an ordinance be passed **authorizing and directing the city manager to enter into an agreement with the Norfolk Southern Railway Company for necessary services related to the Camp Street underpass rehabilitation project and to expend funds as necessary pursuant to the agreement;** and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**Upon motion of Keith Grohe and second of Pervis Brown, the commission voted to adopt this Ordinance under suspension of the rules and in accordance with Section 14 of the city charter.**

*Discussion:* Julie Farrar said she is glad this project is getting started.

**Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed. Roll call on the Ordinance: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the Ordinance passed.**

**ITEM #5 – Submitted by Paul E. Ricci, Fire Chief**

**Budgetary Information:** Firelands Corporate Health Center is the sole provider in Erie County for the contractually required annual testing for fire fighters. Firelands Corporate Health Center maintains the firefighters' medical charts and current testing is based upon what each fire fighter had tested for in the immediate prior year which means not all fire fighters need to have all tests done which is a cost savings to the city. The total estimated cost for the medical examinations is not to exceed \$38,572.10. The cost for the exams is included in the proposed fire department 2012 budget. This amount includes the six (6) additional fire fighters that were hired through the SAFER grant.

**ORDINANCE NO. 12-020:** It is requested an ordinance be **passed authorizing and directing the city manager to expend funds to Firelands Regional Medical Center, Firelands Corporate Health Center of Sandusky, Ohio, for annual medical examinations and fit for duty testing to be completed for the Sandusky Fire Department in CY 2012;** and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**Upon motion of Keith Grohe and second of Julie Farrar, the commission voted to adopt this Ordinance under suspension of the rules and in accordance with Section 14 of the city charter. Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed. Roll call on the Ordinance: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the Ordinance passed.**

**ITEM #6 – Submitted by Hank S. Solowiej, CPA, Finance Director**

**Budgetary Information:** The urban renewal temporary bonds are for an amount not to exceed \$2,700,000 to provide monies to retire the current urban renewal temporary bonds maturing on April 3, 2012.

**Upon motion of Pervis Brown and second of Keith Grohe, the commission voted to accept the fiscal officer's certificate. Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed.**

**ORDINANCE NO. 12-021:** It is requested an ordinance be passed **providing for the issuance and sale of urban renewal temporary bonds in the maximum principal amount of \$2,700,000, in anticipation of the issuance of definitive urban renewal bonds, for the purpose of paying costs of city urban renewal project activities in the bayfront urban revitalization area, providing for the pledge of the full faith and**

**credit of the city to pay debt charges on the temporary bonds and the definitive bonds, and declaring an emergency.**

**Upon motion of Pervis Brown and second of Julie Farrar, the commission voted to adopt this Ordinance under suspension of the rules and in accordance with Section 14 of the city charter.**

*Discussion:* John Hamilton asked for clarification about this reissuance of bonds in the amount of \$2,700,000 so that others can be retired and Hank Solowiej said this is for work performed in 2009 related to Paper District Marina project. Hank Solowiej said the city is working with the bank which has the current issue to save some money rather than having another rating from Moody's.

**Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed. Roll call on the Ordinance: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the Ordinance passed.**

#### **ITEM #7 – Submitted by Kelly L. Kresser, Commission Clerk**

A notice has been submitted to the City of Sandusky from the Ohio Division of Liquor Control, requesting a **new D5J liquor license for Pier 684 LLC, dba Pier 684, 701 East Water Street, Sandusky.** It is requested the clerk notify the Ohio Division of Liquor Control that the city has no objections to this request.

**Upon motion of Jeff Smith and second of Diedre Cole, the commission voted for the commission clerk to notify the Ohio Division of Liquor Control the city has no objection to this request.**

*Discussion:* Julie Farrar said she is encouraged the former Damon's property did not sit vacant for a long time and likes the name of the new restaurant.

**Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed.**

#### **CITY MANAGER'S REPORT**

**Upon motion of Jeff Smith and second of Julie Farrar, the commission voted to accept a donation from Grace Episcopal Church in the amount of \$250 for the fire department's trust fund. The President declared the motion passed.**

Nicole Ard said the city commissioners must be **NIMS certified to help the Sandusky Fire Department and Police Department during times of emergency preparedness.** This training is for a small, but important, role for the elected officials and will be provided by staff in the fire department unless the commissioners prefer to take the online course.

Nicole Ard said the **Huron city manager and council members are interested in meeting with their Sandusky counterparts** to discuss various items (i.e. water) and to share with her any ideas or topics for discussion during the next week.

Nicole Ard provided a **listing of different activities and meetings** she has attended since the last city commission meeting.

Nicole Ard said Amanda Meyers working with **Greener Corners to implement the first recycle containers of its kind in the State of Ohio.**

Nicole Ard said the city has received word about the **receipt of several grants for environmental purposes.**

#### **OLD BUSINESS**

John Hamilton said the **city is still accepting applications for the Police Chief Selection Committee** and will be accepting them until the next city commission meeting.

John Hamilton said a **strategic planning session** will take place on Saturday, March 10 beginning at 9 a.m. at the Sandusky Library's program room. Jerry Garrett will facilitate.

**Upon motion of Pervis Brown and second of Julie Farrar, the commission voted to purchase seven (7) Netbook computers for the city commissioners' use.**

*Discussion:* Pervis Brown said he believes all of the city commissioners have had the opportunity to use these Netbooks. John Hamilton asked if this motion is for the base units themselves or with all items listed on the quotation. Julie Farrar suggested eliminating the Microsoft Office Home & Business 2010 which is \$179/unit. Kelly Kresser said this is a State Cooperative Purchasing bid price which was obtained by Don Rumbutis and this item could be added or deducted from each unit and the price adjusted accordingly. Tom Whitted recommended the software be purchased so that Power Point presentations, Word and Excel files can be opened and used; the computer will not do much without the software. Julie Farrar said so long as the cost of \$4,323 is not an issue, perhaps the software should be included. John Hamilton said this is a starting point and these units should have a useful life of four years. Julie Farrar said the cost is \$617 per unit.

**Roll call on the motion: Yeas: Diedre Cole, Keith Grohe, Jeff Smith, Julie Farrar, Pervis Brown and John Hamilton, 6. The President declared the motion passed.**

Diedre Cole said the **Safe Routes to School Committee** recently coordinated a parent survey and received over 800 responses. There is a meeting next month to review the next steps of the grant process.

John Hamilton said **Thomas Fortin is still interested in pursuing development of the Keller Building** and there are issues with the chimney that have to be worked out. The chimney may have to be taken down.

Nicole Ard said Jim Lang will meet with George Poulos tomorrow to put together cost estimates and more detailed information for the **police department facility improvements**.

#### **NEW BUSINESS**

**Upon motion of Diedre Cole and second of Jeff Smith the commission voted to hold an executive session regarding the city commission.**

*Discussion:* Don Icsman said he did not know anything about this, but believes it should be called for personnel, city commission.

**Roll call on the motion: Yeas: Jeff Smith, Pervis Brown and John Hamilton, 3. Nays: Diedre Cole, Keith Grohe and Julie Farrar, 3. The President declared the motion fails.**

Diedre Cole said the commission would like to discuss its **Rules of Order** and believes this discussion should take place in public.

Under **Audience Participation**, the following persons offered their comments:

Andy Ouriel, 314 West Market Street, asked if there are any updates regarding the Police Chief Selection Committee and John Hamilton said this committee will be put together and it is estimated the process to select a new police chief will take approximately six months. Andy Ouriel said there has not been a written response to the NAACP regarding complaints about the police department's policies and procedures. He asked if there will be a review of the police department based upon this request and John Hamilton said the city will be providing an answer. Andy Ouriel asked if the commission would like to move forward with an internal investigation based upon these complaints. Nicole Ard said after the last city commission meeting, she responded to Andy Ouriel and has spoken with the co-chairs of the NAACP to move forward with their request. Andy Ouriel said Jim Lang has stated the NAACP's concerns are unfounded and asked Nicole Ard if she concurred. Nicole Ard said she is working together with the NAACP to address their concerns. John Hamilton said these concerns should be looked into. Andy Ouriel asked for clarity about the closure of Shoreline Drive and the approximate timeframe. John Hamilton said it must be determined where the falling debris is coming from and the Keller Building is getting weaker and weaker during periods of high winds.

Tim Schwanger, 362 Sheffield Way, asked when the street improvements will be made at the entrance to Lions Park. John Hamilton said this would be a question for Todd Roth and can be provided at a later date.

Glenn Szatala, Sandusky Fire Fighters IAFF Local 327, read a letter to the city commission about the proposed charter amendment submitted by the Move Sandusky Forward Committee. The IAFF took a position, by unanimous vote, to endorse defeat of this issue at their February meeting. This letter addressed the means to terminate a city manager via a vote of the city commission rather than through a recall election or waiting for the term of a city manager to end. The proposed charter change is an attempt to establish a strong mayor form of government directly elected by the voters for a four-year term in office. The election for a new city manager in the charter change proposal calls for an election to take place during an even-numbered year which is in conflict with the State of Ohio's Constitution.

**Upon motion of Diedre Cole and second of Julie Farrar, the commission voted to adjourn the meeting. At 6:04 p.m., John Hamilton announced adjournment of the regular session.**

---

Kelly L. Kresser  
Clerk of the City Commission

---

John F. Hamilton  
President of the City Commission