

Jeff Smith asked for a moment of silence in memory of Mike Kresser who served on the city commission from 1986 – 1993 and 1998 – 2005.

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

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

City staff present: Jim Lang – Interim Police Chief, Jim Green – Fire Department Captain, Carrie Handy – Planner, Don Icsman – Law Director, Nicole Ard - City Manager, Hank Solowiej – Finance Director and Thomas Schwan – Transit Administrator.

Upon motion of Jeff Smith and second of Julie Farrar, the commission voted to approve the minutes of the January 14 and January 22 meetings and suspend the oral reading. The President declared the motion passed.

AUDIENCE PARTICIPATION *(agenda items only)*

None.

CURRENT BUSINESS

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

ITEM #1 – Submitted by Scott Miller, Director of General Services

Budgetary Information: The city is responsible for the disposition of unneeded personal property to promote operational efficiency. Using public internet auction for the disposal of unneeded vehicles and equipment will generate more revenue and will make items available to a larger community of potential buyers.

RESOLUTION NO. 002-13R: It is requested a resolution be passed declaring the intent of the City of Sandusky to dispose of personal property and equipment as having become obsolete, unnecessary or unfit for city use through internet auctions during the calendar year 2013; and declaring that this resolution shall take immediate effect in accordance with Section 14 of the city charter.

Upon motion of Pervis Brown and second of Diedre Cole, the commission voted to approve this resolution according to Section 14 of the city charter. Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. Roll call on the resolution: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the resolution passed.

ITEM #2 – Submitted by Scott A. Miller, Director of General Services

Budgetary Information: No general fund money will be required for this purchase. This purchase has been budgeted for in the water fund and sufficient funds are available to purchase the vehicle.

ORDINANCE 13-004: It is requested an ordinance be passed declaring a 2000 Chevrolet Astro van, VIN #1GDCM19WOYB215039, as unnecessary and unfit for city use pursuant to Section 25 of the city charter; authorizing and directing the city manager to purchase one 2013 Dodge Ram Compact Cargo van tradesman from Key Chrysler and Jeep, Inc., of Xenia, Ohio, through the State of Ohio Department of Administrative Services cooperative purchasing program for the water distribution division; 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 Wesley Poole, the commission voted to approve this ordinance according to Section 14 of the city charter. Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. Roll call on the ordinance: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the ordinance passed.

ITEM #3 – Submitted by Carrie R. Handy, Chief Planner

Budgetary Information: The City of Sandusky will award Community Action Commission of Erie, Huron and Richland Counties, Inc. (CACEHR) \$100,000 to provide emergency home repairs and accessibility modifications to low- and moderate income single-family homeowners in Sandusky under the rules and regulations of the Community Development Block Grant program. The maximum assistance is \$7,999 per household. CACEHR is providing \$28,510 from other local and government program funding sources. There is no impact to the city's general fund.

ORDINANCE NO. 13-005: It is requested an ordinance be passed **authorizing and directing the city manager to enter into a subrecipient agreement with the Community Action Commission of Erie, Huron and Richland Counties, Inc., and to expend an amount not to exceed \$100,000 from the FY 2012 Community Development Block Grant funds;** and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

Upon motion of Julie Farrar and second of Diedre Cole, the commission voted to approve this ordinance according to Section 14 of the city charter.

Discussion: Pervis Brown said he will abstain from voting on this item as he is a member of the Community Action Commission Board.

Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 6. Abstain: Pervis Brown, 1. Roll call on the ordinance: Yeas: Jeff Smith, Julie Farrar, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 6. Abstain: Pervis Brown, 1. The President declared the ordinance passed.

ITEM #4 – Submitted by Douglas A. Keller, Water Services Superintendent

Budgetary Information: The cost for this work is \$32,250 and will be paid out of the water fund.

ORDINANCE NO. 13-006: It is requested an ordinance be passed **authorizing and directing the city manager to expend the necessary funds for the emergency repair work performed at the Big Island Water Works by Speer Bros., Inc., of Sandusky, Ohio, in the amount of \$32,250;** 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 Keith Grohe, the commission voted to approve this ordinance according to Section 14 of the city charter. Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. Roll call on the ordinance: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the ordinance passed.

ITEM #5 – Submitted by Thomas Schwan, Transit Administrator

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

ORDINANCE NO. 13-007: It is requested an ordinance be passed **authorizing and directing the city manager to enter into a lease agreement with Serving Our Seniors, for the purpose of leasing a 2007 Ford wheelchair accessible passenger van for the Sandusky Transit System;** 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 Jeff Smith, the commission voted to approve this ordinance according to Section 14 of the city charter. Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. Roll call on the ordinance: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the ordinance passed.

CITY MANAGER'S REPORT

Upon motion of Jeff Smith and second of Pervis Brown, the commission voted to accept a donation in the amount of \$25 from Hank Solowiej and family for the police department trust fund in memory of former Commissioner Mike Kresser.

Discussion: Nicole Ard expressed her condolences to the Kresser family upon the death of Mike Kresser.

The President declared the motion passed.

Upon motion of Jeff Smith and second of Wesley Poole, the commission voted to accept a donation of 33 kitchen fire extinguishers from Home Depot for the Sandusky Fire Department for raffles and fire extinguisher classes. The President declared the motion passed.

Upon motion of Diedre Cole and second of Julie Farrar, the commission voted to accept a donation in the amount of \$25 from Jeremy Mohler for the 2013 Coaster Classic Fastpitch softball tournament. The President declared the motion passed.

Upon motion of Jeff Smith and second of Julie Farrar, the commission voted to accept a donation in the amount of \$150 from Kathleen Jensen to plant a Ginkgo tree in memory of her late husband, Eric, in Lions Park. The President declared the motion passed.

Upon motion of Jeff Smith and second of Pervis Brown, the commission voted to accept a donation in the amount of \$450 from Robert and Cynthia Hare to be deposited into the Green Fund. The President declared the motion passed.

Upon motion of Keith Grohe and second of Diedre Cole, the commission voted to accept a donation in the amount of \$400 from George Mylander for the fire department trust fund. The President declared the motion passed.

Upon motion of Diedre Cole and second of Pervis Brown, the commission voted to accept a donation in the amount of \$400 from George Mylander for the police department trust fund. The President declared the motion passed.

Nicole Ard **congratulated Sgt. Tracey Susana and her husband Ron Susana (retired SPD) for coordinating the Polar Plunge** this past weekend which helped to raise over \$30,000; \$8,000 of which came from the Sandusky Police Department's Popsicle Team.

Nicole Ard thanked staff and commissioners who helped with the **United Way campaign** and said city employees donated \$4,152 to support the community through local agencies.

Nicole Ard said she recently signed **agreements with educational institutions for public safety training. Students at Ehope, and other schools,** will be able to learn about our equipment through supervision of staff in the fire department.

Nicole Ard said information will be presented at the next commission meeting by George Poulos regarding the **Ohio Regional Development Corporation**. This is the company which currently helps the city with applications for housing rehabilitation funds. They are performing background work with the State of Ohio and this item will be made available at the next meeting in order to meet the spring deadline for applications.

Nicole Ard said Greg Sherman is here today to provide an **update on the Rieger project** and a formal agenda item will be presented to the commission in February. Greg Sherman said he provided a memorandum to the city manager and typically when this type of information is presented to the city commission, it is in final form. Greg Sherman said he thought he had the final comments but on January 15, he received additional comments which he and Don Icsman consider substantive enough to be brought back to the commission. These comments are from the attorneys representing the owner who is trying to obtain tax credits for the property and came in after the original note was approved by the city commission. The changes involve what is allowed to be paid before the city is paid (payment of their tax credit adjustors) and they must make good to their investors or an asset manager. There has never been an asset manager for any of these loans before and it is customary on tax credit projects. An asset manager takes care of making sure everyone does what they are supposed to and make sure everyone gets paid. There is a section about a non-recourse loan to the borrower. Greg Sherman said he was going to simply bring this back to the next city commission meeting but there is a situation where this could close very quickly and if it does, the city's money will go into the closing; if it does not go into the closing and it delays the project, there is a chance the developer will not be able to complete the project by the end of 2013 and there could then be any number of problems with his historic tax credits. Greg Sherman said the developer sent a memo to Don Icsman who then suggested this be brought back for approval (verbally) and place this on the next city commission agenda for formal resolution. Greg Sherman said he recommends these changes. Don Icsman said with the deadlines for the agenda, the legislation could not be prepared in time for formal passage tonight. The legislation will be prepared for ratification at the next meeting and Don Icsman asked for the commission to approve the recommended changes so Nicole Ard is authorized to sign and so there are not problems if the purchase closes in the

interim time period. The legislation approving the modified economic development loan will become part of the legislative record whereas a motion approving the changes is not the same. Greg Sherman said he does not want the city to be the one to delay a \$6 million project. Don Icsman said the city's bond counsel checked to make sure these kinds of changes are normal, are not out of the ordinary and therefore are recommended.

Upon motion of Julie Farrar and second of Diedre Cole, the commission voted to approve changes to the agreement subject to passage of a resolution approving the modified economic development loan at the next city commission meeting.

Discussion: Diedre Cole asked if the substantive changes being requested are incorporated in the document and Greg Sherman said items not changed are in red; changes from Don Icsman are in blue. Julie Farrar said as the liaison to planning, she is positive Greg Sherman and Don Icsman would not lead the city astray and would like to see the Rieger project get moving.

Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the motion passed.

Nicole Ard said she is working with staff on the **project at Tyler Street and Hayes Avenue** to help get the alleyway completed; the return on investment should be great for everybody. A new restaurant and other activities will take place at this location and the property will be returned to the tax base.

Nicole Ard thanked the Sheriff's Office Chaplain who provided **training to staff in the Sandusky Police Department** as well as their spouses and said it was well received.

Nicole Ard said John Hancock is a private engineer who works in the area and has been tasked to work with the Army Corps of Engineers regarding the **resurfacing of Curran Street** because of potential issues with storm water going into Sandusky Bay.

Nicole Ard thanked Don Rumbutis for thinking outside of the box. He became aware of a potential source for **recycling cell phones (Firefly)** and got approximately \$1,500 back which the city has not normally seen. This is a new revenue source and Nicole Ard suggested a motion to accept this money. **Upon motion of Pervis Brown and second of Jeff Smith, the commission voted to accept \$1,500 from Firefly for the recycling of city cell phones. The President declared the motion passed.**

Nicole Ard thanked the City of Defiance for hosting a **seminar regarding combined sewer overflows** in conjunction with the U.S. EPA, the State of Ohio, Marcy Kaptur's office, Senator Rob Portman's office, and other local jurisdictions.

Diedre Cole said the city received a Notice of Violation regarding the **Chesapeake property from the EPA** and Nicole Ard said she cannot elaborate too much regarding this because it is not something the city itself has done, but given the way the agreement was created, the city and the property owners' association both provide a report each year to the government. These are done at different times and unfortunately, the city received notice when they (the property owner) received notice. Outside counsel for the city is looking at this to try and figure out what exactly happened and how we can work together. Don Icsman said when changed to public marina funding, the state made the city go together with the property owners who already had property maintenance and a covenant not to sue and *they* are obligated to provide this report. It was submitted, but lacking some data and information. The Squire Sanders EPA lawyer is looking into this to ensure information is provided and help is given to the association members so the correct information and reports are filed.

OLD BUSINESS

Diedre Cole provided a copy of the **draft report for the Safe Routes to School Travel Plan**. There will be a public meeting on February 4 at New Jerusalem Baptist Church, 1920 Eddy Henry Way, beginning at 6 p.m. to discuss it. The consultants provided a walk-ability study and this information has been received. This is a partnership with the Sandusky City Schools. Diedre Cole asked for the draft to be reviewed and invited commissioners and the public to attend the meeting on February 4. The commission will be presented with a Resolution of Support at the end of the month so the grant can be submitted by March 1. Carrie Handy said a decision will have to be made about what to apply for; this is a \$500,000 grant with no local match and there is a lot to choose from. Mills School is the one with the most improvements necessary and they total up to \$2 million. Diedre Cole said the whole report includes about \$4 in improvements and so long as the grant is available, it can be used in \$500,000 increments. Wesley Poole said this program will provide money to allow the city to make infrastructure upgrades on

the routes which kids use to travel to school and recognizing children are obese and need more exercise; it will encourage kids to ride their bicycles or walk to school. The report identifies areas at different schools where improvements can be made to sidewalks, handicapped ramps and safety signage. There will be additional educational programs attempted to encourage families to ride or bicycle to school and the plan does require community input so those with school-aged children are encouraged to read the report and provide input and feedback to make it successful.

NEW BUSINESS

Upon motion of Julie Farrar and second of Pervis Brown, the commission voted to hold a public hearing on February 11 at 5 p.m. regarding the annual Action Plan for the City of Sandusky. Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the motion passed.

Upon motion of Diedre Cole and second of Jeff Smith, the commission voted to hold a public hearing on April 8 at 5 p.m. to present the draft of the annual Action Plan. Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the motion passed.

John Hamilton announced **the city still has vacancies on the Oakland Cemetery Board, the ADA Advisory Board and the Downtown Design Review Board.**

Upon motion of John Hamilton and second of Julie Farrar, the commission voted to appoint Matt Morgan to the Downtown Design Review Committee. Roll call on the motion: Yeas: Jeff Smith, Julie Farrar, Pervis Brown, John Hamilton, Diedre Cole, Wesley Poole and Keith Grohe, 7. The President declared the motion passed.

Julie Farrar said she received a call from a resident who she put in touch with Sheriff Sigsworth. After the first of this year, staff from the **Job & Family Services office asked the Sheriff to place a deputy at their offices because of frequent disturbances.** The Job Store and Juvenile Center are now housed in this building. A list of individuals was provided who may be ineligible for services due to warrants or other issues and persons are now required to show their ID when entering the building. Julie Farrar said the staff has said things are much more peaceful now and there are not so many family arguments when it is time to exchange kids or with cases involving child support issues.

Diedre Cole said last Thursday at the BGSU Leadership Academy, she had the opportunity to speak with Sheriff Sigsworth, Lt. Phil Frost and Lt. John Orzech regarding the **Citizens Police Academy.** Diedre Cole said there was dialogue about starting this program up again but because each jurisdiction is financially strapped, it was suggested to do this jointly (with the Erie County Sheriff, Huron, Norwalk, Sandusky and Perkins Police Departments). Diedre Cole said she volunteered to bring this idea forward for the city commission to consider. The Citizens Academy is typically held later in the year and is approximately eight weeks in duration. The participants would have an opportunity to see similar procedures in different departments with participating organizations. John Hamilton said this seems like a worthwhile thing to look into. Jim Lang said this is a good idea and the instructors are paid overtime so spreading it out with other jurisdictions would be helpful in saving money.

Julie Farrar said she dropped a copy of the movie ***Heroes Behind the Badge*** to the Sandusky Board of Education offices and had a long conversation with Board member, Faith Denslow. Faith Denslow said she will take this to Superintendent Eugene Sanders for evaluation to see if they can incorporate it into the Respect Book and to determine if it can be viewed by students. Julie Farrar said Faith Denslow mentioned attending a future board meeting when a presentation is made and Jim Lang said he would be happy to attend.

Julie Farrar said the **awards banquet for the Sandusky Police Department** is Tuesday, February 12 at 6 p.m. at the Sandusky High School Cafeteria. Tickets are \$9 per meal.

Julie Farrar said she and Keith Grohe, commission liaison to the Human Resources Division, have spoken about **employee performance evaluations for the four charter officers** and distributed draft evaluation forms. Julie Farrar thought it would be good to take the forms home to read during the next two weeks and then evaluate the charter officers one at a time. Julie Farrar suggested starting with Hank Solowiej, Don Icsman and Kelly Kresser since it has been so long since they have been evaluated. Keith Grohe said Hank Solowiej can be the first one evaluated.

AUDIENCE PARTICIPATION

Sharon Johnson, 1139 Fifth Street, asked to be filled in about the Hayes Avenue alleyway and Nicole Ard said the city is going to be getting cost estimates to provide the improvements which were requested and will work on drainage issues as requested by the developer. This area may then be paved and work has been done with turn lanes and aprons to help make this a useful space. Sharon Johnson asked if the alley is being paved and Nicole Ard said she understands the city will be getting estimates and this will be paid for by the City of Sandusky. Sharon Johnson said her home has a paved alley which was done via petition and assessments (50% by neighbors, 50% by the city) and asked if this alley is being done because a company requested it. Nicole Ard said her understanding is the alley is used by residents and business patrons and the city has paved alleys without assessments before. John Hamilton said putting up a new business on a vacant lot will drive the tax value up. Sharon Johnson said she will remember this because her alley needs repaving again and John Hamilton said his does too and he is not complaining. Sharon Johnson asked for an update regarding the Camp Street underpass and Nicole Ard said she does not have an update but will get back with her. Sharon Johnson asked if there is any action with Sandusky Cabinets and Nicole Ard said the city has a contract with Mannik and Smith and they are helping with environmental engineering for the property. This property will be returned to the tax base by the end of this year and can be sold once completed.

Matt Morgan, 1219 East Perkins Avenue, asked for more information about the Citizens Police Academy and Diedre Cole said the Academy showcase exactly what the police department does. They provide training for fingerprinting, investigations, weapons, the police boat, road patrol, driving and defensive driving, arrest procedures and interrogation. This previously was an eight-week course and is an eye-opening experience showing what police officers do. Diedre Cole said she went through the academy twice in Sandusky and once in Erie County and hopefully the course will help to engage more people to become involved and learn exactly what the city's safety forces do. This is a great addition for other jurisdictions to participate. Matt Morgan asked if Ehope does this and Diedre Cole said this is different; it is solely for residents of the community and it is free. Matt Morgan suggested a small or reasonable/nominal fee to cover expenses if cost is an issue. Diedre Cole said this is the idea behind having an academy that is multi-jurisdictional and she is looking at potential grants from the Justice Department.

Upon motion of Jeff Smith and second of Wesley Poole, the commission voted to adjourn the meeting at 5:46 p.m. The President declared the motion passed.

Kelly L. Kresser
Clerk of the City Commission

John F. Hamilton
President of the City Commission